President's Welcome Message

On behalf of Virginia International University I would like to extend my warmest welcome to new and returning students for our 11th anniversary of providing quality affordable education. I am delighted you have chosen to study at VIU. Citizens from every corner of the world come here to receive an education that prepares them to be globally competitive. You are now part of that group.

This year Forbes.com chose Fairfax County, where VIU is located, as the third best place to live in the USA, and I hope that you will enjoy your time in Fairfax and in the greater Washington DC metropolitan area. Like those who have come before you, we earnestly hope that your years here are among the best of your life.

Additionally, Forbes.com and CNBC ranked Virginia as the best state in the U.S. for business. In order to keep up with the industry trends and demands from potential employers, we recently introduced two new academic programs: Certification in Oracle as well as an Executive Management Certificate. Our goal is to provide necessary knowledge and expand the skills of our graduates beyond the classrooms. So, while your major is an important part of your degree program, it is also important to select other courses that complement and reinforce your skills. Take advantage of elective courses to fill out a complete program of study, and discover the unexpected joy of studying a subject you never thought would interest you. Most people today can expect to change their career plans several times over the course of a lifetime. VIU can offer you a complete, well-rounded course of study that helps prepare you for the unexpected turns of the future, while leading you to a lifetime of learning.

Virginia International University's distinction from other institutions of higher learning is its mission to educate people from all over the world through an equally diverse faculty and staff. With our student-centered approach in and outside the classroom, and open-door policy that we have adopted school wide, you can come inside and visit any officer without the need of a formal appointment. Our team is absolutely committed to providing you with a fully supportive but challenging learning environment designed to assure your academic success. Your complete well-being as you learn at VIU is our top priority.

It is my privilege to have you here. I'd like to assure you that the entire VIU community – faculty, staff, and administrators – is ready to serve you and to help you achieve your professional goals.

Sincerely,

Isa Sarac, PhD
President

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GENERAL INFORMATION

Philosophy and Mission Statement

Virginia International University was established in 1998 as a private non-profit institution of higher education to provide affordable, quality higher education to prepare students to meet the ever-evolving needs and opportunities of the 21st-Century workforce. Located in Fairfax, Virginia, just minutes from Washington, D.C., VIU offers degree programs at both undergraduate and graduate levels in computer science and business management fields. Full and part-time diplomas and certificates in a variety of professional and technical fields are offered as well. This includes language programs such as ESL and TOEFL.

VIU boasts a student body from all over the world and an equally diverse faculty and professional staff. The richness of our multicultural human resources reflects VIU's 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. 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 scholars of moral, intellectual, and professional excellence who will not only make a better life for themselves and their families but who, more importantly, will lead the way to a better world for everyone.

At VIU, we believe that learning is not confined to the formal instruction of the traditional classroom. Thus, we offer a number of extracurricular clubs and activities where experts in a variety of subjects are brought in to discuss topics of interest to students. In addition, VIU organizes a variety of other exciting educational activities involving trips to off-campus sites.

Accreditation and Certifications

1. Virginia International University is accredited by the Accrediting Council of Independent Colleges and Schools (ACICS), a national accrediting agency recognized by the United States Department of Education and the Council for Higher Education Accreditation (CHEA).

ACICS
750 First Street, NE,
Suite 980
Washington, DC 20002
http://www.acics.org

2. ACICS is national accrediting agency recognized by the United States Department of Education, and VIU's accreditation thru ACICS automatically entitles VIU to recognition by the US Department of Education.

U. S. Department of Education
Promoting educational excellence for all Americans

3. Due to its national accreditation status, VIU has also been recognized by the Council for Higher Education Accreditation (CHEA). Recognition by CHEA affirms that standards and processes of accrediting organizations are consistent with quality, improvement, and accountability expectations that CHEA has established.

One Dupont Circle NW, Suite 510
Washington DC 20036-1135
http://www.chea.org

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

101 N. 14TH St., James Monroe Bldg. •
Richmond, VA 23219
Tel: (804) 225-2600 Fax: (804) 225-2604

5. VIU is authorized by the United States Custom and Immigration Services (USCIS) to enroll non-immigrant students.

http://www.ice.gov

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

http://www.acenet.edu

7. VIU is a member of Northern Virginia Technology Council

8. VIU is a member of the Central Fairfax Chamber of Commerce

9. VIU is an Oracle Workforce Development partner.

https://workforce.oracle.com

Academic Departments

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

1. Business Programs Department

A. The Master of Business Administration (MBA) degree is offered in the following concentrations:

     a.   International Business
     b.   Marketing Management
     c.   International Finance
     d.   Health Care Administration
     e.   Global Logistics

B. The Bachelor of Science in Business Administration degree is offered in the following concentrations:

     a.   International Finance
     b.   International Business
     c.   Marketing

C. Certificate Programs are offered in:

    a. International Business
    b. Small Business Management
    c. Executive Management Graduate Certificate

2. Computer Programs Department

A. The Master of Science in Information Systems (MIS)
B. Master of Science in Computer Science (MCS)
C. The Bachelor of Science in Computer Science
D. Certificate programs are offered in:

    a. IT Specialist Diploma
    b. Oracle Database Administrator and Developer Diploma
    c. Oracle Database Management Certificate

3. Language Programs Department

A. Master of Arts in TESOL (pending approval)
B. TESOL Graduate Certificate Program
C. English as a Second Language (ESL) program is offered for those whose native language is other than English. VIU's ESL program constitutes four levels (elementary, intermediate, advanced, and college preparation) and includes TOEFL preparation instruction.

Governance and Control

Virginia International University is a private non-profit university governed by its **Board of Trustees.** The main function of the Board of Trustees, as mandated in the bylaws, is twofold: to develop policies for

the advancement of VIU and to support the president of the university with the implementation of those policies. In addition, Virginia International University's Board of Trustees provides guidance, monitoring, and assistance to the president of the university in fundraising, public affairs, and building key alliances to assist in and support the growth of the university.

VIU's current Board of Trustees includes:

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 Virginia International University is carried out by the current administrators.

Isa Sarac	President	PhD
Hasan Karaburk	Executive Vice President of University Affairs	MBA
Sue Ann Myers	Executive Director of Business and Human Resources	BSW
Badamsukh Yadamsuren	Assistant Director of Business and Human Resources	MBA
Sandra Perez	Acting Chair, Computer Programs Department	MS
Masha Vassilieva	Chair, English Language Programs Department	PhD
Marietta Bradinova	Associate Chair, English Language Programs Department	PhD
Dominika Braverman	Associate Chair, Business Programs Department	BA
Emilia Butu	Director, Online Education	MS, MBA
John L. Bennett	Director, Library Services/Associate to	MLS

	University Affairs	
Maria Robledo	Director, Accounting	MBA
Sebastien Mortreux	Director, Student Activities	BFA
Tina Segismundo	Director, Student Housing	BSc
Christina Lavoie	Business Manager	BA
Emily LaDuque	Manager, Admissions and Students Services	MS
Yoko Uchida	Registrar	BA
Prashish Shrestha	IT Manager	MS, MBA
Yukari Kunisue	Student Counselor	EdM
Lizbeth Del Giudice	International Student Advisor	MBA
Idris Ulas	Graphic Designer/ Internet Marketing Coordinator	MMIS
Hilary Kozikowski	Marketing Coordinator	BS
Luis Carlos Torres	Agent Liaison and Admissions Officer	MBA
Yobi Park	Admissions Officer/ Marketing Assistant	BBA
Nassrul Nordin	Property Manager	BBA
Bayarjargal Battulga	Finance Assistant/ Student Loan Officer	MBA
Heidi Rodeffer	Assistant, Business and Human Resources	BFA
Claudia Pinzon	Assistant, Accounting	MBA
Thais Price	Assistant, Registrar	MBA
Shaneta Lee	Front Desk, Pender Campus	
Cory Carlton	Front Desk , Waples Mill Campus	BS

Full-Time Faculty

First Name	Last Name	All Degrees Earned	Field of Expertise
John L.	Bennett	Master of Library Science, McGill University, Montreal, Canada BA in English, Windham College, Putney, VT CELTA, International House, Krakow, Poland	English as a Second Language (ESL)
Marietta	Bradinova	PhD in English, Indiana University of Pennsylvania, Indiana, PA MA in English, George Mason University, Fairfax, VA MA in English Philology, St. Cyril and Mehodi University, Veliko Tarnovo, Bulgaria	English, Linguistics, Language Pedagogy

Sandra	Perez	MS in Computer Science, Stevens Institute of Technology, Hoboken, NJ BA in Mathematics & Computer Science, Hunter College, New York, NY	Information Technology, Research & Computer Science, Mathematics
Masha	Vassilieva	PhD in Linguistics, State University of New York, Stony Brook, NY MA in TESOL, State University of New York, Stony Brook, NY BA in German, State University of St. Petersburg, Russia	Linguistics, Language Pedagogy
Emilia	Butu	MS Computer Science, Southeastern University MBA, Southeastern University, Washington, DC BS Control Engineering/Computers, Polytechnic University, Romania	Information Technology & Computer Science
Hasan	K. Burk	B.Sc. Chemistry, METU- Ankara-Turkey MBA, VIU, Fairfax, VA	Science, Math, Chemistry , Business Administration

Academic Calendar Fall 2009 – Fall 2010

VIU is a traditional university where the academic year is divided into three semesters, fall, spring and summer. Fall and spring semesters are 16 weeks in duration and summer is 8 weeks for academic courses and 10 weeks for ESL courses. There is no official recess during the fall semester due to other observed holidays. However, spring semester has a one-week recess. Students should be aware that the amount of classroom instruction during the summer semester is equal to one full academic semester. Thus, the regular semester tuition and fees will be charged for the summer semester.

FALL 2009	
Registration for Fall 2009 Begins	July 1
Registration Ends	August 24
Payment Due Date	August 24
Last day to withdraw with a full tuition refund	August 25
New Student Orientation	August 27
First Day of Classes	August 31
Labor Day, VIU is closed	September 7
Last Day to Add/Drop Classes	September 14
Last day to withdraw with a 50% tuition refund	September 25
Incomplete Grade from Spring 2009 - Due to Registrar	October 9
Last day to withdraw with a 25% tuition refund	October 23
Thanksgiving Break, VIU is closed between 8/26 till 8/28.	November 26 – 28
Last day to apply for graduation	December 1
Last Day of Classes	December 11
Exam Period	December 14-18

Grades Available on MyVIU	December 21
Winter Break, VIU is closed from December 25th through January 3rd. VIU will reopen on Monday, January 4th	December 25-Jan 1

Thanksgiving Break: Make-ups will be scheduled for all classes missed.

SPRING 2010	
Registration for Spring 2010 Begins	December 1
Registration Ends	January 6
Payment Due Date	January 6
New Student Orientation	January 6
Last day to withdraw with a full tuition refund	January 11
First Day of Classes	January 11
Martin Luther King Day, VIU is closed *	January 18
Last Day to Add/Drop Classes	January 25
Last day to withdraw with a 50% tuition refund	February 5
Incomplete grade from Fall 2009 - Due to Registrar	February 19
Spring Recess, no classes from March 8th through 13th	March 8-13
Last day to withdraw with a 25% tuition refund	March 8
Last day to apply for graduation	April 1
Last Day of Classes	May 1 Saturday
Exam Period (beginning on Tuesday, May 11)	May 3-8
Grades Available on MyVIU	May 10
Commencement Ceremony	May 14

Make-ups will be scheduled for all classes missed during the MLK Day.

SUMMER 2010-TWO SUB TERMS	
Sub- Term A: 8 weeks (concentrated May 10-Ju;y 2)	
Sub-Term A Registration Begins	April 5
Registration Ends	May 7
Payment Due Date	May 7
Last day to withdraw with a full tuition refund	May 10
New Student Orientation	May 5
First Day of Class	May 10
Last Day to Add/Drop Classes	May 14
Memorial Day, VIU is closed (make up scheduled)	May 31
Last day to withdraw with a 50% tuition refund	May 21
Last day to withdraw with a 25% tuition refund	June 4
Incomplete Grade from Spring 2010 - Due to Registrar	June 11
Last day to apply for graduation	June 25
Last Day of Class (including the final exams)	July 3

Sub Term B: 8 weeks (concentrated July 5-Aug 27)	
Sub-Term B Registration Begins	**June 7**
New Student Orientation	June 30
Registration Ends	**July 2**
Payment Due Date	**July 2**
The Fourth of July holiday *	July 5
Last day to withdraw with a full tuition refund	July 6
First Day of Class	July 6
Last Day to Add/Drop Classes	July 9
Last day to withdraw with a 50% tuition refund	July 16
Last day to withdraw with a 25% tuition refund	July 30
Last day to apply for graduation	**Aug 20**
Last Day of Class (including the final exams)	**Aug 28**

* The 4th of July is on Sunday; VIU is closed the following Monday, July 5th.

FALL 2010	
Registration for Fall 2010 Begins	July 1
Registration Ends	August 23
Payment Due Date	August 23
Last day to withdraw with a full tuition refund	August 24
New Student Orientation	August 25
First Day of Classes	August 30
Labor Day, VIU is closed	September 6
Last Day to Add/Drop Classes	September 13
Last day to withdraw with a 50% tuition refund	September 24
Incomplete Grade from Summer 2010 - Due to Registrar	October 8
Last day to withdraw with a 25% tuition refund	October 22
Thanksgiving Break, VIU is closed on Thursday November 25th and Friday November 26th*	November 25 – 27
Last day to apply for graduation	December 1
Last Day of Classes	December 13
Exam Period (beginning on Tuesday, December 14)	December 14-20
Grades Available on MyVIU	December 21
Winter Break, VIU is closed from December 25th through January 1st. VIU will reopen on Monday, January 2nd	December 25-Jan 1

*Thanksgiving Break: Make-ups will be scheduled for all classes missed.

The Academic Calendar is subject to change without prior notice.

Location and Transportation

Virginia International University's main location is 11200 Waples Mill Road, Suite 360, Fairfax, Virginia 22030, only 20 miles from the nation's capital. We have two additional learning sites near the main location: 3957 Pender Drive and 3953 Pender Drive, Suite 105, as seen in the aerial and map views below.

VIU's central location close to Washington, D.C. means that you can choose between two international airports for your entry: Dulles International Airport (IAD) in Virginia or Baltimore Washington International Airport (BWI) in Maryland. Domestic air travel, which includes connect-ing flights from other international airports in the US, is available through Reagan National Airport (DCA). All three airports have major road and rail links with Fairfax.

Metro Bus Access from the Vienna Metro Station

VIU is only five miles from the Vienna/GMU Metro Rail Station at the end of the Orange line. 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. Metrobus 2B or the CUE Bus Gold 2 will bring you from the Vienna Metro Rail Station to VIU. You should get off the bus at the intersection of MAIN STREET and JERMANTOWN ROAD. You will turn right on Main Street. Turn right once more onto Waples Mill Road for the administrative offices. If you continue on Waples Mill Road, you will turn right onto Pender Drive to reach building 3957, which will be on the right side, for Virginia International University's main location.

Parking

VIU currently has ample free parking for students at both its Waples Mill and Pender Drive buildings.

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

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

Pender Sites
3957 Pender Drive & 3953 Pender Drive
Fairfax, VA 22030

Waples Site
11200 Waples Mill Road
Suite #360
Fairfax, VA 22030
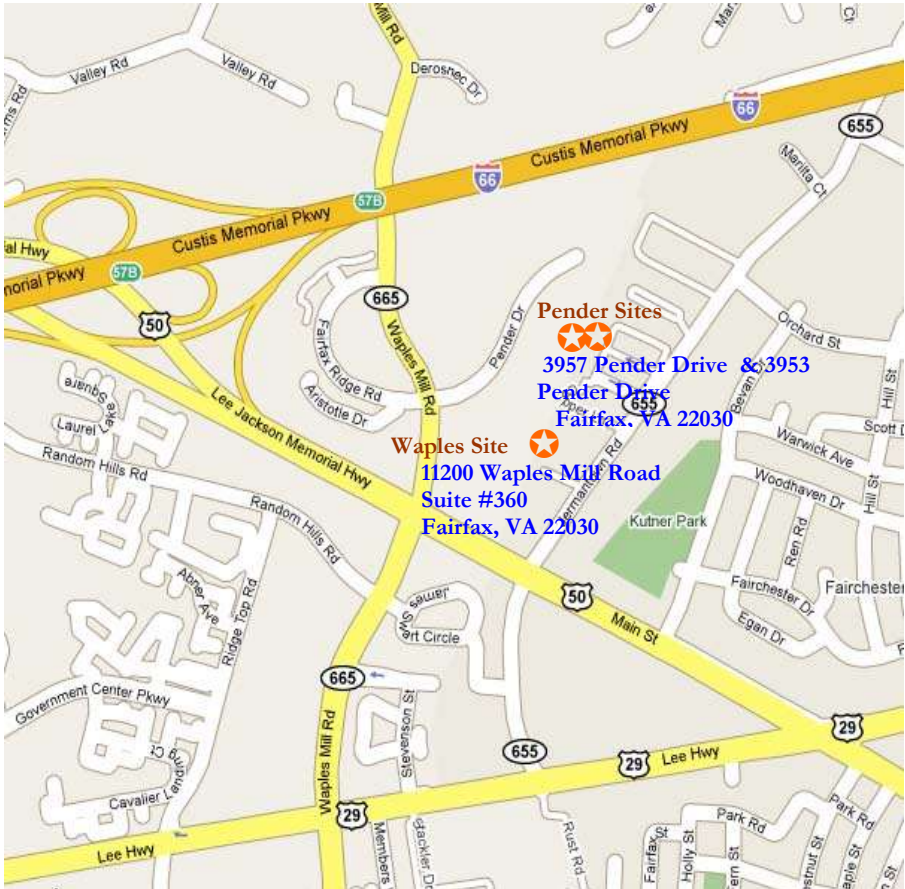
STUDENT SERVICES

Campus Buildings and Facilities
Buildings
The VIU campus consists of the following three buildings:

Waples Mill. The Office of the President of VIU is located in the Waples Mill Building as are most of the University's administrative offices, including the Admissions Office and the Office of the Registrar. Waples Mill also contains the University's meetings facilities.

Pender. The Pender Building contains classrooms, two computer labs, and the offices of the academic department chairs and of the Director of Online Education.

Commonwealth Hall. The Commonwealth Hall Building contains classrooms, the computer lab for Oracle training, the library, and the office of the Executive Vice President of University Affairs.

Classroom Facilities
All of VIU's classrooms are equipped with computers and projection and sound systems. The computers have high-speed internet connections and are able to play CDs and DVDs. The University also has three computer labs. These labs are equipped with update hardware and software for student use.

Student Orientation
VIU Student Services seeks to integrate students into the university community and to support and complement student learning inside and outside the classroom. The Student Services staff organizes an 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.

The majority 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, 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 photographs taken, 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 Counselor is available to answer students' questions concerning their job search endeavors and career paths. Workshops in the areas of job search techniques and resume building are organized regularly. Some of the topics that have been covered during these workshops include:

    a. Job search tools/student resume and cover letter building
    b. Career counseling
    c. Job related workshops CPT/OPT counseling
    d. 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. International students may not begin the CPT until they have entered into their second year of study in their selected program, registered for the appropriate class, and completed the proper paperwork/application. In addition, their I-20 has to be changed to allow for CPT. When students have completed these requirements, they may work under CPT guidelines. Students may intern only part-time during fall and spring semesters and full-time during the summer.

Airport Pick-up Service

VIU offers airport pick-up service for students arriving at Dulles International Airport (IAD) and Reagan National Airport (DCA) only. Students who would like this service must send VIU a copy of their ticket and itinerary at least one week prior to their arrival date. The copy of the ticket and itinerary can be emailed to accommodation@viu.edu or faxed to (703) 591-7048. The fee for the service is $60.00 per person. For further information, please contact VIU's accommodation office at accommodation@viu.edu.

Accommodation Assistance

Virginia International University will provide you with as much information as possible to assist you in your search for affordable and convenient housing. However, students are responsible for making their own housing and transportation arrangements. Some of the housing

options available to students include homestays, apartments, rooms/shared housing, and hotels. More information about housing is available on Virginia International University's website at http://www.viu.edu/prospective-students/housing.html.

If you require help in finding accommodations, please fax ((703) 591-7048)) or email (accommodation@viu.edu) the completed **Off-Campus Housing Request Form** at least one month before the semester begins. For further information about accommodation, please contact VIU's Director of Student Housing at accommodation@viu.edu.

Extracurricular Activities (Off-Campus Field Trips)

VIU offers a variety of exciting educational activities involving day travel to off-campus sites. Short trips include all the popular sightseeing destinations in Washington, D.C. Longer excursions may include destinations such as the Patuxent National Wildlife Refuge Research Center; the U. S. Department of Agriculture's Beltsville Agricultural Research Service; Historic Harper's Ferry, West Virginia; Shenandoah National Park in the Blue Ridge Mountains of Virginia; and Assateague Island National Seashore.

Health Insurance

Due to high cost of health services in the United States, all international students at VIU are required to have health insurance. VIU students will be given the option of purchasing health insurance through either VIU or an outside vendor of their choice. The per-semester cost of purchasing health insurance through VIU during the 2009-2010 academic year is shown in the following table.

Fall 2009 August1 – Dec 31	Spring 2010 January 1 – May 31	Summer 2010 (Continuing Students) June 1 – July 31	Summer 2010 (New Students only) June 1 – Aug 15
$300	$300	$120	$150
	Submit the payment no later than Nov 30th	Submit the payment no later than April 30th	Submit the payment no later than April 30th

If you would like to purchase health insurance through VIU please contact the Health Insurance Department at healthinsurance@viu.edu.

If a student has proof that they hold a comparable insurance plan through another health care provider, a student may choose to keep that plan

instead of purchasing health insurance through VIU's provider, International Health Insurance Healthcare. If a student is going to use a plan other than the VIU plan, they must submit an Insurance Waiver Form and insurance documents to the Student Health Services office within 7 business days of the start of classes. Also, the outside health insurance plan must meet the following minimum requirements:

a. Must be at least a full year coverage including summer and any periods of authorized work (except for OPT),
b. Medical benefit is at least $50,000 per condition, illness, or injury
c. Co-payment does not exceed $300
d. Repatriation benefit is at least $10,000
e. Medical evacuation benefit is at least $25,000
f. Deductible does not exceed $200 per illness or injury,
g. Prescription drugs: Paid at 100%

If the alternate health insurance is approved, the student will not be charged the premium for the VIU health insurance plan. However, if the waiver is not approved or the student does not submit the waiver form within 7 business days of the start of classes, the student will automatically be charged the premium for the VIU health insurance plan.

When you register for classes you will need to notify VIU of which insurance option you plan to choose. If you have any questions or concerns, please feel free to contact us at healthinsurance@viu.edu.

Library Services

The VIU Library, a member of OCLC, is located in the University's Commonwealth Hall Building. As a student at Virginia International University, you will need access to an array of study and research materials, and the VIU Library will assist you in finding these resources It is the place to begin your research whether you are completing a classroom assignment or undertaking an independent research project.

Director and Staff: John L. Bennett, VIU's Director of Library Services has a Master of Library Science degree from an American Library Association-accredited library science program at McGill University. He also holds Librarian's Professional Certification from the State of Virginia. Mr. Bennett is supported by several trained library assistants.

Hours of Operation: The VIU Library, located in the Commonwealth Hall building, is open and staffed by a librarian and/or a trained library assistant from 8:30 AM to 6:30 PM Monday through Friday.

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, reference, and research. The library catalog can be searched by author, title, keyword, and ISBN. VIU subscribes to two online libraries – LIRN and e.brary. LIRN provides VIU students with access to full-text articles from periodicals – including thousands of peer-reviewed journals – in a wide range of disciplines. E.brary provides access to the full-text of 35,000 current academic texts. Additionally, there are links to approximately 200 websites in a wide range of disciplines, including business, computer and information science, ESL, and general reference.

Collection: The VIU Library currently has approximately 5,400 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 over 60 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 a number of nearby academic and public libraries to support their studies.

Circulation Policy: 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 four weeks and can be renewed for an additional four weeks if it has not been requested by another person.

Library Development Action Plan: VIU has begun the implementation of a Library Development Action Plan. The plan includes a significant acquisition program designed to increase and modernize the library's holdings in three core areas – business, computer and information science, and ESL – as well as in general reference. The library is also developing a collection of materials in non-print media including e-books, CD-ROMs, 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.

APPLICATION FOR ADMISSIONS

For the 2009-2010 academic year, VIU is admitting students to undergraduate and graduate degree and certificate programs, and to English language programs. All applicants must provide the necessary documentation, as described below.

Please note that an application will not be considered complete, and thus, will not be reviewed, until all application documents have been 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.

Admissions Requirements

For admission to study at VIU, all applicants are required to submit a completed application package, as outlined below, with a nonrefundable $100 application fee.

Admission Materials	Graduate Programs	Undergrad Programs	Graduate Level Certificate Programs	Undergrad Level Certificate Programs	English Language Programs
Application Form	✓	✓	✓	✓	✓
Application Fee	✓	✓	✓	✓	✓
Prev. Degree	Bachelor's	High School	Bachelor's	High School	--
Official Transcript	GPA: 2.5 (Recommended)	--	GPA: 2.5 (Recommended)	--	--
English Proficiency[1]	✓	✓	✓	✓	--
GRE/GMAT	Recommended	--	--	--	--
Financial Documents[2]	✓	✓	✓	✓	✓
Health Insurance	✓	✓	✓	✓	✓

[1] *For non-native English Speakers only. TOEFL: 550, 213, 80; or IELTS: 6; or TOEIC: 750. Applicants can take VIU's English Placement test to prove English proficiency*
[2] *For International Students only. An official bank statement of the sponsor and a Statement of Financial Support must be submitted.*

NOTE: The Office of Admissions will only evaluate applications 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 spring 2010 semester must be received by December 4, 2009. Applications for admissions for the summer 2010 semester must be received by April 5, 2010. Applications for admissions for the fall 2010 semester must be received by July 5, 2010. 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: 304 / 309 / 313
> Fax: +1 (703) 591-7048
> Email: admission@viu.edu

Explanation of Admission Materials

NOTE: ANY APPLICATION MATERIALS NOT IN ENGLISH MUST BE ACCOMPANIED BY A CERTIFIED ENGLISH TRANSLATION OF THE ORIGINALS. (Translation certified by a public notary.)

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

2: Application Fee: Each applicant is required to pay a non-refundable $100 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 prospective student or their sponsor. The form should be faxed to the Admissions Office at (703) 591-7048 or emailed to admission@viu.edu. VIU accepts 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 must submit a notarized copy of their college or university diploma, accompanied by a certified translation if the original is not in English.

  a.   For Master's programs and graduate level certificate programs, a Bachelor's degree is required.

b.   For Undergraduate and Undergraduate Level Certificate 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 US college or university with a 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 US Equivalencies table (available on our website) for their foreign Bachelor's degree to be able to make an application to VIU's Master's programs. Applicants to any of our undergraduate-level programs should refer to the US Equivalencies table (available on our website) for their foreign high school diploma to be able to make an application for our undergraduate-level programs.

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

For International Students: If you would like to have any college credits you have earned outside the US transferred to VIU, we will consider such requests on a case-by-case basis. We prepare credential evaluations for internal-use only. For more general evaluations of your transcript and the US equivalency of your foreign diploma, which may be accepted by VIU and other US institutions of higher learning, please contact one of the National Association of Credential Evaluation Services at www.naces.org.

5. Language Proficiency-TOEFL Scores: All applicants whose first language is not English, whether enrolling in residential or online courses, must submit proof of language proficiency to VIU. There are several ways to meet VIU's English Language Proficiency qualifications. The table below lists Standardized tests that are accepted by VIU.

Name of Standardized Test Required	Minimum Scores
SAT II	English 870
IELTS	Overall band 6
TOEFL (PBT, CBT, IBT)	550, 213, 80
TOEIC	750
VIU's English Placement Test	308 (out of 360)

The Test of English as a Foreign Language (TOEFL) is the most widely accepted English Language Proficiency test for admission to US colleges and universities. The minimum TOEFL requirement for admission to VIU is a score of 550 on the paper-based test, 213 on the computer-based test, or 80 on the internet-based test. Students must submit original TOEFL results or have the results sent directly to VIU 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 studying continuously at a US college/university, you may submit an older score that has been accepted by your last US school. Applicants who receive less than the minimum required score on the TOEFL exam can attend VIU's English Language Program. Graduation from our ESL program waives the English Placement Test (EPT) requirement for admissions to any academic program.

English proficiency may also be demonstrated in the following ways:
1. Successful completion of four consecutive years of secondary education or higher in which the language of instruction was English.
2. Completion of at least 12 semester credit hours with at least a C average at a U.S. postsecondary institution at which the language of instruction was English.
3. Other evidence, for example, successful completion of English as a Second Language (ESL) courses, requires approval VP for University Affairs.

6. GMAT/GRE Scores: There are two types of widely accepted graduate examination scores used by US universities for graduate admissions. The GMAT (Graduate Management Admission Test) is for admission to business programs such as our MBA programs. The GRE (Graduate Record Exam) is for admission to non-business graduate programs such as computer science. For more information about the GMAT or GRE, please visit www.gmat.org, or www.gre.org. It is strongly recommended that all graduate study applicants coming from either national or international institutions of higher education submit either GRE or GMAT scores. However, VIU does not require a GRE or GMAT score for its graduate programs at this time. (VIU's ETS code: 7137).

7. Statement of Financial Support: All international (F-1 visa) applicants must submit a Statement of Financial Support detailing the source(s) of funding for their program of study. Please visit our web site (www.viu.edu) to download VIU's "**Statement of Financial Support**"

form. 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 US.

If a student's sponsor resides in the US and is an American citizen or a green card holder, the sponsor must provide VIU with an I-134 form, which can be downloaded from www.uscis.gov. Please bring the original form to VIU or send it directly to the Admissions Office. If the sponsor lives and works in the US, a W-2 form for the previous tax year may be submitted in lieu of a bank statement.

NOTE: For all financial support documents, originals or certified copies are required, and they must not be more than 6 months old at the time of admittance.

9. Health Insurance: All F-1 students are required to purchase health insurance coverage. Applicants who do not yet have health insurance may purchase it through VIU at reasonable cost. For more information, see the Student Services section of this Catalog above.

TUITION AND FEES

Tuition and Other Related Fees

This tuition and fee structure presented in the following table is effective during the Fall 2009 - Spring 2010 academic year.

TUITION	Graduate	Undergraduate	Graduate Certificate Program	Undergraduate Certificate Program	ESL/TOEFL
Full-time tuition (per semester)	$5,022[a]	$4,725[b]	$3,780[c]	$3,780[d]	$2,650[e]
Full-time tuition (per credit hour)	$558	$315	$420	$315	$8.83/hour
Part-time tuition (per credit hour)	$569	$327	$430	$327	$11[f]
[a] Full-time Graduate student tuition rate (9 credits) [b] Full-time Undergraduate student tuition rate (12 to 15 credits) [c] Full-time Graduate Certificate Program tuition rate (9 credits) [d] Full-time Undergraduate Certificate Programs tuition rate (12 credits). If students want to take additional credits, they must pay for them. [e] ESL/TOEFL semester tuition is based upon 20 hrs/week instruction. ESL Summer semester fees will be prorated according to the duration of the course. Full-time ESL students **must attend 20 hours of classes per week.** [f] Per hour					

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

Fee for Program Prerequisite Courses: Graduate students who need to take program pre-requisite courses will pay the Undergraduate tuition rate for those courses required.

Related Fees: Some fees are mandatory and due at the time of application or enrollment. During their time at VIU students may also have to pay additional fees for specific services. All fees are **non-refundable**.

Services Provided	Explanation	Amount
Application fee*	Prior to admission at VIU	$100
Postal fee	International	$65
	Domestic	$25
Student services fee	Enrollment, Registration, & Lab	$50
Activity Fee	Includes sports, clubs, luncheons, campus events and other student activities.	$25
Health Insurance	Per semester	$300
	Summer semester	$150
Technology fee	Per online class	$120
English placement test	Those who need to take the test only	$30
Late Registration Fee	After the last day of registration before the end of the add-drop period	$50
Returned Check Fee	If the check issued by the student is not honored by their bank.	$30
ID Card Renewal	If ID card is lost or a replacement is needed. ID cards must be renewed every year.	$10
Transcript Processing Fee	Upon request by the student. It will take three business days to process transcript requests.	$10
Graduation Application /Diploma Processing Fee	All students graduating must pay this fee when submitting the **Graduation Application Form**.	$100 for Degree Students
		$50 for Diploma and Certificate Students
Cancellation fee	When students cancel the enrollment within 3 business days prior to beginning of semester.	$100
The only fee an agent is authorized to collect on behalf of VIU is the $100 application fee. Tuition and other fees are to be paid directly to VIU.		

Living and other expenses: The following table provides guidance on annual living and textbook expenses for a typical student in the Washington, D.C. metropolitan area. However, every student should calculate expenses based upon their individual needs and have the funds available to cover these expenses.

Expenses	Explanation	Amount
Living expenses	The approximate cost for an individual student living in the Washington, D.C., metropolitan area	$9,000 per year
Book expenses	Book expenses are **not** included in the tuition. All must obtain their books before the end of the add-drop period	ESL students may spend $200 per semester
		Academic students may spend $100 per class

Payment Information

One week before the first day of classes the student's semester payment is due in full. For an up-to date payment schedule refer to our web site. Payments received at the Accounting Office by 6:00 p.m. Monday through Friday will be considered as that day's business. Allow ample time for processing payments. Payments received are applied to the oldest outstanding amount first.

Payments can be made using the following methods:

Cash: Cash is only received at the Accounting Office, Waples Mill Campus, Room #3. Please do not send cash payments through the mail.

Check: Payable to Virginia International University, with student ID number written on the front. Already endorsed checks are not accepted. Checks must be payable in US dollars with an intermediary bank in the US.

MasterCard, **Visa, Amex, and Discover** payments are accepted at the Accounting Office. Credit card payments can also be submitted by fax using the Credit Card Authorization Form. The form is available at www.viu.edu and the fax number is 703-591-7048.

Wire Transfer: Please send an e-mail to accountant@viu.edu to obtain our bank account information. New students please provide your application number. Current students please provide your student ID number.

Payment Plan

a.   Installment Payment Plan

A payment plan is available for VIU students who cannot complete full tuition payments by the deadline and wish to finance their tuition in installments. Payments for other fees cannot be deferred. A Payment Plan Agreement is available at the Accounting Office. This agreement must be

signed and submitted with the first installment. The installment fee is $25 per installment and nonrefundable.

Our Installment Payment Plan offers three options; the options differ in number of installments and the total installment fee. The fee per installment is $25. Any changes you make in the payment plan must be made before the due date. Failure to pay the outstanding balance will result in an academic hold, a late fee of 0.2% of the balance due per day up to $500 for the semester, and normal university collection activity. Your payment option, if any, will be automatically changed to the payment option with an additional installment if you fail to pay the installment and late fee for more than one month after the initial due date. For example, VIU will charge an additional installment fee along with the appropriate late fee. Failure to pay may prevent students from being eligible to use this agreement in future semesters.

b.   Advance Payment Plan

An Advance Payment Plan is available for the spring and fall semester. The Advance Payment Plan offers the option of paying tuition in either five (5) or six (6) installments during the fall semester and in five (5) installments during the Spring semester. Students may start paying one or two months in advance of the regular payment plan for the fall semester and one month in advance for the spring semester. By selecting this option students can save up to $100 in installment fees.

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 the student may be responsible:

Time of Withdrawal Notice	Amount Refunded *
Three business days prior the first day of the semester	The semester tuition minus a $100 Cancellation fee
First day and through 25% of the semester.	50% of the semester tuition
Through 50% of the semester	25% of the semester tuition
After 50% of the semester	0% (**no refund will be issued**)
* Excluding all fees, except tuition.	

VIU is a traditional university where an academic year is divided into three semesters, fall, spring and summer. Fall and spring semesters are 16 weeks in duration and summer is 8 weeks for academic courses and 10 weeks for ESL courses.

A written notice must be submitted to withdraw officially from Virginia International University. **The effective date of termination for the purpose of a refund calculation will be the date of withdrawal notice submitted to VIU.**

No refund will be honored without written notice. Students may download the **Course/Institutional Withdrawal Form** from our website or obtain a hard copy from the Director of Admissions & Records or the International Student Services Office (ISSO).

Virginia International University will issue refunds to individuals who have terminated their status as students within 45 days after receipt of a written request. If a student is participating in a payment plan and the installment payment is insufficient to cover the student's obligation according to the schedule above, then the university will send the student a bill for the difference. If an international student accepts an I-20 from VIU, they are financially responsible according to the above schedule. All refund requests must be in writing within 12 months of the initial application date.

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

> **a.** Withhold the release of the student's academic records or any information based upon the records.
> **b.** Withhold the issue of the student's transcripts.
> **c.** If the student's account remains delinquent, Virginia International University reserves the right to terminate enrollment and cancel F-1 visas of international students. Late tuition payments are subject to financial penalties.

Financial Penalties

1. Late fee: Failure to make any payment on or before the due date results 0.2% of unpaid balances added per day. The late fee percentage will apply only to the tuition and installment fee. Other fees (for example activity fee, technology fee, etc) will be deducted before applying payment for tuition.

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

Special Cases: In the ***documented*** event of prolonged illness, accident, or death in the immediate family (parents, siblings, children, or spouse) or other special circumstances that make it impractical to complete the program, Virginia International University will work toward a settlement that is reasonable and fair to both parties.

SCHOLARSHIPS

Scholarship Selection
The VIU Scholarship Program is designed to attract exceptional students worldwide and provide them with a unique opportunity to study in the United States. The awards are based upon exemplary academic accomplishment and proven leadership skills.

Each applicant's file is reviewed and evaluated by the Scholarship Committee. Once an applicant is granted a scholarship, he or she is issued a scholarship letter that includes the terms of the award, the conditions required to maintain the scholarship, and the annual renewal process. The committee also meets as necessary to review practices and procedures to provide the best scholarship program possible.

Scholarship Funding Sources
VIU tuition scholarship program funding is derived from a number of sources. It is supported by generous contributions from individuals and organizations.

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

Scholarships range from $500 to $4,000 annualy.

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 factors. Candidates may be invited for an interview.

When to Apply

The completed application package must be postmarked on or before July 1 of the application year to be considered for the following fall semester. Students granted an award must also re-apply every year before July 1st for approval of the continuation of their scholarship awards. Awards for the succeeding school year will be announced by August 15 or earlier. If you will be entering the university in the spring semester, the scholarship application package must be postmarked on or before November 1st.

If you are a current student or a potential student who lives near VIU, you may pickup a scholarship application packet from VIU's Admissions Office. Most students will find it convenient to download a copy of the application from the VIU website. Individuals may also request that an application packet to be mailed to them by contacting the VIU Admissions Office by phone, mail, e-mail, or fax.

Scholarships Criteria

The amount of the scholarship a student is awarded depends upon many factors. However, to be considered for a scholarship of a particular amount, a candidate must meet at least two of the criteria listed for each amount in the following table:

Undergraduate Scholarship

A. $500 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 940 or above

B. $1,000 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. $2,000 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. $4,000 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]

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 540 or above (out of 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 580 or above (out of 800)
Outstanding Success [c]

C. $2000 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 600 or above (out of 800)
Outstanding Success [c]

D. $4000 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 660 or above (out of 800)
Outstanding Success [c]

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

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

[c] Outstanding success is defined as a student who has achieved recognition in fields such as sports, music, art, or academic competition. Proof of this success will need to be provided in the form of original copies of relevant diplomas, certificates, awards, etc.

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 VIU awards tuition scholarships only. The applicant, once found eligible, will not actually receive cash in hand. However, the amount will be deducted from the tuition fee they would normally have to pay.

How to Maintain a 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 awards.

1. Scholarship students (regardless of their level and program of study) must maintain a grade of at least B for each course for every semester and overall meet the required GPA for the scholarship they have been awarded.

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

3. Academic dishonesty will result in immediate termination of the scholarship award and will also jeopardize the student's academic history as it will be permanently recorded on the student's transcript.

Renewal of Annual Scholarship

VIU's tuition scholarship is an annual award that will expire on its anniversary. Therefore, a student's eligibility to be continuously qualified for a scholarship award is based not only on the above cited conditions but also upon an annual review and renewal. A student must apply for renewal of his/her award and must submit a new scholarship application form. The renewal process is no different than that of the initial grant of the award, regardless of the applicant's history at VIU.

ACADEMIC REGULATIONS

Enrollment

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 Office of Admissions and Records 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 upon 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 course load must have a 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 programs. Exceptions may be made only for an officially authorized leave of absence.

Academic Advising in General

Academic advising includes, but is not limited to, assisting students in choosing a major, planning course selection and registration, tracking academic progress, developing an academic plan, advising on how to improve a GPA, and providing guidance on career planning. General academic advising procedures are to be followed by all VIU students. 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 their 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 department chair for any additional procedures. To assist students in the advising process, Virginia International 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.

Upon admission to a VIU program of study, but before the beginning of classes, students are encouraged to meet with an academic advisor. This initial advising session includes the following:

1. A review of the requirements for the student's intended program of study.
2. A review of the student's record to-date to determine whether academic deficiencies exist that must be remedied.
3. A recommendation as to course selection for the upcoming semester/academic year.
4. A discussion of the career and/or graduate study options open to the student.
5. Further evaluation of the student's suitability to major in the chosen discipline.

Students returning for study at VIU must schedule a meeting with their advisors to take place no later than one week before the start of classes. The meeting should accomplish at least 1, 2, and 3, above (and 4 and 5 as needed).

Semester and Credit System
Virginia International University is a traditional university where an academic year is divided into three semesters, fall, spring and summer. Fall and spring semesters are 16 weeks in duration and summer is 8 weeks for academic courses and 10 weeks for ESL courses.

Credit Hours: For VIU students to complete any program, they must complete a specified number of credit hours as required by their respective programs of study. **One credit hour** can be earned by successful completion of **15 contact hours** of learning during the 15 week-long semester. **One contact hour** of learning is defined as a

minimum of **50 minutes of supervised** or directed instruction and appropriate breaks per week.   For example, for three graduate credit hours, a student must receive 45 contact hours of classroom instruction or a combination of lab and class work. Two hours of **lab** is equal to one hour of classroom teaching. Additionally, three hours of **internship or externship** is equal to one hour of classroom teaching.

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. The GPA is carried out to three digits past the decimal point (example 1.000). No rounding up or down shall be done to arrive at the GPA. When a course is repeated, only the highest grade earned is counted in the computation of the 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-, and S are passing grades. Grades of F and U are failing grades. The grade of "I" (Incomplete) is given to a student whose work has been of passing quality but who has for compelling reasons been unable to complete all of his or her required course work by the end of the semester. Students should be advised that grades lower than C are not normally accepted for transfer. The quality of performance in any academic course is reported by a letter grade. These grades denote the character of work and are assigned grade points as follows:

Percentage	Letter Grade	Grade Points	Cumulative GPA	Academic Standing
100-95	A	4.0	4.0	Honors
94-90-	A-	3.7		
89-85	B+	3.3		
84-80	B	3.0	3.0	Excellent-Satisfactory [a]
79-75	B-	2.7		
74-70	C+	2.3		
69-65	C	2.0	2.0	Satisfactory-Lowest passing [b]
64-60	C-	1.7		
59-55	D+	1.3		
54-50	D	1.0		
49-45	D-	0.7	0.7	Lowest passing grade [c]
44 and	F	0	0.0	Failure

below				
--	S*	--	--	Satisfactory (non-credit)
--	U*	--	--	Unsatisfactory (non-credit)
--	I	--	--	Incomplete (see below)

a Satisfactory grade for graduate level programs
b Lowest passing grade for graduate level programs
c Lowest passing grade for undergraduate level programs
*For non-credit courses such as ESL

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

Cumulative GPA (CGPA): The Cumulative Grade Point Average (CGPA) is the overall GPA attained so far in an ongoing education period.

Graduation Requirements

Students should meet the following minimum requirements to be qualified for a degree:

	Master's	Bachelor's	Graduate Level Cert.	Undergrad. Level Cert.
Minimum Passing Grade Per Course	C	D-	C	D-
Cumulative GPA	3.00	2.00	3.00	2.00
Total Credits Required for graduation	36	BBA:120 BCS: 122	18	24

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

- **R**: Repeat Course   **TC**: Transfer-in Credits
- **W**: Withdrawn   **X**: Audited Course
- **IP**: In-Progress   **(*)**: Course not applicable to current degree

Course Codes and Levels:

- **ESL 100-499:** English as a Second Language Courses (ESL is a non-credit program)
- **GEC 100-199:** General Education Courses

- **100-499:** Undergraduate level courses with increasing levels of difficulty as the number increases.
- **500-699:** Graduate level courses with increasing levels of difficulty as the number increases.

Incompletes "I"

The grade of "I" (Incomplete) is given to a student whose work has been of passing quality but who has for compelling reasons been unable to complete all of his or her required course work by the end of the semester. Students receiving a grade of "I" will be evaluated at the end of the sixth week of the following semester according to the minimum standards for academic progress. At this time all work from the previous semester must be completed and submitted to the Registrar.

An "I" grade is not included in the calculation of the CGPA but will count as credit hours attempted for the purposes of calculating the successful course completion percentage. Courses that are found to remain an "I" at the end of the six-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 student's transcript. 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 of "F", the following rules will apply in posting the student's cumulative record:

1. The original grade, credit hours, and subsequent repetitions must be calculated as credits attempted in the successful course completion percentage for the purpose of satisfactory academic progress. As a general rule, all of the credit hours for which the university has collected any tuition, whether for a first- time or repeated course, will be included in the computation of the successful course completion percentage.
2. The GPA will be based only upon the higher grade for the repeated course attempted.

3. The original grade for the course repeated under this rule will remain on the student's academic record. Previous grades will be flagged by a letter grade "R". The lower attempt will be flagged for exclusion in the GPA calculation and the higher attempt will be flagged for inclusion in the GPA calculation.
4. Course repetition does not extend the maximum time frame for completing a program of study. (Maximum Time Frame is the time allowed for a student to complete a course of study. This requirement is discussed in more detail below.) The student must complete the program within the original maximum time frame allowed for their program.

Transfer Credits Policy "TC"

When a student brings credits from other institutions, these credits will be noted with a grade of "TC", meaning *Transfer Credits*. Since these courses will not carry grades, they will have no effect 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 a general rule, a transfer student must complete at least 50% of the credit hours required by their program of study in residence at VIU. For example, a transfer student in VIU's MBA program would have to complete at least 18 of the required 36 credit hours at VIU. This means that prior to enrollment, a graduate student may bring up to 18 semester hours of graduate credits from other institutions and apply them towards a graduate program at VIU (with the department chairs and Registrar's approval). A minimum of a 3.0 grade point average (B) out of 4.0 must have been earned on all graduate-level transferable credits. An undergraduate student may transfer up to 60 credits from other institutions and apply them to 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. Also, credits earned and already counted toward graduation to receive a master's degree in any institution will be counted up to 12 credits towards another master's degree.

Transferable credit is considered upon the request of the student at the time of initial registration. An official copy of all transcripts from higher education institutions must be submitted to the Admissions Office to be forwarded to the Registrar for evaluation. Additional documentation such as course descriptions, syllabi, and academic catalogs may be 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 deadline specified in the Academic Calendar. Adding a course after the last day to add a course requires proof of extenuating circumstances and the written approval of both the course instructor and the department chair. 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/Withdrawal Form** (available from the Registrar's Office and on our website at www.viu.edu), obtain the department chair's or the academic advisor's signature, and submit the completed form to the Registrar's Office.

Withdrawals "W"
a. Withdrawals 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 by filing a Course Add/Drop/Withdrawal Form. From the third week to the end of the eighth week of classes, students may withdraw only after obtaining the department chair or academic advisor's signature on the **Course Add/Drop/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 course. "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 his/her performance in the course. To withdraw from a course, the student must complete the relevant section of the **Course Add/Drop/Withdrawal Form**, obtain his or her department chair's signature, and submit the completed form to the Registrar's Office.

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 department chair's signature, and submit the

completed form to from the Registrar's Office. The student will receive a withdrawal grade if he or she withdraws between the 3rd and 8th week of the semester. The student will receive a failing grade if he or she withdraws after the 8th week. 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 periods are 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 department chair. 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.

Program and Course Prerequisite Policy
The primary purpose of the program and course prerequisite policy is to enhance the student's success. Program and course prerequisites are designed to ensure that students registered for a course have the required minimum background for study of the course content. This background may be obtained through courses equivalent to the listed prerequisites or through other educational and/or professional experiences. In such cases, students should consult department chairs for advice and guidance. In those cases, a prerequisite may be waived with the appropriate approval. The approval of the waiver, to include documentation, will be maintained in from the Registrar's Office and respective department chair's offices. It is the policy of VIU not to require Certificate students in Business and Computer Science Programs to fulfill the course prerequisites since their programs are of limited duration.

Attendance Policies
Good academic standing requires the presence of students at all class and lab meetings. Therefore, course attendance at VIU is mandatory. There are only two acceptable reasons for absence from class or lab: 1) serious illness on the part of the student or 2) a family emergency. In the former case, the student must submit to his/her instructor a letter accompanied with the doctor or clinic note explaining the reason for the absence. In the latter case, the student must submit a note to his/her instructor explaining the reason for the absence. Explanations for excused absences must be received no later than one week after the last missed class. However,

exceptions can be made by the instructor for prolonged emergencies when a student does not have means or opportunity to inform the University of his or her situation.

Students anticipating absences should contact their instructors in advance to make the necessary arrangements. If prior contact is not possible, the student must contact each instructor and arrange to make up work immediately upon returning to the university. All make-up work is assigned by the instructor. Instructors are not obligated to provide make-up work for unexcused absences.

Absence for unexcused reasons may negatively affect the student's final course grade. More importantly, under faculty discretion, unexcused absences in excess of 25% of total class and lab time may result in failure of the course, unless the student withdraws before the official last day to withdraw from a course. In latter case, the student's record will show a "W" for the course.

All students are expected to arrive to class on time. Late attendance is disruptive to both the instructor and students.   If a student is tardy for a class more than the instructor deems advisable, the instructor will report the fact to the student's department chair for appropriate action.

Grade Appeals

VIU's faculty members strive to conduct fair and just performance evaluations of students' academic work and scholarly success. A student who believes that his/her 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 after receiving the faculty member's decision of the appeal, then the student may appeal in writing to the department chair within seven (7) days after receiving the decision.

The department chair will call a meeting with the Academic Committee and both the student and faculty member will be invited to present their sides of the issue. The Academic Committee will then vote for a resolution and both the student and faculty member will be notified about the decision within seven (7) days. The decision made by the Academic Committee **is final** and cannot be appealed further.

Satisfactory Academic Progress Policy

The following standards and requirements of satisfactory academic progress apply to all 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 time 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.

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.

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).

Program of Study	Normal Program Length (NPL)	Maximum Time Frame (MTF) Allowed *
Diploma Programs	24 Semester Credits	36 Credits
Bachelor's Degree Programs	120 Semester Credits	180 Credits
Master's Degree Programs	36 Semester Credits**	54 Credits**

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).

2. Required Minimum Completion Percentage

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

Hour Attempted (HA): An hour attempted is defined in terms of the semester credit hour. An example of an hour attempted is any credit hour

(or the equivalent) for which the student has incurred a financial obligation.

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

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

In practice, this means that when the attempted credits are 25% of the MTF, the student must successfully complete 55% of all credits attempted with a grade of D- or above in undergraduate programs or with a grade of C or above in graduate programs. Failure to meet this requirement will result in academic probation. Academic probation is permitted at this point only. Failure to meet the minimum completion percentages at either 50%, 75%, or 100% renders the student ineligible for probation and the student must be dismissed. All courses, including withdrawals and retakes, will be included in credit hours attempted. Therefore, withdrawals and retakes will have an impact on 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 maximum time frame (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. However, 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	CGPA < 1.25	No dismissal is allowed. Probation is required.	CGPA < 2.25	No dismissal is allowed. Probation is required.
At **50%** of MTF	CGPA < 1.50	CGPA < 1.25	CGPA < 2.50	CGPA < 2.25
At **75%** of MTF	CGPA < 1.75	CGPA < 1.50	CGPA < 2.75	CGPA < 2.50
At **100%** of MTF	No probation is allowed. Dismissal is required.	CGPA < 2.00	No probation is allowed. Dismissal is required.	CGPA < 3.00

* If these evaluation points fall during the middle of a semester, the evaluation will be conducted at the end of the previous semester. 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 50% of the maximum time frame, a GPA below 1.50 but greater than or equal to 1.25 will result in probation. A CGPA below 1.25 will result in dismissal. For a graduate student, when attempted credits are 50% of the MTF, a CGPA below 2.50 but greater than or equal to 2.25 will result in probation and below 2.25 in dismissal.

At 100% of the MTF, or graduation, whichever occurs sooner, the student must have completed all of the program requirements with a CGPA of 2.0 or higher in a bachelor's degree program and a CGPA of 3.0 or higher in a master's degree program. The student who falls below the statutory minimum is not considered to be maintaining satisfactory progress, no probation is allowed at this point, and student will be dismissed from the program. S/he cannot receive the original credential and is no longer eligible for federal financial aid.

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" or incomplete "I" grades, 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 Director of Admissions & Records has the authority to place on probation any student who receives warning letters for three consecutive semesters.

Academic Probation

Students who fail to maintain the required CGPA and successful course completion percentage minimums at 25%, 50%, and 75% of the maximum time frame 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	CGPA < 1.25	CGPA < 2.25
At **50%** of MTF	1.25 < CGPA < 1.50	2.25 < CGPA < 2.50
At **75%** of MTF	1.50 < CGPA < 1.75	2.50 < CGPA < 2.75
At **100%** of MTF	No probation is allowed. Dismissal is required.	No probation is allowed. Dismissal is required.

Students who do not maintain satisfactory academic progress will be placed on 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	No dismissal is required	No dismissal is required
At **50%** of MTF	CGPA < 1.25	CGPA < 2.25
At **75%** of MTF	CGPA < 1.50	CGPA < 2.50
At **100%** of MTF	CGPA < 2.00	CGPA < 3.00

The statement "Academic Dismissal" will be entered into the student's permanent record. Academic dismissal normally is permanent unless, with good cause, students reapply and are accepted under special consideration for readmission by the university. (See "**Reinstatement as a Regular Student**" policy below)

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 CGPA calculations and course completion percentages. The student's normal program length will be recalculated. He or she will start with the recalculated CGPA and credits attempted and completed for the purpose of determining satisfactory academic progress. VIU limits the number of times a student can change programs to two maximum. That means that the student must fully complete and graduate from his or her third program of study.

To change a program or concentration, a student must:
1. Submit a **Declaration/Change of Major Form** available both from the Registrar's Office and on VIU's website.
2. Meet with the new program department chair for advising.
3. Meet with the Registrar for transfer credit issues. (The transfer credit policy above applies.)
4. Meet with a representative of VIU's Admissions Office to determine if extra documentation is required.

Reinstatement as a Regular Student

A student who has been dismissed from the university may petition to be readmitted. In order to be considered for readmission, the student must

submit a written petition which describes the changes in behavior or circumstance that will result in improved academic performance. The readmission petition must be forwarded to the department chair at least two weeks before the beginning of the semester in which the student requests readmission. The chair, in coordination with the Registrar will determine if the student has demonstrated a likelihood of future success in the program of study. If the University determines that there is a likelihood of future success, the student will be placed on probation for a period of one semester. The student may then be permitted to retake previously failed, incomplete, or withdrawn courses in order to improve his or her CGPA and course completion percentage and to re-establish satisfactory academic progress. During the probationary period, these students are not eligible to receive federal financial aid or loans and they will be responsible for all costs incurred during this semester.

At the completion of this probationary semester, a student who has established satisfactory progress according to the tables above will return to regular student status and reinstate his/her eligibility for financial aid.

Leave of Absence

Students may interrupt their studies only for significant reasons such as a prolonged injury or illness, a family emergency, or military service. If a leave of absence is unavoidable, it is best to finish the current semester before taking 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 at VIU enjoy certain rights while at the same time, have certain responsibilities. The submission of an application for admission to VIU represents a voluntary decision on the student's part to participate in the programs offered by the institution pursuant to 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, 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 Policy and Procedures
Those students who engage in academic dishonesty are subject to possible disciplinary actions ranging from admonition to dismissal, along with any grade penalty the instructor might impose. Academic dishonesty, as a general rule, involves one of the following acts:

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

2. Buying, selling, stealing, or soliciting any material purported to be the unreleased contents of a forthcoming examination, or the use of such material.
3. Substituting for another person during an examination or allowing such substitution for oneself.
4. Plagiarizing: This is the act of appropriating passages from the work of another individual, either word for word or in substance, and representing them as one's own work.
5. Colluding with another person in the preparation or editing of assignments submitted for credit, unless such collaboration has been approved in advance by the instructor.
6. 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.

When an instructor suspects cheating, plagiarism, and/or other forms of academic or non-academic dishonesty, the faculty member exercises her/his academic judgment in light of the particular circumstances and the student's academic history. Consultation with the Executive Vice President of University Affairs and/or the department chair throughout the process is encouraged.

There are two levels of academic and non-academic misconduct: 1) misconduct resulting from an honest mistake and 2) intentional breach of the rules.

A1. Unintentional Breach of Dishonesty Policy: When a faculty member determines that an instance of academic dishonesty/misconduct resulted from insufficient academic skills, the faculty member (in consultation and close cooperation with the department chair) uses his/her discretion to determine appropriate action. Examples of possible disciplinary actions are listed below:

1. The faculty member may advise the student on the nature of the student's breach of academic expectations.
2. The faculty member may allow the student to redo the assignment.
3. The faculty member may require that the student complete one or more additional assignments that meet the standards of academic honesty.
4. The faculty member may lower the grade for the work in question.
5. The faculty member may assign a failing grade for the work in question.
6. The faculty member may give the student a failing grade for the course.

Once an action(s) is taken, after close consultation with the department chair and the faculty member, the department chair will inform the student in writing about the departmental decision and instruct the student regarding the next steps and timeline of future tasks.

The student has the right to appeal the action taken at the departmental level. To do so, the student must appeal to the Executive Vice President of University Affairs in writing within five (5) working days and provide substantial evidence for his/her appeal. The Executive Vice President of University Affairs will then send the case back to the department with his/her recommendation. The final decision will be reached by the department (instructor and the department chair).

If the department decides to refer student to the Discipline & Honor Committee, then the misconduct will be treated as an intentional breach (see below).

A2. Intentional Breach of Dishonesty Policy: Having provided guidance to the student, the faculty member remains alert to the possibility of further breaches. If the faculty member discovers instances of problematic behavior, he/she determines whether the breach is an intentional/knowing act or if it resulted from a need for further skills development. If the faculty member concludes that these instances are intentional and/or knowing acts of dishonesty, he/she proceeds as follows:

1. The faculty member will meet with the student to present and discuss evidence for the particular violation, giving the student an opportunity to refute or deny the charge(s).
2. The instructor informs the department chair of the breach and may schedule an appointment with the student to discuss the matter further.
3. If the faculty member and the department chair both confirm that the breach is fully intentional, then the student is referred to the Discipline & Honor Committee (DHC).

The Discipline & Honor Committee (DHC) is composed of the following members: department chairs, a senior faculty member, a Student Government Association member, the Registrar, and the Executive Vice President of University Affairs as the chair of the committee. The DHC must meet at least once in a semester to review policies and procedures. However, it may meet more frequently when necessary.

At a written request of an academic department, the Executive Vice President of University Affairs will call the DHC for a meeting within ten

(10) working days. The committee will review all aspects of the case to ensure fair treatment. During the hearing process, which should not last more than five (5) working days, the student may be called for a short defense and presentation of his/her side of the story only if the majority of the committee members decide to do so. After a careful review and thorough discussion of the breach committed, the DHC, with a simple single majority vote, may choose to impose one or more of the following possible penalties:

1. Reprimand: A reprimand is a formal written notice from the Executive Vice President of University Affairs to the student expressing disapproval of the behavior. It describes the nature of the breach of academic honesty standards, expectations for future behavior, and any specific educational requirements. The letter of reprimand is not included in the student's official university record.

2. Academic Warning: An academic warning for academic dishonesty is a formal written notice from the Executive Vice President of University Affairs to the student setting forth conditions for continued enrollment in the university. The academic warning for academic dishonesty is included in the student's official university record. A breach of academic honesty expectations after an academic warning for academic dishonesty normally leads to dismissal. An academic warning for academic dishonesty remains active on the student's academic record until graduation. While the university retains information about the academic warning after graduation for internal purposes, the university clears the official record. If the student pursues additional study with the university, the information is available to university personnel who may consider it if the student breaches academic honesty expectations again.

3. Academic Dismissal: An academic dismissal for academic dishonesty is an indefinite separation from the university. The formal written notice describes the nature of the breach of academic honesty expectations. The academic dismissal for academic dishonesty is included in the student's official university record (transcript).

The student will be notified in writing about the committee's decision within three days of the meeting. Copies of the notification letter will be placed in the student's file and forwarded to the department chair and the Registrar. The DHC's decision is final and may not be appealed unless compelling evidence is submitted to the committee.

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. 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.
3. The manufacture, sale, dispensation, possession, or use of any controlled substances or illegal drug paraphernalia on university premises or at university-sponsored events is considered an illegal activity and is prohibited on all university property.
4. Use, possession, or sale of any alcoholic beverage, regardless of its potency or lack thereof, is prohibited on all university property.
5. Use, possession, or sale of firearms or other weapons or any dangerous explosives or explosive elements or component parts on university property is strictly prohibited.
6. Any form of physical and/or psychological abuse, threat, or harassment of another person or fighting on university property will result in sanctions. If the abuse is judged severe enough, the local police department may be consulted.
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 the University's jurisdiction, is prohibited.
8. Gambling or holding a 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 activity and/or for any action 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 to another student, talking on a cell phone, or working on an assignment for another class;
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 dismiss a student temporarily 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 US Equal Employment Opportunity Commission 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. Sexual harassment is deemed to have occurred when:

1. Submission to the conduct is either explicitly or implicitly a term or condition of an individual's employment or academic performance; or
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions, including, but not limited to, promotion, transfer, selection for training or performance evaluation, or used as the basis for academic evaluation; or

3. The conduct has the purpose or effect of unreasonably interfering with an affected employee's work performance or an affected student's academic performance or participation in educational pursuits; or
4. The conduct has the purpose or effect of creating an intimidating, hostile, or offensive work or study environment.

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

Safe and Drug-Free School Policy
In compliance with the US Department of Education and the Drug Free Schools and Communities Act Amendment of 1989, PL 101-226 20 USC's 1145g, Higher Education Act of 1965, Section 1213, VIU has adopted the following safe and drug-free school policy for the protection and welfare of all students and staff:
1. VIU will not tolerate the unlawful possession and use of alcohol or controlled substances (drugs) on its premises.
2. The unlawful manufacture, distribution, dispensation, possession or use of alcohol and controlled substances is prohibited in and on property owned by or under the control of VIU.
3. Students and employees who violate this policy may be subject to arrest and prosecution and will be subject to the disciplinary procedures provided by the various negotiated agreements or such other corrective action as the president or the president's designee may deem appropriate. Other corrective action may include satisfactory participation in an approved alcohol or drug rehabilitation program.
4. Students and employees should be aware that the legal sanctions that may be imposed under current laws regarding the unlawful manufacture, distribution, dispensation, possession, use, or sale of alcohol or controlled substances include fines and prison terms ranging from one year to life in prison upon conviction.
5. Students and employees should also be aware that the health risks associated with the abuse of alcohol and the unlawful use of controlled substances include, but are not limited to, memory loss, depression, seizures, falls, accidents, heart and lung diseases, frequent infection, and sudden death.
6. VIU will make a good-faith effort to maintain an alcohol-free and drug-free workplace.

Non-Smoking Policy

Smoking is not permitted within facilities owned or leased by the university nor in university-owned vehicles. Smoking is not permitted within 50 feet of any university facility.

Copyright and Software Policy

The faculty and staff at Virginia International University are committed to upholding and enforcing copyright protection laws. It is the responsibility of each student to become educated about the permissibility of copying materials such as, but not limited to, printed matter, website pages, and audio or video recordings. Virginia International University employees shall use computer software only in accordance with the terms of the VIU Computer Software Policy and the licensing agreement of the software. The university does not condone or support the use of any unauthorized copies of software. All software used by university employees to perform their responsibilities shall be purchased through appropriate procedures.

Violations of this policy will be dealt with in the same manner as violations of other university policies and may result in disciplinary review. In such a review, the full range of disciplinary sanctions is available, including the loss of computer use privileges, dismissal from the university, and legal action.

Student's Records and Release of Information

In compliance with Public Law 93-380, "The Family Educational Rights and Privacy Act", which is Section 438 of the General Education Provision Act, Virginia International University has adopted policies and procedures that permit the student the opportunity to view his or her educational records upon request. Educational records mean those records, files, documents, and other materials that contain information directly related to a student. The institution will not permit access to or release of confidential information from a student's records to any individual or agency without the written consent of the student, except for the following situations:

1. Name, address, telephone number, date and place of birth, program undertaken, dates of attendance, and certificates, diplomas and degrees awarded may be provided to third parties unless the request to omit such information is presented in writing.
2. Records are required by VIU officials in the proper performance of their duties.
3. Organizations are conducting studies for educational and governmental agencies.

4. US government agencies as listed in Public Law 93-380 request information for specific purposes
5. At the request of any Accrediting agencies.
6. Parents of dependent children as defined in the Internal Revenue Code of 1954.
7. Appropriate persons in connection with an emergency.
8. For the purposes of awarding financial aid.
9. In response to legal court orders.

Program and Policy Changes

This Academic Catalog is current as of the time of printing. From time to time, it may be necessary or desirable for VIU to make changes to the Academic Catalog due to the requirements and standards of the university's accrediting body, state licensing agencies, the US Department of Education, 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 Academic 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 Registrar should be contacted for information concerning any such changes. Changes will be added as an addendum to the Catalog and be published online at VIU's website.

Regulations for International Students

It is the student's responsibility to comply with all immigration regulations that 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:
1. Continue to stay and study in the USA
2. Extend your period of study
3. Transfer to another school
4. Travel
5. Pursue practical training

You are required to:
1. At all times during your stay in the U.S., keep an **un-expired passport** that is valid for at least six (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. (For more details please contact VIU's International Student Services Office (ISSO).)

5. **Maintain full-time enrollment**: The full-time course load for the graduate program is 9 credits/semester and for the undergraduate is 12 credits/semester. For diploma and certificate programs it is 12 credits/semester. For the ESL program, it is 20 hours/week.

6. Obtain a **new I-20 for a change in academic or program level** of study.

7. Abide by VIU's **attendance policy,** which requires that 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 recesses, semester breaks, and summer terms.

9. Accept **no employment of any kind**, either on- or off-campus, without written permission from VIU's International Student Services Office (ISSO) and, if necessary, the US Immigration and Custom Service (USCIS).

10. If you need to make a **school transfer**, do so in a timely fashion. Inform us about your intention to transfer at least 15 days before the start date of the new semester at VIU. Please note that VIU does not grant any transfer certificates when school is officially in session.

11. **Obtain an F-1 extension of stay as needed**: If you require more time to complete your program than that which is authorized on the VIU I-20, you must request a program extension through VIU's International Student Services Office (ISSO).

12. **F-1 Grace Period**s: After you have completed or terminated your studies and your authorized practical training, if any, you must leave the US within a 60 day period, or change to another immigration status within the time allowed, usually within the first 45 days of the grace period. A student who obtains permission from an International Student Advisor prior to withdrawing from VIU will have 15 days to depart the US. However, a student who withdraws without a prior approval or terminates the course of study has zero (0) days to leave the US. The student must depart the US immediately.

13. **Financial Support**: If there are any changes in your financial status and sponsorship information such as a change in your sponsor or receipt of scholarship and/or other financial aid, then you have to report to the International Student Advisor within 10 days of this change.

14. Complete a **timely reinstatement application** if you notice you have fallen out-of status.

For more information about international students' F-1 visa rules and regulations, please consult with International Student Advisor at the ISS Office.

Opportunities for Practical Training

The U.S. Government allows international students two opportunities to gain practical experience related to their field of study

Curricular Practical Training (CPT)

An F– 1 student may be authorized by the DSO to participate in a curricular practical training (CPT) program that is an integral part of an established curriculum. CPT is defined to be alternative work/study, internship, cooperative education, or any other type of required internship or practicum that is offered by sponsoring employers through cooperative agreements with the school. The CPT component of any course is equal to only one (1) credit hour. This credit hour represents only one credit portion of a whole three-credit course; students must attend instruction for the remaining two credits. CPT is an optional component of the course. Students who wish to pursue the CPT option should consult with the department chair for the required paperwork and permission.

Optional Practical Training (OPT)

U.S. Citizenship & Immigration Services (USCIS) permits graduated students in F-1 status to work in the United States so that they may reinforce what they have learned in university and college degree programs. This benefit is called Optional Practical Training (OPT). OPT allows graduated F-1 students to obtain employment in areas related to their academic major. OPT is available for periods up to twelve months at each higher academic level. A job offer is not necessary to apply for OPT and a student may work for one or more employers, change jobs, or look for work during the training period.

Holidays

The university observes the following holidays, on which there are no classes and administrative offices will be closed:

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 website.

b. Midday Closing: A decision to close the university during the day will be made when conditions include a forecast that would make travel to and from campus unreasonably dangerous. Classes underway at the time 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. For this reason, we have established a procedure that we hope will address any school-related problems, concerns, or complaints. Most academic 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 Executive Vice President of University Affairs.

The Executive Vice President of University Affairs and all other administrative team members maintain an open-door policy. Students may express concerns to any administrator. Complaints, however, are best handled by following the above-stated procedure. At the written request of the student, the ad hoc Grievance Committee comprised of the Executive Vice President of University Affairs, one senior faculty member, the department chair, and the 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
Virginia (SCHEV)
James Monroe Building., 9th Floor
101 N. 14th Street
Richmond, VA 23219
(804) 225-2600
Institutional Approval Coordinator

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

ACADEMIC PROGRAMS

1. Graduate Programs

VIU currently (Fall 2009) offers three graduate programs: Master of Business Administration (MBA), Master of Science in Computer Science (MCS), and Master of Science in Information Systems (MIS) degrees. A fourth program, a Master of Arts in TESOL (Teaching English to Speakers of Other Languages) (MAT), will be introduced in the Spring 2010 semester. VIU's master's programs provide a high level of professional education in business administration and computer and information systems. They cover a broad range of subjects, thereby qualifying students for more diverse job opportunities. For the admission requirements and list of materials required for admission to the graduate programs, please refer to the **Application for Admissions** section of the Academic Catalog.

Graduation Requirements for Graduate Programs: All of these degrees are earned by completing the program course requirements of 36 credit hours, 3 credit hours per course, beyond the prerequisite courses (add an explanation of prerequisite courses). To qualify for the MBA, MCS, or MIS 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 of not less than 2.0 (C), out of 4 .0, in all courses to qualify for the MBA, MCS or MIS 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. A master's student may transfer up to 18 semester hours of graduate credit earned at other accredited institutions.
5. Beyond the prerequisites, the student must have completed 36 semester hours, of which:
   a. 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.
   b. In the MCS: 21 credit hours of required Core Courses and 15 credit hours of Elective Courses must have been earned.
   c. In the MIS: 21 credit hours of required Core Courses and 15 credit hours of Elective Courses must have been earned.
6. 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.

7. 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.

Internship

The Graduate Programs offer an internship program in which students are eligible to participate. An internship provides an opportunity for students to gain practical experience and to earn a stipend. A student who is admitted to an internship program will typically spend the summer after the first year of study completing the internship. In some cases, internships can be completed 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, as they are based solely on student's academic credentials, the internship interview, and internship availability. International students must complete the Curricula Practical Training (CPT) authorization process in order participate in the internship program. For more information on CPT see the **Regulations for International Students** section above.

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

Structure of the MBA Program

There are five different areas of concentration in VIU's MBA program: International Business Management, Marketing Management, International Finance, Health Care Management, and Global Logistics. 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 courses to qualify for the MBA degree. This program is generally completed within four (4) semesters. Both full-time and part-time MBA programs are offered.

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

Course Code	Course Name	Credits
ACCT 201	Principles of Financial Accounting	3
BUSS 303	Principles of Finance	3
ECON 101	Principles of Economics I	3
STAT 200	Introduction to Statistics	3

These program prerequisites are co-requisites and may be taken at the same time. Additionally, the department chair at his/her discretion has the authority to issue permission or waiver for these courses.

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

Course Code	Course Name	Credits
MBA 511	Managerial Finance	3
MBA 512	Project & Cost Management	3
MBA 513	Organizational Behavior & Human Resources Management	3
MBA 515	Applied Statistics for Management Science	3
MBA 516	Strategic Management	3
MBA 611	Legal & Ethical Environment Of Business	3

MBA Concentration Courses: (12 Credits): Students must specialize in one of the following concentrations during the second year

of their study. Students must take MBA 627: Advanced Research Project (3 credits) and choose three (3) courses (9 credits) from the Concentration Courses for a total of 12 credits.

a. International Business Management (4 courses -- 12 credits)

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	Advanced Research Project*	3

b. Marketing Management (4 courses – 12 credits)

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	Advanced Research Project*	3

c. International Finance (4 courses-12 credits)

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 627	Advanced Research Project*	3
MBA 634	Operations Management	3

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

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

e. Global Logistics (4 courses-12 credits)

Course Code	Course Name	Credits
MBA 616	International Marketing	3
MBA 617	Import/Export Management	3
MBA 627	Advanced Research Project*	3
MBA 628	Global Sourcing and Logistics	3
MBA 650	European Union Policy-Making in a Global Context	3
MBA 651	International Economics and Politics: Asia and the Pacific	3

MBA 627: Advanced Research Project is a capstone course that provides MBA students with the opportunity to integrate and build upon what they have learned in their various fields of business study and to utilize this knowledge in the analysis of complex business problems. The course allows students to apply the knowledge gained in earlier courses through actual business cases, preferably with local Northern Virginia-based companies.

MBA Elective Courses: 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 634	Operations Management	3

MBA 635	Managerial Communication	3
MBA 636	Managerial Accounting	3
MBA 652	International Industrial Development Strategies: Privatization	3
MBA 653	Nations, Politics, and Markets: A Cost Benefit Analysis	3

b. Master of Science in Information Systems (MIS)

The Master of Science in Information Systems (MIS) is designed to prepare students for positions in the information systems 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 prepare leaders for success in public and private business environments. Practical applications are emphasized throughout the curriculum.

MIS Program Objectives

VIU's Master of Science in Information Systems (MIS) program is the study of information systems including their design, development, deployment, and usage in various organizations. Research in this field covers a wide range of topics including design and architecture, deployment and execution, adoption of information technology in organizations, human factors in information systems, knowledge acquisition, expert systems, systems analysis and design methods, object-oriented enterprise modeling, knowledge-based systems to support database design, automated mediation in group support systems, and distributed information systems.

The program teaches students the significance of an effective information system for any organization. It also covers the creation and execution of an information system for achieving an organization's objective   Students will be able to use technology as a competitive advantage and understand how technology helps to achieve the key business goals of an organization.

Graduates of this program can anticipate the following types of careers:
- Analyst in information system development projects.
- IT consultant for projects that include a substantial dependence on information systems.
- Research and development of information technologies and related products and services.

- Designer/analyst in start-up IT companies.
- Instructor at a college or university teaching information systems-related courses.

VIU's MIS program is generally completed within two years. It consists of seven (7) Core Courses (21 credits) and five (5) Elective Courses (15 credits). Electives cover the essential areas of the information technology sector and provide an opportunity for students to develop and fine-tune their specific IT skills as per their own interests.

MIS Program Prerequisites

All new MIS students need certain basic skills to succeed in the MIS program. Students who do not have the requisite background in information systems and information technology need to take some or all of the prerequisite courses before they begin work on the Core Courses.

Code	Course Name	Credits
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	Introduction to Probability and Statistics	3
Database		
CS 423	Database Concepts	3

* For Programming Languages, CS 311 and either CS 326 or CS 328 must be satisfied. For Statistics, one of the listed courses must be satisfied.

These program prerequisites are co-requisites and may be taken at the same time. Additionally, the department chair at their discretion has the authority to issue permission or a waiver for these courses.

MIS Degree Requirements

The MIS degree will be earned by completing the program course requirements of 36 credit hours, beyond the program prerequisite courses. MIS degree courses are MIS 500 and MIS 600 level courses. VIU's MIS

program is generally completed within two years full time. It consists of seven (7) Core Courses (21 credits) and five (5) Elective Courses (15 credits). Electives cover the essential areas of information systems theory and application and provide an opportunity for students to develop and fine-tune specific computer science skills according to their areas of interest.

MIS Credit Requirements

Courses	Credit Hours
Core Courses	21
Elective Courses	15
Total	36

MIS Core Courses

MIS core courses provide students with the skills and knowledge needed by all information systems professionals. Along with the knowledge of the specific technical areas of information systems, these courses are designed to improve communication skills.

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

Code	Course Name	Credits
MIS 551	Research Methods	3
MIS 552	Introduction to Information Systems	3
MIS 554	Systems Analysis and Design	3
MIS 555	Database Management Systems	3
MIS 558	Information Systems Security	3
MIS 560	Software Engineering	3
MIS 561	Systems Communication and Networking	3

MIS Elective Courses

In addition to core courses, students are required to choose five (5) additional Elective Courses (15 credits) according to their interests from the following:

Code	Course Name	Credits
MIS 611	Special Topics in IT	3
MIS 617	Security Management	3
MIS 619	Network Security/Security in Distributed Systems	3
MIS 641	IT Project Management	3
MIS 651	Technology and Development of E-Business	3
MIS 652	Operating Systems	3
MIS 655	Management Information Systems in Supply Chain Management Technology	3
MIS 656	E-Commerce and Internet Security	3
MIS 658	Wireless Communications and Networking	3
MIS 661	Master's Thesis I	3
MIS 662	Software Testing & Quality Assurance	3
MIS 663	Information Architecture and Knowledge Management	3
MIS 664	Master's Thesis II	3
MBA 512	Project and Cost Management	3

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

Pre MIS Courses

Some graduates of 3 year programs may want to enroll in VIU's Master of Science in Information Systems (MIS) program. These students usually have completed less than the 120 required credits.

Students with 3 year degrees may be given conditional admission to the MIS program provided they enroll in and successfully complete the following courses to complete the 120 credit requirement to enter the program:

The following Pre MIS Core courses are required:

Pre MIS Core
1. CS 110 Computer Science I
2. CS 311 Principles of Programming Languages
3. CS 316 Software Engineering

4. CS 326 Object Oriented Programming
5. CS 328 Programming with C++
6. CS 355 Essentials of Networking
7. CS 423 Database Concepts
8. MATH 337 Introduction to Probability and Statistics

The following are Pre MIS Electives:

Pre MIS Electives
1. CS 270 Computer Science II
2. ENG 301 Business English

In addition, other prerequisite courses may be required in order to register for some MIS electives.

VIU Thesis Guide

The VIU Thesis Guide is designed to assist VIU master's students at all stages of the thesis or project process. Students are advised to consult the guide as early into their work as possible as it will help facilitate the process of submitting a thesis or project that conforms to VIU regulations. The thesis must be bound, cataloged, archived, and made available to the university academic community. The downloadable VIU Thesis Guide (available online at www.viu.edu under the Computer Programs Department's website) provides an overview of the thesis or project process and includes a checklist of procedures to guide students during the writing of their thesis or project.

c. Master of Science in Computer Science (MCS)

The Master of Science in Computer Science (MCS) program is designed to appeal to a broad range of individuals. The program balances theory with practice, offers an extensive set of traditional and state-of-the-art courses, and provides the necessary flexibility to accommodate students with various backgrounds, including computer professionals who want to expand their understanding of computer science, as well as individuals whose undergraduate degrees are not in computer science but wish to broaden their knowledge in computing. The program also provides the background necessary to continue the study of computer science at the doctoral level. Students may choose a thesis option which requires two semesters of study under the direction of a faculty member in which the student gains an understanding of an area of current research and contributes to the state of the art in that area.

MCS Program Objectives

VIU's MCS program is the study of computer science theory and its application. The objective of the program is to provide graduates with a solid foundation in the theory of computer science; apply the theory to the practice of computing, prepare students for productive long-terms careers in industry, government, and academia; and to develop the foundation for continuing education and growth in the field of computer science. MCS graduates will become key contributors to computer science research and applied computer science and can further their education by entering a doctoral degree program. Students will demonstrate a broad knowledge of computer science and a focused understanding of their area of expertise. They will apply their knowledge and analytical skills to create effective and novel solutions to practical problems. Student will communicate effectively and work both collaboratively and independently. Students will study computer science from a theoretical perspective including such subjects as algorithms, automata, and formal languages. Students will also study computer science systems areas such as computer architecture, networking and operating systems. In addition, students will study application areas such as database and graphics as well as software engineering and programming. Student will be able to apply these skills to achieve key business objectives for organizations. Graduates of MCS program can anticipate the following types of computer science professional careers:

- Computer scientist in the role of researcher, theorist, or inventor
- Computer engineer or designer for hardware-based organizations
- Consultant for projects that include a substantial dependence on computer science
- Research and development in computer science and related disciplines
- Application and system programmers or developers
- Software system architect
- Instructor at a college or university teaching computer science-related courses

MCS Program Prerequisites

All new MCS students need certain basic skills to prepare them to succeed in the MCS program. The MCS degree provides a broad understanding of computer science theory and technology. Students who do not have the required background need to take some or all of the prerequisites before taking the Core courses. Thus to be successful, students must have a background in the following areas:

Code	Course Name	Credits
Math, Statistics, and Theory		
CS 110/CS 270*	Computer Science I	3
CS 213	Computer Science II	3
CS 235	Introduction to Logic	3
CS 467*	Design and Analysis of Algorithms	3
MATH 250*	Discrete and Combinatorial Mathematics	3
MATH 337*	Introduction to Probability and Statistics	3
STAT 200	Introduction to Statistics	3
STAT 468	Applied Statistics	3
Systems		
CS 324*	Computer Architecture	3
Applications		
CS 423*	Database Concepts	3
CS 438	Computer Graphics	3
Software Engineering, Programming, and Programming Languages		
CS 311	Principles of Programming Languages	3
CS 316	Software Engineering	3
CS 326*	Object Oriented Programming	3
CS 328*	Programming with C/C++	3

Core course program prerequisites. Core course program prerequisites and other program prerequisites above may also apply to elective courses. Depending on the background of the student, the department may waive some of these prerequisites.

MCS Degree Requirements

The MCS degree will be earned by completing the program course requirements of 36 credit hours, beyond the program prerequisite courses. MCS degree courses are CS 500, CS 600, MIS 500 and MIS 600 level courses. VIU's MCS program is generally completed within two years full time. It consists of seven (7) Core Courses (21 credits) and five (5) Elective Courses (15 credits). Electives cover the essential areas of computer science theory and application and provide an opportunity for students to develop and fine-tune specific computer science skills according to their areas of interest.

MCS Credit Requirements

Courses	Credit Hours
Core Courses	21
Electives	15
Total	36

MCS Core Courses

MCS core courses provide the skills and knowledge needed for computer science professionals with the foundation necessary to pursue their goals in industry, government, or research. Each candidate must satisfactorily complete the following seven (7) Core Courses (21 credits):

Code	Course Name	Credits
CS 511	Computer Architecture and Implementation	3
CS 561	Algorithm Analysis	3
CS 571	Automata and Formal Languages	3
CS 573	Compiler Construction	3
MIS 551	Research Methods	3
MIS 555	Database Management Systems	3
MIS 652	Operating Systems	3

MCS Elective Courses

In addition to the core courses, students are required to choose five (5) additional elective courses (15 credits), according to their interests, from the following:

Code	Course Name	Credits
CS 621	Introduction to Artificial Intelligence	3
CS 625	Natural Language Processing	3
CS 627	Data Mining	3
CS 631	Systems Programming	3
CS 635	Programming Languages and Systems	3
CS 641	Advanced Operating Systems	3
CS 651	Advanced Database Management Systems	3
CS 655	Advanced Computer Graphics	3
CS 693	Special Topics in Computer Science	3
CS 695	Master Thesis I	3
CS 696	Master Thesis II	3
MIS 554	Systems Analysis and Design	3
MIS 560	Software Engineering	3
MIS 561	System Communications & Networking	3

Please refer to the MIS Courses and CS Courses sections in the Academic Catalog for course descriptions.

Pre MCS Program

Some 3 year graduates may want to enroll in VIU's Master of Science in Computer Science (MCS) program. These students usually have completed less than 120 credits.

These 3 year students may be given conditional admission to the MCS program provided they enroll in and successfully complete the mandatory Pre MCS courses. The Pre MCS courses will allow these students to complete the 120 credit requirement to enter the program.

Additional prerequisite courses may be required in order to register for some MCS electives.

Pre MCS Courses

The following are required Pre MCS Core Courses:

Pre MCS Core
1. CS 270/CS 213 Computer Science II
2. CS 324 Computer Architecture
3. CS 326 Object Oriented Programming
4. CS 328 Programming with C++
5. CS 423 Database Concepts
6. CS 467 Design and Analysis of Algorithms
7. MATH 250 Discrete & Combinatorial Mathematics
8. MATH 337 Introduction to Probability and Statistics

The following are Pre MCS Electives:

Pre MCS Electives
1. CS 110 Computer Science I
2. CS 235 Introduction to Logic
3. CS 311 Principles of Programming Languages
4. CS 438 Computer Graphics

VIU Thesis Guide

The VIU Thesis Guide is designed to assist VIU master's students at all stages of the thesis or project process. Students are advised to consult the guide as early into their work as possible as it will help facilitate the process of submitting a thesis or project that conforms to VIU regulations. The thesis must be bound, cataloged, archived, and made available to the university academic community. The downloadable VIU Thesis Guide (available online at www.viu.edu under the Computer Programs Department's website) provides an overview of the thesis or

project process and includes a checklist of procedures to guide students during the writing of their thesis or project.

d. Master of Arts in TESOL (Teaching English to Speakers of Other Languages)

VIU is seeking ACICS approval to offer an MA in TESOL beginning in the Spring 2010 semester. For more information about the status of this program please contact Marietta Bradinova, Associate Chair of the English Language Programs Department, at www.mbradinova@viu.edu.

2. Undergraduate Programs

Graduation Requirements from Undergraduate Programs

An undergraduate degree in business can be earned by completing the program minimum course requirements of 120 credit hours while an undergraduate degree in computer science can be earned by completing the program minimum course requirements of 122 credit hours. Normally courses, including the General Education Courses (GEC), are three (3) credit hours. To qualify for the bachelor's degree, 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 of not less than 0.7 (D-), out of 4 .0, in all courses to remain in good standing and to graduate.
2. The maximum number of credits permitted for the completion of any undergraduate program is 180 semester credits.
3. Undergraduate student may transfer up to 60 semester hours of college credits earned at other accredited institutions.
4. No degree credit is earned by a student for any grade below 0.7(D-), out of 4.0, received in an undergraduate-level course. However, any grades lower than 0.7 (D), out of 4.0, will be calculated in the grade point average.
5. Including GEC, Foundation, Core, Concentration, and Elective courses, the student must have completed a minimum of 120/122 semester credits. The required distribution of these credits by area is shown in the following table:

BBA		
Areas	# of Courses	Credit Hours
General Education	12	36
Foundation	6	18

BCS		
Areas	# of Courses	Credit Hours
General Education	12	36
Core	14	44

Core	12	36	CS Elective	6	18
Concentration	6	18	Math	4	12
Elective	4	12	Non CS Elective	4	12
Total:	40	120		40	122

General Education Courses (GEC) (12 Courses - 36 Credits)

Virginia International University's General Education requirements are designed to give each student a breadth of experience by exposing them to a variety of academic disciplines. These learning experiences provide an introductory basis to fields of study and discuss how each discipline conducts its research, thus adding to general knowledge. General education courses are designed to help students develop a useful perspective on cultural, political, scientific, and economic issues.

Undergraduate students are required to meet the General Education requirements listed below. Students should choose twelve (12) courses from the list below in consultation with their academic advisor. All of those 12 courses should be taken during the two first year of academic study.

Distribution of GEC Courses

Mandatory Courses (7 Courses – 21 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 I	3

Social Sciences: (3 Courses – 9 Credits)

Group A (1 Course – 3 Credits)		
GEC 130	Psychology	3
GEC 131	Sociology	3
GEC 132	Philosophy	3

Group B (2 Courses – 6 Credits)		
GEC 110	World History	3
GEC 112	World Geography	3
GEC 114	Comparative Government	3

Laboratory Sciences: (2 Courses – 6 Credits)

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

Course offerings may vary from time to time without prior notice. Please consult your academic advisor before you make your choice. See GEC Courses section of the Academic Catalog for GEC course descriptions.

a. Bachelor of Science (BS) In Business Administration

The Bachelor of Science in 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. VIU offers a Bachelor of Science in Business Administration degree in the following three concentrations: Finance, International Business, and Marketing.

Structure of BS in Business Administration

Each of VIU's bachelor's degree programs requires 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 84 credit hours of Concentration Courses and 36 credit hours of General Education Course**s,** for a total of 120 credit hours.

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

Foundation and Core Courses (18 Courses -- 54 Credits): Starting from the 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 concentration, each of which has its own Concentration Courses.

Foundation Courses (6 Courses -- 18 Credits)

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

Core Courses (12 Courses -- 36 Credits)

ACCT 201	Principles of Financial Accounting	3
ACCT 202	Principles of Managerial Accounting	3
ACCT 305	Accounting Information Systems	3
BUSS 210	Introduction 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 I	3
BUSS 312	Organizational Theory & Development	3
BUSS 406	Operations Management	3
BUSS 407	Political & Social Environment 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.

Finance (6 Courses -- 18 Credits): The Finance concentration prepares students to examine the decision-making process and the role of markets in the allocation of both real and financial resources. It integrates

the fields of finance and business economics. Students will explore both theoretical and applied concepts in the related fields of corporate finance, investment, speculative and financial markets, real estate, banking, industrial organization, and public policy towards business. Balanced emphasis is placed on both primary theory and its application to business problems.

BUSS 314	Corporate Finance	3
BUSS 420	Introduction to Investment Banking	3
BUSS 430	Financial Analysis & Valuations	3
BUSS 444	International Finance	3
ECON 207	Microeconomics	3
ECON 208	Macroeconomics	3

International Business (6 Courses -- 18 Credits): The International Business concentration provides a solid foundation in the theory and practice of modern business organizations in relation to current economic, political, and socio-cultural environments. It prepares students to enter the workplace directly or to go on to graduate study.

BUSS 154	Introduction to Import/Export	3
BUSS 340	International Business	3
BUSS 420	Introduction to Investment Banking	3
BUSS 442	International Marketing	3
BUSS 443	International Strategy	3
BUSS 444	International Finance	3

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

Marketing (6 Courses -- 18 Credits): In today's highly competitive business world, intelligent, informed, and imaginative marketing often means the difference between a company's success and failure. This is especially the case in light of the complexity, diversity, and intangibility of consumer markets. VIU's Marketing concentration prepares students for

careers in any sector of this exciting field. A wide range of course options allow students to acquire a strong general background in marketing or to specialize in one of the sub-disciplines of the field, for example, internet marketing.

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 for a firm to succeed. Marketing fills the critical role between the internal operation of the firm that produces products or services and the external consumers 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 that reflect their interests, whether they are in personal selling, advertising, or the emerging Internet marketing arena. Whatever their choice, marketing is about understanding and satisfying consumer needs.

Elective Courses (4 Courses -- 12 Credits): Students are encouraged to consult with their academic advisor prior to choosing their electives from among the following courses:

BUSS 165	Small Business Management	3
BUSS 314	Corporate Finance	3
BUSS 348	Public Relations	3
BUSS 420	Introduction to Investment Banking	3
BUSS 430	Financial Analysis and Valuations	3
BUSS 456	Project Management	3
BUSS 470	Business Law II	3
LANG 244	Foreign Language I	3

LANG 245	Foreign Language II	3
DBA 110	Database Systems Principles (CORE)	3
DBA 370	Database Security and Auditing Principles	3
ORC 210	Oracle Database 10g SQL Database Language	3
ORC 310	Oracle Database 10g Administration I	3

b. Bachelor of Science in Computer Science (BCS)

VIU's location in the area of Northern Virginia, often referred to as "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.

BCS Program Objectives

The Bachelor of Science in Computer Science (BCS) program educates and trains students to create solutions for information systems-based needs and problems in commercial, financial, governmental, or other types of organizations. The approach of this degree program is to integrate theoretical and practical aspects of information technology and business systems.

VIU's Bachelor of Science 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 in Computer Science degree. No concentration is associated with this degree.

BCS Degree Requirements

BCS students will take general education, foundation, prerequisites, and computer science elective courses. Students will also take capstone courses CS 498 and CS 499. The Bachelor of Science in Computer Science requires 40 courses: 12 General Education courses (GEC), 14 Core courses, six (6) Computer Science Elective courses, three (4) math courses, and three (4) other electives. Students complete 86 credits hours of major courses and 36 credit hours of General Education Courses, for a total of 122 credit hours.

BCS Credit Requirement

Courses	Credit Hours
General Education	36
Core	44
Computer Science Elective	18
Mathematics	12
Non-Computer Science Elective	12
Total	122

General Education Courses (GEC)

VIU's 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 Please see GEC Courses section for course descriptions.

Core Courses (14 Courses – 21 Credits)

Students need to take 14 Computer Science Core courses including Senior Computer Design Project I and II (CS 498 and CS 499).

Code	Course Name	Credits
CS 110	Computer Science I	4
CS 215	Digital Design	3
CS 223	Ethics in Computer Science	3
CS 270	Computer Science II	4
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

Mathematics Courses (4 Courses – 12 Credits)

Students are required to take the following 12 credits of mathematics 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 (6 Courses – 18 Credits)

Students are also required to take six (6) Elective courses from the following list:

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
DBA 110	Database Systems Principles	3
DBA 370	Database Security and Auditing Principles	3
ORC 210	Oracle Database 10g SQL Database Language	3
ORC 230	Oracle Database 10g PL/SQL	3

		Programming	
ORC 250		Oracle Database 10g Advanced PL/SQL Programming	3
ORC 310		Oracle Database 10g Administration I	3
ORC 320		Oracle Database 10g Administration II	3
ORC 410		Oracle Developer 10g Forms	3

See the BS in Computer Science Courses and the Oracle Certificate Courses sections of the Academic Catalog for course descriptions.

Other Electives (4 Courses – 12 Credits)
Students will take four (4) additional non-computer science electives such as business program courses.

Internship
The Undergraduate Programs offer an internship program in which students are eligible to participate. An internship provides an opportunity for students to gain practical experience and to earn a stipend. A student who is admitted to an internship program will typically spend the summer after the first year of study completing the internship. In some cases, internships can be completed 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, as they are based solely on student's academic credentials, the internship interview, and internship availability. International students must complete the Curricula Practical Training (CPT) authorization process in order participate in the internship program. For more information on CPT see the **Regulations for International Students** section above.

Certificate Programs

a. Business Certificate Programs

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

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

1. International Business

The International Business Certificate program is designed to provide information about international business that can be adapted to an administrative staff. Students will acquire an awareness of the importance of cultural, religious, and language differences when doing business abroad and/or with international or multinational companies.

Length of the program: 2 Semesters   **Graduation Award:** Certificate

Code	Course Name	Credits
BUSS 154	Introduction to Import/Export Management	3
BUSS 216	Human Resource Management	3
BUSS 340	International Business	3
BUSS 442	International Marketing	3
BUSS 444	International Finance	3
GEC 103	Oral Communication Skills	3
ENG 145	Academic Writing	3
MATH 201	Applied Business Mathematics	3
	Total Credits	**24**

2. Small Business Management

This Small Business Management Certificate program is designed to acquaint current and potential small business owners and employees with the business fundamentals essential to starting and operating a successful small business. It teaches students how to avoid common pitfalls that cause small businesses to fail.

This program will teach students vital skills and proven management techniques that today's success entrepreneurs already know and use.

Length of the program: 2 Semesters   **Graduation Award:** Certificate

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

3. Executive Management Graduate Certificate

Executive Education at Virginia International University offers companies and individuals who wish to broaden their international exposure, a dynamic and demanding graduate level program which is designed for mid-career professionals who would like to enhance their knowledge and management skills in a rapidly changing global business environment. Executive Management Certificate participants will learn how to make rapid, high-level business decisions, develop their global perspective, and expand their network through study with innovative faculty and high caliber colleagues.

The program combines the teaching strengths of the regular graduate program with a series of periodic programs and lectures from local industry experts, but on a compressed basis. To successfully lead businesses in the new economy, executives need a fresh approach to problem-solving and delivering results in this new knowledge-based global

economy. The coursework culminates with a capstone project to develop an international strategic and operational plan.

Each student will be required to complete **Introduction to Graduate Library Research** (two-hour orientation).

.**Length of the Program**: 2 semesters   **Graduation Award**: Certificate

Code	Course Name	Credits
EMG 504	Capital Controls in Emerging Economies	3
EMG 506	Privatization in the Global Environment	3
EMG 508	Global Resource Allocation	3
EMG 510	Globalization and Business Strategy	3
EMG 516	Monetary Studies and Trade	3
EMG 520	Sustainable Development and Capstone Project	3
	Total Credits	**18**

b. Computer Certificate Programs

1. IT Specialist Certificate Program

The IT Specialist Certificate program is designed to prepare graduates for employment with organizations that use computers to process, manage, and communicate information. This is a flexible program with elective courses designed to meet today's business environment's information systems needs.

The IT Specialist Certificate program teaches students the essential skills required to use and troubleshoot computers and computer applications effectively. Certificate program students can develop an emphasis in:

- Computer applications to develop the skills required to use the essential applications found in nearly all job environments.
- Web technologies to develop foundation-level skills in website development and maintenance.

Graduates will be prepared to obtain employment as an IT professional and will develop technical skills in the areas of object-oriented programming, web development, and database management.

Graduates will be able to implement, support, and troubleshoot computer and information technology systems. Graduates should qualify for a wide variety of computer-related, entry-level positions. Duties may include systems maintenance, support and training, and business applications design and implementation.

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

Length of Program: Two (2) semesters.   **Graduation Award:** Certificate

Certificate Requirement
For all two-semester long certificate programs, a total of 24 credits are required to graduate with a minimum CGPA of 2.0.

Students must take the following 6 course:

Courses (6 Courses - 18 credits)

Code	Course Name	Credits
CS 311	Principles of Programming Languages	3
CS 316	Software Engineering	3
CS 326	Object-Oriented Programming	3
CS 355	Essentials of Networking	3
CS 360	Web Development Methods	3
CS 423	Database Concepts	3

Students will be able to take two courses in their area of interest from the elective courses listed below:

Elective Courses (2 Courses – 6 Credits)

Code	Course Name	Credits
CS 324	Computer Architecture	3
CS 328	Programming with C++	3
CS 458	Principles of Network Security	3
CS 475	Special Topics in Computer Science	3
DBA 110	Database Systems Principles	3
DBA 370	Database Security and Auditing Principles	3
ORC 210	Oracle Database 10g SQL Database Language	3
ORC 310	Oracle Database 10g Administration I	3

Please refer to the IT Specialist Certificate Courses and the Oracle Certificate Courses sections of the Academic Catalog for the course descriptions.

2. Oracle Database Administrator and Developer Certificate (Full Time)

VIU is an Oracle Workforce Development Program Partner and provides this full time program to enable students to prepare for Oracle certification exams and career advancement. With the ever more rapid progress of technology, career professionals require up-to-date skills to meet the needs of employers. VIU's Oracle Database Administrator and Developer Certificate program provides the latest Oracle technologies that enhance the skills required for Oracle database technology. The program provides hands-on experience and also prepares the students to take several Oracle certification exams at the Associate, Professional and Master levels. The Oracle certification process requires one or more exams as well as one or more hands-on courses. Qualified students and those who have taken equivalent courses may also take other Oracle program or elective courses offered by VIU with prior approval. VIU's Oracle Database Administrator and Developer Certificate program uses the Oracle WDP (Workforce Development Program) curriculum.

The program prepares students to take the following Oracle Database certification exams: SQL Certified Expert, Oracle Database 10g Administrator Certified Associate, Oracle Database 10g Administrator Certified Professional, Oracle Database 10g Administrator Certified Master, Oracle PL/SQL Developer Certified Associate, and Oracle Forms Developer Certified Professional. It includes courses that count toward the Oracle hands-on requirement for certification. The program provides a concentration area in Oracle 10g.

Program Requirements
This program requires some computer and database experience including familiarity with Microsoft Windows, Microsoft Office, programming languages, or other databases.

Program Outcome
Students enrolled in the VIU Oracle Database Administrator and Developer Certificate program will develop basic and advanced skills in the installation, configuration, development and administration of Oracle enterprise databases. In addition, students will acquire basic and advanced

skills in using Oracle technology for developing and programming Oracle applications. Graduates will be prepared to take Oracle certification exams at the Associate, Professional and Master levels. Graduates should also qualify for entry-level and career Oracle database administrator positions, as well as employment as a database designer, database programmer, or database application developer.

Program Length:	Two (2) semesters
Graduation Award:	Certificate
Certificate Requirement:	For this two-semester program, a total of 24 credits are required to graduate. Students should earn a minimum CGPA of 2.00 in all courses attempted.

Oracle Database Administrator and Developer Certificate Core Course

Oracle Database Administrator and Developer Certificate Core Course (1)		
Course Code	**Course Name**	**Credits**
DBA 110	Database Systems Principles	3

Oracle Database 10g Concentration Courses

Oracle Database 10g Concentration Courses		
Course Code	**Course Name**	**Credits**
DBA 110	Database Systems Principles (CORE)	3
DBA 370	Database Security and Auditing Principles	3
ORC 210	Oracle Database 10g SQL Database Language	3
ORC 230	Oracle Database 10g PL/SQL Programming	3
ORC 250	Oracle Database 10g Advanced PL/SQL Programming	3
ORC 310	Oracle Database 10g Administration I	3
ORC 320	Oracle Database 10g Administration II	3
ORC 410	Oracle Developer 10g Forms	3

Please refer to the Oracle Certificate Courses section of the Academic Catalog for the course descriptions.

3. Oracle Database Management Certificate (Part Time)

ORACLE WORKFORCE DEVELOPMENT PROGRAM
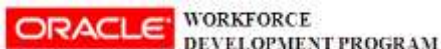
VIU is an Oracle Workforce Development Program partner and provides this part time program to enable students to focus their studies on particular Oracle technologies on a part time basis. The certificate program has Core course requirements with a concentration area for Oracle 10g database and technology. The Oracle Database Management Certificate program provides students with basic database and SQL (Structured Query Language) skills while the specific areas of concentration further prepares students for entry-level database administration careers, advanced Oracle database administration careers, PL/SQL database programmer careers, or Oracle Form developer careers. The program also prepares students to take Oracle certification exams. To complete VIU's Oracle Database Management Certificate, students will take 12-15 credits depending upon their concentration area. Although the program assumes that students will take six (6) credits for each of the first two semesters, students may take only (3) credits per semester. The number of semesters required to complete the program depends on the concentration area and the number of credits student take each semester. VIU's Oracle Database Management Certificate program is based on the Oracle WDP (Workforce Development Program) curriculum.

Oracle Database Management Certificate Concentrations

- Oracle 10g Database Administrator Associate
- Oracle 10g Database Administrator Professional
- Oracle 10g PL/SQL Developer Associate
- Oracle 10g Forms Developer Professional

Program Requirements
This program requires some computer and database experience including familiarity with Microsoft Windows, Microsoft Office, programming languages, or other databases.

Program Outcome
Students enrolled in the VIU Oracle Database Management Certificate program will develop basic and advanced skills in the installation, configuration, development and administration of Oracle enterprise databases. In addition the students will have basic and advanced skills in using Oracle technology for developing and programming Oracle applications. Graduates will be prepared to take Oracle certification

exams at the Associate, Professional and Master levels. Graduates should also qualify for entry-level positions and employment as a career Oracle database administrator, database designer, database programmer, or database application developer.

Program Length:	Two (2) to three (3) semesters, part-time
Graduation Award:	Certificate
Certificate Requirement:	Total of 12-15 credits (depending upon concentration) are required to graduate. Students must earn a grade point average of at least 2.00 in all courses attempted.

Oracle Database Management Certificate Core Courses (1)		
Course Code	**Course Name**	**Credits**
DBA 110	Database Systems Principles	3

Students must complete the Core requirements for the certificate and then choose one of the concentration areas to complete the certificate. Qualified students who have taken similar courses may substitute another Oracle program or elective course with prior approval. The concentration areas are described in detail below.

Oracle 10g Database Administrator Associate Concentration

The Oracle 10g Database Administrator Associate Concentration, together with the required Core courses, provides students with the skills necessary to install, configure and manage Oracle 10g databases. Students will study database design, the SQL database language, database security and auditing, and data administration. Students will qualify for entry-level and career positions as database administrators and database designers. This concentration also prepares students to take Oracle certification exams leading to Oracle Database 10g Administrator Certified Associate and Oracle Database: SQL Certified Expert certifications. This concentration includes courses that count toward the Oracle hands-on requirement for certification.

Oracle 10g Database Administrator Associate Concentration		
Course Code	**Course Name**	**Credits**
DBA 110	Database Systems Principles (CORE)	3
DBA 370	Database Security and Auditing Principles	3
ORC 210	Oracle Database 10g SQL Database Language	3

Oracle 10g Database Administrator Associate Concentration		
Course Code	**Course Name**	**Credits**
ORC 310	Oracle Database 10g Administration I	3
	Total Credits	12

If a student takes 2 courses for two semesters, the program can be completed in two semesters on a part-time basis.

Oracle 10g Database Professional Concentration

The Oracle Database 10g Professional Concentration, together with the required Core courses, provides the advanced database administration and maintenance skills necessary to install, configure, program and manage Oracle 10g databases. Students will study database design, the SQL database language, basic and advanced PL/SQL programming, and basic and advanced database administration. Students will qualify for entry-level and career positions as database administrators and database designers. This concentration also prepares students to take Oracle certification exams leading to Oracle Database 10g Administrator Certified Associate, Oracle Database: SQL Certified Expert certifications, and Oracle Database 10g Administrator Certified Professional certifications. This concentration includes courses that count toward the Oracle hands-on requirement for certification.

Oracle 10g Database Administrator Professional Concentration		
Course Code	**Course Name**	**Credits**
DBA 110	Database Systems Principles (CORE)	3
ORC 210	Oracle Database 10g SQL Database Language	3
ORC 230	Oracle Database 10g PL/SQL Programming	3
ORC 310	Oracle Database 10g Administration I	3
ORC 320	Oracle Database 10g Administration II	3
	Total Credits	15

If a student takes 2 courses for the first two semesters, the program can be completed in three semesters on a part-time basis.

Oracle 10g PL/SQL Developer Associate Concentration

The Oracle 10g PL/SQL Developer Concentration, together with the required Core courses, provides the skills to build applications with PL/SQL for Oracle 10g databases. Students will study database design, the SQL database language, and basic and advanced PL/SQL programming. Students will qualify for entry-level and career positions as Oracle database programmers. This concentration also prepares students to take Oracle certification exams leading to Oracle Database: SQL Certified Expert and Oracle PL/SQL Developer Certified Associate certifications.

Oracle 10g PL/SQL Developer Associate Concentration		
Course Code	**Course Name**	**Credits**
DBA 110	Database Systems Principles (CORE)	3
ORC 210	Oracle Database 10g SQL Database Language	3
ORC 230	Oracle Database 10g PL/SQL Programming	3
ORC 250	Oracle Database 10g Advanced PL/SQL Programming	3
	Total Credits	12

If a student takes 2 courses for two semesters, the program can be completed in two semesters on a part-time basis.

Oracle 10g Forms Developer Professional Concentration

The Oracle Forms Developer 10g Professional Concentration, together with the required Core courses, provides the skills necessary to build database-centric Internet applications using Oracle Forms Developer. Students will study database design, the SQL database language, Oracle's PL/SQL programming language, and Oracle forms development. Students will qualify for entry-level and career positions as Oracle database programmers and Oracle application developers. The program also prepares students to take Oracle certification exams leading to Oracle Database: SQL Certified Expert, Oracle PL/SQL Developer Certified Associate, and Oracle Forms Developer Certified Professional certifications.

Oracle 10g Forms Developer Professional Concentration		
Course Code	**Course Name**	**Credits**
DBA 110	Database Systems Principles (CORE)	3
ORC 210	Oracle Database 10g SQL Database Language	3
ORC 230	Oracle Database 10g PL/SQL Programming	3
ORC 250	Oracle Database 10g Advanced PL/SQL Programming	3
ORC 410	Oracle Developer 10g Forms	3
	Total Credits	15

If a student takes 2 courses for the first two semesters, the program can be completed in three semesters on a part-time basis.

Please refer to the Oracle Certificate Courses section of the Academic Catalog for the course descriptions.

Oracle Certificate Elective Courses
With the prior approval of the department chair, qualified VIU students may also take the following elective Oracle courses or the Oracle courses listed in the Oracle Certificate course descriptions:

Oracle Certificate Elective Courses		
Course Code	**Course Name**	**Credits**
DBA 370	Database Security and Auditing Principles	3
ORC 120	Introduction to Data Warehousing	3
ORC 330	Oracle Database 10g SQL Tuning	3
ORC 340	Oracle Database 10g Backup and Recovery	3
ORC 350	Oracle Database 10g Performance Tuning	3
ORC 360	Oracle Database 10g New Features	3
ORC 420	Oracle Developer 10g Reports	3
ORC 430	Oracle Application Server 10g	3
ORC 490	Oracle Database 10g Real Application Clusters	3

c. TESOL (Teaching English to Speakers of Other Languages) Graduate Certificate

Program Objective: VIU's Graduate MA in TESOL program prepares its students to work as English teachers in a world where the global need for English language skills is growing. Upon successful completion of the program, students will have a sound grasp of the structure of modern English as well as basic pedagogical concepts and gain valuable classroom experience through observation and supervised teaching. Our graduates will be qualified to teach English in a variety of educational settings in the US and abroad, such as intensive language programs, private language schools, adult education programs, and English as a foreign language programs in non-English speaking countries.

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

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

Core Courses: All of the courses listed below are mandatory Core Courses. The courses can be taken in any order; generally, students take TSL 525 Practicum during their 2nd semester of study.

Course Code	Course Name	Credit Hours
TSL 505	Introduction to Language and Linguistics	3
TSL 510	Methods of Teaching	3
TSL 515	Structure of English	3
TSL 520	Language Acquisition Theories	3
TSL 525	Practicum	3
TSL 550	Special Topics in TESOL	3

English as a Second Language (ESL) Program

Program Objectives: The English as a Second Language Program at VIU provides quality English language instruction for students whose native language is not English. The program focuses on helping students develop sufficient language proficiency and skills for successful study at

an American university or college. The program also prepares students for the TOEFL examination.

Program Structure: The program consists of four levels (elementary, intermediate, advanced, and high-advanced). The length of the program depends on the initial placement level. Each level includes four Core Courses and can be completed in one semester. Spring and Fall semesters are 15 weeks long; full-time students take 20 hours of classes per week. Summer semester is 10 weeks long; full-time students take 24 hours of classes per week.

Placement Test: All new students are required to take a three-part English proficiency test at VIU to determine appropriate placement in one of the four levels within the program. VIU placement test includes the following components:

- an essay writing task (45 minutes)
- a computer-based test of grammar, vocabulary, and reading skills (2 hours)
- an interview (10-15 minutes)

The scores achieved on these three components of the test determine student placement within the program. Students usually take all classes at one level; split placements are rare. In order to be allowed to register for a combination of ESL and academic courses, a student must achieve a near-academic score for two out of the three test components and an academic-level score for the third component. Placement tests can be taken only once per semester.

Program Advancement, Completion, and University Admission: All ESL classes are graded on a pass/fail basis. An average score of 75% is required to pass an ESL class, as well as an adequate attendance record. Full-time students who pass at least 80% of their ESL courses receive a certificate of level completion and are qualified to take classes at the next level during the following semester. Full-time student who pass at least 80% of their high-advanced college-prep courses receive a certificate of program completion. The program completion certificate serves as evidence of sufficient English proficiency for admission to VIU's academic programs.

ESL Core Courses: Courses numbered 100-199 are open to elementary students; courses numbered 200-299 are open to intermediate students; courses numbered 300-399 are open to advanced students, and courses numbered 400-499 are open to high-advanced students.

Course Code	Course Name	Semester Hours
ESL 102	Elementary Grammar	60
ESL 122	Elementary Pronunciation	60
ESL 162	Elementary Speaking and Listening	60
ESL 182	Elementary Reading and Writing	60
ESL 202	Intermediate Grammar	60
ESL 222	Intermediate Pronunciation	60
ESL 262	Intermediate Speaking and Listening	60
ESL 282	Intermediate Reading and Writing	60
ESL 302	Advanced Grammar	60
ESL 322	Advanced Pronunciation	60
ESL 362	Advanced Speaking and Listening	60
ESL 382	Advanced Reading and Writing	60
ESL 400	TOEFL Preparation	60
ESL 401	College Preparation Skills	60
ESL 462	College Prep Speaking and Listening	60
ESL 482	College Prep Reading and Writing	60

ESL Elective Courses: Elective courses appeal to a broad range of interests. Not every course is offered every semester. Electives numbered 100-199 are open to elementary students; electives numbered 200-299 are open to intermediate students; electives numbered 300-399 are open to advanced & high-advanced students, and electives numbered 400-499 are open to high-advanced students.

Course Code	Course Name	Semester Hours
ESL 193	Introduction to Debate	30
ESL 194	Fluency Through Video I	30
ESL 195	Vocabulary Development I	30
ESL 196	Introduction to American History	30
ESL 197	Life Skills	30
ESL 210	The American Short Story I	30
ESL 215	Business English I	30
ESL 216	Conversation Strategies	30
ESL 217	Introduction to American Culture I	30
ESL 218	Introduction to Public Speaking	30
ESL 294	Fluency Through Video II	30
ESL 295	Drama in English	30
ESL 310	The American Short Story II	30
ESL 311	Creative Writing	30
ESL 314	Business English II	30
ESL 315	Current Events	30
ESL 316	Introduction to American Culture II	30

ESL 318	Brilliant Essays in 30 Minutes (TOEFL Writing)	30
ESL 394	English Through Songs and Broadway Musicals	30
ESL 395	Vocabulary Development II	30
ESL 396	Introduction to Journalism	30
ESL 451	High-Advanced Reading	60
ESL 452	High-Advanced Listening	60
ESL 453	High-Advanced American Culture	60
ESL 454	High-Advanced Conversation	60
ESL 494	Grammar Workshop	30
ESL 495	Vocabulary Development III	30

Distance Education

In addition to regular classroom delivery, we offer online courses as we deem appropriate to our current on-campus students as an alternate method of instructional delivery. VIU has entered into a contractual agreement with e-College to provide an online learning platform that involves the use of threaded discussions, chats, and the measurement of performance through testing and responses to weekly postings of assignments. VIU's online courses do not differ in content, expectations, and requirements from our regular face-to-face courses. VIU's online courses, just like our face-to-face courses, are three (3) credit hours as specified by the program of study. The material and textbooks remain the same. The only difference is we deliver the course through the e-College online learning platform. VIU's online courses are available only for the currently enrolled students who are already admitted to the academic programs. There are **no special admission requirements** and **no admission test** is used to determine whether a VIU student may access the online learning system.

1. **Resources students must have:** In order for students to access the online platform, they need:
   a. A computer with: Windows 2000 or XP OS, or MachOS9.1 and OSX, 64MB RAM, 28.8kbps modem (high-speed is recommended), and sound cards and speakers.
   b. Web Browsers: Internet Explorer 6.0, or Firefox 2.0.
2. **Technology Fee:** Students who register online courses will be charged a $125 fee per online course as a special access fee to the online platform.
3. **Courses offered online:** The Business Programs Department and the Computer Programs Department offer a number of online courses each semester. To locate the courses being offered online during any semester see the **Course Schedule** page at http://www.viu.edu/current-students/course-schedules.html.

COURSE DESCRIPTIONS

MBA Courses

Course credits are shown in parenthesis, e.g., (3), following the course title. Credits are based on class contact (lecture) hours unless otherwise stated.

MBA 511: Managerial Finance (3)

Prerequisite: ACCT 201 and BUSS 303

This course focuses on companies' sources and uses of financial resources. Students will focus on capital/debt structure decision and capital budgeting techniques, with particular emphasis on the impact of long-end short-term uses and sources of funds on the firm's value.

MBA 512: Project & Cost Management (3)

Prerequisite: MATH 201 or STAT 200

This course focuses on the planning, organizing, and managing of resources to bring about the successful completion of specific project goals and objectives, especially within specific start and completion dates. In addition, students will learn how to adhere to classic project constraints of scope, quality, time and budget while learning the tools and techniques necessary to minimize the risk of failure in achieving the organization's goal and objectives.

MBA 513: Organizational Behavior & HR Management (3)

Prerequisite: None

This course focuses on how people behave in organizations and groups. Topics include leadership, motivation, organizational culture, and roles within groups.

MBA 515: Applied Statistics for Management Science (3)

Prerequisite: STAT 200 or MATH 201

This focuses on the use of statistics in business research. In addition to mastering common statistical tools, students will study the design and execution of typical business research projects using such methods as surveys, analysis of archival data, and direct observation.

MBA 516: Strategic Management (3)

Prerequisite: None

This course, which serves as the capstone for the MBA Core Courses, focuses on the ways in which all areas of the organization contribute to overall firm strategy. The extensive use of case studies focuses students on diagnosis of problems and opportunities as well as the development of alternative courses of action.

MBA 611: Legal & Ethical Environment of Business (3)
Prerequisite: None
This course examines the legal and ethical basis of decision-making in business organizations. Topics include torts, contracts, liability, and the Uniform Commercial Code.

MBA 612: International Management (3)
Prerequisite: MBA 513
This course focuses on the challenges inherent in managing a workforce comprised of employees from more than one country. Particular emphasis is placed on cultural and legal differences as well as the development of programs and processes which select, motivate, train, and evaluate across national borders.

MBA 613: Enterprise Resource Planning (3)
Prerequisite: MBA 512
Logistics involves the integration of information, transportation, inventory, warehousing, material handling, and purchasing. All of these areas provide a variety of stimulating jobs for students interested in operations management, marketing, and information systems. Because of the strategic importance of logistical performance, any student interested in senior management will benefit from this course.

MBA 614: International Finance (3)
Prerequisite: MBA 511
This course aims to concentrate on the following two topics: (1) basics of international financial markets including derivatives; and (2) managerial perspectives on international finance. The course includes an analysis of different types of financial instruments, such as currencies, stocks, futures, options, international risk and diversification, and swaps. The course covers the theoretical concepts of international financial markets and the study of valuations, acquisitions, and strategies using various techniques to analyze foreign investments.

MBA 615: International Strategy (3)
Prerequisite: MBA 516
This course examines entry strategies to foreign markets for international and multinational firms as well as strategies for managing operations across borders.

MBA 616: International Marketing (3)
Prerequisite: MBA 513
This course examines the methods and strategies used by firms in international and multinational marketing efforts. Particular attention is paid to how companies decide whether to go global or remain local and how they engagie in multi-level marketing opportunities.

MBA 617: Import/Export Management (3)

Prerequisite: MBA 611

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

MBA 618: International Economics and Trade (3)

Prerequisite: MBA 511

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

MBA 620: Long-Term Financial Decisions (3)

Prerequisite: MBA 511

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

MBA 621: Trading and Risk Management (3)

Prerequisite: MB4 511

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 are introduced through the **Financial Analysis and Securities Trading (FAST)** system, a computer-based simulation trading program. Students assume the roles of speculators, hedgers, market makers, financial intermediaries, and financial analysts.

MBA 622 Marketing Research

Prerequisite: MBA 515

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

MBA 623: Sales Management (3)

Prerequisite: MBA 513

The course focuses on the management of a professional sales forces. Particular emphasis is placed on managing the sales force through recruiting, training, motivating, evaluating, and compensating sales force members.

MBA 624: Advertising & Promotion (3)

Prerequisite: 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 Negotiations (3)

Prerequisite: MBA 513

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

MBA 626: Consumer Behavior (3)

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 (3)

Prerequisite: All Core Courses and first-semester Concentration Courses

This capstone course gives MBA students the opportunity to pull together and build upon what has been learned in separate business fields and to utilize this knowledge in the analysis of complex business problems. It is designed to aid the student in synthesizing and applying knowledge gained in earlier courses and will apply these skills through actual business cases, preferably with local Northern Virginia-based companies.

MBA 628: Global Sourcing and Logistics (3)

Prerequisite: None

This course is designed to examine the complex issues that corporate executives must address in the decision-making process when considering whether or not to outsource internationally. It also examines the equally complex issues that arise once the decision is made to outsource, including how to reduce risk, thereby minimizing exposure while maximizing the opportunities for favorable outcomes and more competitive landed costs.

MBA 631: Current Topics in Business (3)

Prerequisite: MBA 516

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

MBA 633: Business Planning and Development (3)
Prerequisite: MBA 516
This course focuses on the development of new ventures and on strategic planning for new and existing organizations.

MBA 634: Operations Management (3)
Prerequisite: MBA 515
This course examines the use of mathematical models in managing the operations of organizations. Techniques examined include queuing, facility planning, distribution network, and transportation models.

MBA 635: Managerial Communications (3)
Prerequisite: None
This course focuses on the theory and practice of effective communications by managers. Emphasis is placed on both written and oral communications.

MBA 636: Managerial Accounting (3)
Prerequisite: MBA 511
This course is an introduction to the concepts and practices of the managerial and cost accounting. Specifically, students will be introduced to the concepts used to develop financial information for the purposes of planning, resource allocation, and financial control.

MBA 640: The Health Services System (3)
Prerequisite: MBA 611
This course provides an overview of the evolution, structure and current issues in the health care system. It examines the unique features of health care as a product and the changing relationships between patients, physicians, hospitals, insurers, employers, communities, and government.

MBA 641: Economics of Health Care and Policy (3)
Prerequisite: MBA 511
This course applies basic economic concepts to analyze the health care market and evaluate health policies. The course begins with an analysis of the demand for health, the derived demand for medical care, and the demand for health insurance. The second part of the course examines the supply of medical care by physicians and hospitals, medical technology, and the role of managed care organizations.

MBA 642: Financial Management of Health Institutions (3)
Prerequisite: MBA 511
This course focuses on the application of financial analysis to financial and operating decisions in the health care industry. Valuation methods covered include: net present value of free cash flows, decision tree analysis, real options, and multiples.

MBA 643: Legal Aspects of Health Care (3)

Prerequisite: MBA 611

This course offers a current and historical overview of the regulation of health care delivery in the US It examines principles and practical applications of laws that affect the operational decisions of health care providers, health plans, and third party payers and managers that impact development of markets for health care products and services.

MBA 650: European Union Policy-Making in a Global Context (3)

Prerequisite: MBA 611

This course places the development of EU policy-making in its international context as it relates to globalization. It considers its impact on enlargement and the evolution of economic policies for implementation. This course also explores how companies must adapt and revise their strategies accordingly. Students will study the economics of European integration and the problems of regulation, redistribution, banking, security, and cooperation.

MBA 651: International Economics and Politics: Asia and the Pacific (3)

Prerequisite: MBA 511 and MBA 515

This course addresses the interaction of economic and political policy and the lessons to be derived for businesses and international organizations. The course will examine the political factors underlying economic policy in emerging market economies including policies toward banking crises, privatization of state-owned enterprises, macroeconomic problems, reform of the international trade system, and corruption.

MBA 652: International Industrial Development Strategies: Privatization (3)

Prerequisite: MBA 511 and MBA 515

Privatization is sweeping the globe and the redefinition of boundaries between the public and private sectors has created new and exciting opportunities for business and policy makers. This course will review the international experience with privatization, the, the current sale of electric utilities, airlines, and telecommunication companies in emerging and developed economies.

MBA 653: Nations, Politics, and Markets: A Cost Benefit Analysis (3)

Prerequisite: MBA 511 and MBA 515

This course is designed to introduce students to the role of risk assessment, risk perception, and risk management in non-traditional markets by studying the tools for policy evaluations in the public sector. Cost benefit analysis is the principal tool for measuring government "products" that are rarely sold. The valuation of costs and benefits by alternative means to market prices is necessary to provide guidance in avoiding wasteful projects and undertaking those that are worthwhile.

MIS Courses

Course credits are shown in parenthesis, e.g., (3), following the course title. Credits are based on class contact (lecture) hours unless otherwise stated.

MIS 551: Research Methods (3)
Prerequisite: STAT 200, STAT 468 or Permission of the Department
This course provides knowledge of research methodologies used in the MIS discipline including experimental design, surveys, case studies, and fieldwork. It introduces students to applied research methodologies. The use of analytical tools, literature searches, and the application of VIU documentation style will result in a formal written proposal that may serve as the basis for each student's special project.

MIS 552: Introduction to Information Systems (3)
Prerequisite: CS 423 or Permission of the Department
This course explores the management of information systems and related information technologies (IS/IT) as a part of a broader socio-technical system and their impacts on people and processes that extend well beyond organizational boundaries. Also, subjective and debatable issues associated with IS/IT will be discussed. Accordingly, critical thinking is an important part of this course and is essential for an analysis and understanding of important issues associated with the management aspects of information systems

MIS 554: System Analysis & Design (3)
Prerequisite: MATH 337 or Permission of the Department
This course provides an overview of the systems development life cycle. It introduces tools and methods for the analysis and design of information systems and the management and organizational skills needed for their implementation. Information analysis in entity-relationship modeling and process modeling in data flow diagrams will be covered as the key skills in structured system analysis and design.

MIS 555: Database Management Systems (3)
Prerequisite: CS 423 or Permission of the Department
This course provides an 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 a tool to practice designing databases and understand the theory.

MIS 558: Information Systems Security (3)
Prerequisite: CS 423 or Permission of the Department
This course provides a broad review of the field of information systems security. 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 560: Software Engineering (3)
Prerequisite: MIS 554 or Permission of the Department
The objective of this course is to familiarize students with software application development processes and underlying concepts. Topics covered include Object Oriented Analysis & Design (OOAD), Unified Modeling Language (UML), Software Development Life Cycle (SDLC), Models and Methodologies (RUP, XP & Scrum), Quality Assurance & Improvement (introduction to ISO, CMMI and Six Sigma), and the basics of tools used for application development such as Requirement Management Tools, Version Control, Modeling, and Defect Tracking. Students will work on a dummy project and present their work.

MIS 561: System Communications & Networking (3)
Prerequisite: CS 328, CS 326 or Permission of the Department
This course explores fundamentals of computer systems communications and networking. These include standards in networking such as OSI seven layer architecture, TCP/IP, UDP, FTP, and NFS. Sockets, client/server architecture, IPv4, IPv6, networks (LAN, WAN) Wireless and mobile networks are also topics that will be studied. Students will be given a class project and periodic assignments to evaluate and reinforce their learning.

MIS 611: Special Topics in IT (3)
Prerequisite: Permission of the Department
Students may choose to study topics further that are in accordance with the MIS program and their interests. Topics can be taken from the domain of IT and should be of significance with respect to the IT industry. The study work can comprise literature surveys, lectures/discussions with assigned faculty, project work, and detailed report.

MIS 617: Security Management (3)
Prerequisite: MIS 558 or Permission of the Department
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 (3)
Prerequisite: MIS 558 or Permission of the Department
This course serves as an 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 system, basic security tools, secure programs, and distributed systems.

MIS 641: IT Project Management (3)
Prerequisite: MIS 554 or Permission of the Department
This course focuses on information technology project management and the unique challenges for managers. This course covers the principles, process, purpose and strategies of project management for an IT project. Students will learn the roles and responsibilities of participants on a typical IT project management team as well as how to manage clients, resources, budget, scheduling, and other items from project conception and planning to project implementation and evaluation. This course will utilize PMI project management framework in organizing projects, tracking costs and time expenditures, managing quality and risks, evaluating human resources requirements, and overcoming potential objectives.

MIS 651: Technology and Development of E-Business (3)
Prerequisite: MIS 552 or Permission of the Department
With the emergence of e-Business, organizations are adapting their transaction processing systems to use web technology. Such systems may operate as Intranet applications within the business, as Extranet applications between the firm and its business partners, or to 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 (3)
Prerequisite: CS 311, CS 326, CS 328 or Permission of the Department
This course discusses the design and implementation of computer operating systems. Topics 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 655: Management Information Systems in Supply Chain Management (3)
Prerequisite: MIS 552 or Permission of the Department
This course explores the following topics: Integrating information systems technology in manufacturing environments; the role of information systems in supporting manufacturing decision-making processes; manufacturing

imposed issues in information processing; and emerging information systems technology affecting manufacturing operations.

MIS 656: E-Commerce Security / Internet Security (3)
Prerequisite: MIS 558 or Permission of the Department
This course provides the salient computer security concepts needed for e-commerce. These include client and server security options, accountability, assurance, confidentiality, integrity, and availability of data. Students gain a 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 are also discussed.

MIS 658 Wireless Communications and Networking (3)
Prerequisite: MIS 561 or Permission of the Department
The purpose of this course is to provide a broad survey of wireless communications including in-depth coverage of protocols, transmission methods, and IEEE 802.11 standards. The course will present the functions of the layers in a wireless communication system and the use of wireless security technologies in frequency hopping, time hopping, direct-sequence spread spectrum, and other areas.

MIS 661: Master's Thesis I (3)
Prerequisite: MIS 551 and Permission of the Department Chair
Students may choose this thesis option or take two elective courses. The thesis work can comprise basic research or a practical project. Students are encouraged to start their thesis work as early as possible. Usually after completing two semesters of course work, the student will be asked to work with a faculty advisor to choose a suitable master's thesis topic and prepare a thesis proposal.

MIS 662: Software Testing & Quality Assurance (3)
Prerequisite: MIS 560, MIS 554 or Permission of the Department
Topics covered include: software development, the role of test engineers, software testing, SDLC (its scope and limitations), types of software testing and their specific requirements, testing methods (black box, white box, grey box), testing processes, manual testing, automated testing, alpha testing , beta testing, unit testing, system testing, regression testing. This course also explores testing environment creation, data preparation, testing artifacts, the test plan, test cases, result matrix, traceability, and the elements of best software testing practice

MIS 663: Information Architecture and Knowledge Management (3)
Prerequisite: MIS 554, MIS 555 or Permission of the Department
This course introduces the principles, practices and application of information architecture and knowledge management for enterprises, management information systems, data administration, archives, museums,

traditional or digital libraries, and others. The course covers information architecture and knowledge management systems, their services and processes. It includes types of knowledge, organizational learning, knowledge audits, organization structures, retrieval tools, standards, metadata, subject analysis, systems for vocabulary control and categorization (including thesauri and taxonomy), arrangement and display, tools, and other existing or emerging topics related to information architecture and knowledge management.

MIS 664: Master's Thesis II (3)
Prerequisite: MIS 661
MIS 661 is a continuation of MIS 660: Master Thesis I. Students can take this thesis option after completion of MIS 660. The thesis work can comprise basic research or a practical project.

MCS Courses
Course credits are shown in parenthesis, e.g., (3), following the course title. Credits are based on class contact (lecture) hours unless otherwise stated.

CS 511 Computer Architecture and Implementation (3)
Prerequisite: CS 324 or Permission of the Department
This course surveys architecture and organization of modern computing systems including: CPU design, instruction sets, memory hierarchy, pipelined machines, and multiprocessors. The emphasis is on the major component subsystems of high performance computers: pipelining, instruction level parallelism, thread-level parallelism, memory hierarchies, input/output, and network-oriented interconnections. The course introduces techniques and tools for quantitative analysis, evaluation, and implementation of modern computing systems and their components.

CS 561 Algorithm Analysis (3)
Prerequisite: CS 328 and CS 467, or Permission of the Department
This course provides a survey of computer algorithms, examines fundamental techniques in algorithm design and analysis, and develops problem-solving skills required in all programs of study involving computer science. Topics include advanced data structures, recursion and mathematical induction, algorithm analysis and computational complexity, sorting and searching, design paradigms, and graph algorithms. Advanced topics include randomized algorithms, information retrieval, string and pattern matching, and computational geometry.

CS 571 Automata and Formal Languages (3)
Prerequisite: MATH 250 and CS 328 and CS 270, or Permission of the Department
The course introduces the fundamental concepts in automata theory and formal languages including grammar, finite automaton, regular expressions,

formal language, pushdown automaton, and Turing machines. The course covers properties of these models and various rigorous techniques for analyzing and comparing them using both formalism and examples.

CS 573 Compiler Construction (3)
Prerequisite: CS 571 or Permission of the Department
This course provides an introduction to compiler construction and covers stages of compilation including lexical analysis, parsing, code generation and code optimization; formal translation of programming languages; program syntax and semantics; finite state recognizers and regular grammars; context-free parsing techniques such as LL(k) and LR(k); attribute grammars syntax-directed translation schema; type checking; code generation; data flow analysis and code optimization.

CS 621 Introduction to Artificial Intelligence (3)
Prerequisite: CS 235 and CS 326, or Permission of the Department
This course provides an overview of the main thrusts in artificial intelligence, starting with the historically symbolic, logic-based approaches to knowledge representation, planning, reasoning and learning, leading into more recent directions of statistics-based probabilistic approaches (such as Bayesian approaches, belief nets, probabilistic reasoning, etc.). The course also touches on more recent developments in natural language processing, visual processing, robotics, machine learning, and philosophical foundations. This course covers search, constraint satisfaction, knowledge representation, probabilistic models, machine learning, neural networks, vision, robotics, and natural language understanding.

CS 625 Natural Language Processing (3)
Prerequisite: MATH 337 and CS 571, or Permission of the Department
This course explores the principles of designing computer programs that can understand and produce language for applications such as information extraction, machine translation, automatic summarization, question-answering, and interactive dialogue systems. The course will cover linguistic (knowledge-based) and statistical approaches to language processing in the three major subfields of NLP: syntax (language structures), semantics (language meaning), and pragmatics/discourse (the interpretation of language in context).

CS 627 Data Mining (3)
Prerequisite: CS 326 and MIS 555, or Permission of the Department
This course is an introductory course on data mining. It covers concepts, algorithms, and applications in data warehousing and OLAP, mining frequent patterns and association rules, classification and predication, and cluster analysis, implementations and applications of mining sequential and structured data, stream data, text data, Web data, spatiotemporal data, biomedical data and other forms of complex data.

CS 631 Systems Programming (3)

Prerequisite: MIS 652 or Permission of the Department

This course is designed to help students fully understand and utilize the internal workings and capabilities provided by the modern computing environment as typified by a network of workstations communicating with TCP/IP protocols. Topics includes: shell programming, interfaces, network programming using Berkeley Sockets, LINUX/UNIX systems programming (I/O, Processes and Signals), and Java Systems Programming (Swing and AWT interfaces, Threads and Networking).

CS 635 Programming Languages and Systems (3)

Prerequisite: CS 311 and CS 328, or Permission of the Department

This course explores syntactic, operational, and semantic issues in the mathematical analysis of programming languages. Topics include type systems and non-context-free syntax, universal algebra and algebraic data types, operational semantics given by rewrite rules; confluence and termination, denotational semantics, and elementary domain theory for languages with higher-type functions and recursion.

CS 641 Advanced Operating Systems (3)

Prerequisite: MIS652 or Permission of the Department

This course covers advanced concepts in operating system design and recent research directions. It includes resource management for parallel and distributed systems, interaction between operating system design and computer architectures. Other topics include: process management, virtual memory, inter-process communication, context switching, parallel and distributed file system designs, persistent objects, process and data migration, load balancing, security, and protection.

CS 651 Advanced Database Systems (3)

Prerequisite: MIS 555 or Permission of the Department

This course provides an in in-depth study of new developments in database systems and intelligent information systems. The course covers internet databases, data warehousing and OLAP, object-relational, object-oriented, and deductive databases. Formal semantics of relational database and systems, physical database tuning, advanced issues in query optimization and transaction processing, advanced database facilities such as triggers and materialized views, query caching, and database mediation.

CS 655 Advanced Computer Graphics (3)

Prerequisite: CS 438 or Permission of the Department

This course explores advanced techniques in computer graphics such as digital image generation, geometric modeling, computer animation and rendering methods. Topics include rendering, ray tracing, radiosity, particle-

based methods, physical modeling, curves, splines, NURBS, gaming and simulation, virtual and augmented reality, and other techniques.

CS 693 Special Topics in Computer Science (3)
Prerequisite: Permission of the Department
Students may choose to further study the topics in the Computer Science area. Topics can be taken from the domain of Computer Science and should be of significance with respect to the Computer Science industry. The work can include literature surveys, lectures/discussions with assigned faculty, project work, and detailed reports.

CS 695 Master Thesis I (3)
Prerequisite: MIS 551 and Permission of the Department
Students may choose this thesis option or take two elective courses. The thesis work can comprise basic research or a practical project. Students are encouraged to start their thesis work as early as possible. Usually after completing two semesters of course work, the student will be asked to work with a faculty advisor to choose a suitable master's thesis topic and prepare a thesis proposal.

CS 696 Master Thesis II (3)
Prerequisite: *CS 695 and Permission of the Department*
CS 696 is a continuation of CS 695 Master Thesis I. The thesis work can comprise basic research or a practical project.

BBA Courses

ACCT 201: Principles of Financial Accounting (3)
Prerequisite: MATH 201 or STAT 200 or Permission of the Department
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 or Permission of the Department
This course continues the elementary accounting principles with a focus on operations, time value of money, and cost accounting. Job-order costing, process costing, cost-volume-profit, budgeting, and variance are introduced.

ACCT 305: Accounting Information Systems (3)
Prerequisite: ACCT 201 and COMP 124
This course focuses on the design and analysis of automated accounting systems for businesses. It includes the examination of payroll, receivables and payables, charts of accounts, and accounting reports as well as internal control and security issues.

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

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

BUSS 210: Introduction to Business (3)
Prerequisite: None
This course presents an introduction to the functioning of business enterprises within the US economic framework. Topics include developing a business vocabulary and learning the basic principles and practices of contemporary businesses. Upon completion, students should have an understanding of business concepts that will serve as a foundation for their further studies in the business field.

BUSS 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 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 and ECON 101 or Permission of the Department

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: None

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

BUSS 314: Corporate Finance (3)

Prerequisite: BUSS 303

This course on corporate money management deals with long- and short-term capital, financial resources, flow of funds analysis and its time value, credit policy formulation and operation, financial aspects of parent-subsidiary relationships, and financial functions in the multinational corporations.

BUSS 321: Consumer Behavior (3)

Prerequisite: BUSS 302

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: MATH 201 or STAT 200

This course examines the theories and techniques of marketing research. In addition to discussing the design of marketing research studies, the tools used to carry out such studies will be covered as well as the use of marketing research results to make management decisions.

BUSS 340: International Business (3)

Prerequisite: BUSS 303 and BUSS 210

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 taken by other business students as an elective.

BUSS 348: Public Relations (3)
Prerequisite: BUSS 210 or 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, and ethical and legal issues at a level suitable for an undergraduate academic qualification.

BUSS 406: Operations Management (3)
Prerequisite: MATH 201 or 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 420: Introduction to Investment Banking (3)
Prerequisite: 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 302
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 organization. Topics include marketing for donations, marketing to attract members and volunteers, and how the intangible nature of most not-for-profit activities distinguishes this type of marketing from other marketing activities.

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

BUSS 430: Financial Analysis and Valuations (3)
Prerequisite: BUSS 303
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 scale economies with consumer needs.

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

BUSS 444: International Finance (3)
Prerequisite: BUSS 303
This course focuses on the techniques and strategies of firms operating in the international environment. Topics include exchange rates, currency

trading and risk, hedging techniques, international capital markets, and blocked fund alternatives.

BUSS 456: Project Management (3)
Prerequisite: COMP 124 and 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 who are preparing for the CPA exam, but it is also useful for any student wanting to gain further understanding of legal issues in business.

BUSS 480: Business Administration Senior Project (3)
Prerequisite: All Core Courses and first semester senior Concentration Courses
This course is designed for students to develop a project that will encompass the key elements of business operations which have been studied throughout the undergraduate program, culminating in the submission of a final project paper and an oral presentation.

COMP 124: Information Technology (3)
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.

ECON 101: Principles of Economics I (3)
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 (3)

Prerequisite: ECON 101

This course is a continuation of ECON 101 that introduces students to market structures, pricing theory, consumer behavior, regulation, antitrust policy and income distribution. The course also presents the relationship of business statistics and statistical methods in how data is used to affect public policy decisions.

ECON 207: Microeconomics (3)

Prerequisite: ECON 102

The field of economics is divided into two broad branches – microeconomics and macroeconomics. Microeconomics concentrates on economic issues facing individuals, particularly, the fundamental problems these individuals face in accounting for and managing scarce resources as they try to maximize the resources' utility.

ECON 208: Macroeconomics (3)

Prerequisite: ECON 207

Macroeconomics is a course in which students will learn to apply an analytical approach to the study of how societies deal with the problem of scarce resources studied in ECON 102. The approach is applied to everyday decisions faced by businesses, organizations, and government as they try to maximize profits for the whole of society and to use scarce resources efficiently.

MATH 101: Pre-Calculus (3)

Prerequisite: None

This course is intended to prepare students for the study of calculus. It includes a review of algebra (arithmetic operations, fractions, factoring, the quadratic formula, radicals, and exponents). This course also serves as an introduction to linear, polynomial, trigonometric, rational and logarithmic functions. Graphs of functions are also covered throughout the course.

MATH 151: Calculus I (3)

Prerequisite: Math 101

This course covers functions, limits, the derivative, maximum and minimum problems, the integral, and transcendental functions.

MATH 201: Applied Business Mathematics (3)

Prerequisite: MATH 101 or Permission of the Department

This course is designed to acquaint students with the analysis, tools and, mathematical techniques of financial accounting and financial computations for measuring and reporting management performance of the organization. Students will become familiar with inventory valuation, asset depreciation,

taxation, simple and compound interest, annuities, and the time value of money, among many other finance and accounting topics.

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

BCS Courses
Course credits are shown in parenthesis, e.g., (3), following the course title. Credits are based on class contact (lecture) hours unless otherwise stated.

CS 110 Computer Science I (4) *(3 contact hours: 2 lab hours (equal to 1 contact hour): 4 credits total)*
Prerequisites: Permission of the Department
This course is an introduction to the 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 215 Digital Design (3)
Prerequisites: MATH 151 or Permission of the Department
This course explores 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, the algorithmic state machine, principles of register transfer notation, and simulation design of digital circuits.

CS 223 Ethics in Computer Science (3)
Prerequisite: GEC 130 or Permission of the Department
This course provides an 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 235 Introduction to Logic (3)

Prerequisite: None

This course provides an introduction to symbolic and informal logic with an emphasis on logical argument, fallacies, inductive and deductive proof, and correct reasoning. It covers syllogism; propositional and quantificational logic; modal, deontic, and belief logic; the formalization of an ethical theory; metalogic; and induction, meaning/definitions, and fallacies/arguments.

CS 270: Computer Science II (4) *(3 contact hours: 2 lab hours (equal to 1 contact hour): 4 credits total)*

Prerequisites: CS 110 or Permission of the Department

This course examines the fundamental data structures and analyzes algorithms such as files, sets, strings, and linked lists. It introduces searching and sorting algorithms and algorithm analysis. This course also covers abstract data types and essential data structures such as arrays, stacks, queues, and trees. The major emphasis of the course is on program development through various programming projects.

CS 311 Principles of Programming Languages (3)

Prerequisites: CS 270 or Permission of the Department

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; and comparison of imperative, functional, logical, and object-oriented programming languages.

CS 316 Software Engineering (3)

Prerequisites: CS 270, 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; and project planning, scheduling, resource management, accounting, configuration control, and technical documentation. Students organize, manage and develop a software engineering project.

CS 324 Computer Architecture (3)

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; and software versus hardware trade-offs.

CS 326 Object Oriented Programming (3)
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, and 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 (3)
Prerequisites: CS 311, CS 324 or Permission of the Department
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 (3)
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 (3)

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 (3)

Prerequisites: CS 311, CS 316 or Permission 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; and emerging database applications.

CS 438 Computer Graphics (3)

Prerequisites: MATH 250, MATH 220 or 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; and methods for modeling illumination, shading, and reflection. Students organize, manage and develop computer graphics project.

CS 445 Distributed Systems (3)

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 (3)

Prerequisites: MATH 337, CS 324 or Permission of the Department

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; and examples of commonly used networks and protocols.

CS 458 Principles of Network Security (3)
Prerequisites: CS 355 or Permission of the Department
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 and IPSEC; basic number theory; authentication; security for electronic mail; and intrusion detection.

CS 460 Theory of Computation (3)
Prerequisites: MATH 337 or Permission of the Department
This course covers alternative theoretical models 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 (3)
Prerequisites: MATH 250 or Permission of the Department
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 (3)
Prerequisites: CS 316, CS 324, CS 326 or Permission of the Department
This course will cover topics of current interest selected by the faculty. Subjects will be announced before each semester

CS 498 Senior Computer Design Project I (3)
Capstone Course
Prerequisites: CS 324, CS 345, CS 423 and Permission of the Department
This is the first phase of a technical project that emphasizes engineering design principles on a specific topic in any field of computer science or engineering. It will be carried out by the senior student under the supervision of a faculty member. The first phase of the project includes identification of a topic and completion of the preliminary work. A progress report must be submitted at the end of the semester detailing the problem description, proposed solution approach, and a list of deliverables.

CS 499 Senior Computer Design Project II (3)
Capstone Course
Prerequisites: CS 498
This is the second phase of the technical project that emphasizes engineering design principles on a specific topic in any field of computer science or engineering. It will be carried out by the senior student under the supervision of a faculty member. The first phase of the project must be completed in CS 498. A written report summarizing the accomplishments of the project and an oral presentation are required in this course.

MATH 220: Calculus II (3)
Prerequisite: MATH 151 and 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, and hydrostatic pressure), parametric equations, infinite series, power, and Taylor series.

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

MATH 337: Introduction to Probability and Statistics (3)
Prerequisite: MATH 151 and STAT 200
This 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 focuses 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 and MATH 220
This course focuses on first-order and higher-order differential equations. Methods of solutions and their applications are also introduced. Modeling with higher-order, Laplace transform, and systems of linear first-order differential equations are also covered.

STAT 468: Applied Statistics (3)
Prerequisite: MATH 151 and 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.

GEC Courses

ENG 145: Academic Writing (3)
Prerequisite: None
Academic Writing focuses on reviewing the fundamentals of standard written English. Students will practice writing common forms of business and academic documents. This interactive class provides students with an opportunity to improve their communication abilities that are necessary for success in college and beyond.

GEC 101: English Composition I (3)
Prerequisite: None
This course is required by all undergraduate students. Students create and analyze writings that define social, professional, and cultural communication. This course includes six papers and a research project.

GEC 102: English Composition II (3)
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 (3)
Prerequisite: None
This course provides the skills needed to prepare and deliver informative and persuasive speeches. Students will focus on adapting communication styles and content to diverse speakers and audiences. This course emphasizes how to compose meaningful and coherent messages; conduct research; and develop effective presentation skills. Students will be required

to deliver several oral presentations in front of the class during the course of the semester.

GEC 105: American Literature (3)
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 (3)
Prerequisite: None
World History is the only course offering students an overview of the entire history of humankind. The major emphasis is on the study of significant people, events, and issues from the earliest times to the present. Traditional historical points of reference in world history are identified as students analyze important events and issues in western civilization as well as in civilizations in other parts of the world.

GEC 112: World Geography (3)
Prerequisite: None
This course provides a survey of physical, cultural, and economic aspects of world regions. It serves as an introduction to how constituent parts of the world differ from one another in their associated resources, cultures, and economics. Attention is given to the interrelationships, interdependencies, and associations that bind together the diverse communities of the world.

GEC 114: Comparative Government (3)
Prerequisite: None
This course compares political processes and governing structures in European nations, the former Soviet Union, China, and the United States.

GEC 120: General Chemistry (3)
Prerequisite: None
This course introduces the fundamentals of chemistry including atomic and molecular structure, thermo-chemical changes, and conservation of energy.

GEC 122: College Physics (3)
Prerequisite: None
This course covers the principles of mechanics, heat, electricity, magnetism, optics, and atomic and nuclear physics.

GEC 124: General Biology (3)
Prerequisite: None
This course is an introduction to the fundamentals of biology. It includes cell structure, chemistry and function, adaptation, and ecology.

GEC 126: Introduction to Geology (3)

Prerequisite: None

This course provides an introduction to the dynamics of the earth – volcanoes, earthquakes, plate tectonics, rivers and streams, groundwater, glaciers, waves, wind, and landslides – with emphasis on the environmental applications of these processes. This course also covers the tools of the geologist, for example maps and aerial photographs.

GEC 130: Psychology (3)

Prerequisite: None

This course examines human and animal behavior, relating experimental studies to practical problems. It includes topics such as learning, memory, motivation, stress, emotion, intelligence, development, personality, therapy, psychopathology, and social psychology.

GEC 131: Sociology (3)

Prerequisite: None

This course examines patterns in political institutions, public policy, and conflict within and between communities and interest groups.

GEC 132: Philosophy (3)

Prerequisite: None

This course introduces the study of philosophy through the history of philosophical thought and texts. It also introduces a broad spectrum of philosophical problems and perspectives with an emphasis on the systematic questioning of basic assumptions about knowledge, meaning, reality, and values.

LANG 244: Foreign Language I (3)

Prerequisite: None

This course provides students with the basic skills and vocabulary required to communicate in a foreign language. The courses at this level incorporate grammar and communication exercises that students will need to communicate at the beginner level and to succeed at the intermediate level. No prior knowledge of the foreign language is necessary.

LANG 245: Foreign Language II (3)

Prerequisite: LANG 244

This course provides students with the grammar and vocabulary necessary to read, understand, and communicate in a foreign language. In addition, students will begin to use writing as a means of communicating in the language. Moreover, the course further expands on the knowledge that students gained during the Level I course.

Business Certificate Programs Courses

1. International Business

GEC 103: Oral Communication Skills (3)
Prerequisite: None
This course provides the skills needed to prepare and deliver informative and persuasive speeches. Students will focus on adapting communication styles and content to diverse speakers and audiences. This course emphasizes how to compose meaningful and coherent messages; conduct research; and develop effective presentation skills. Students will be required to deliver several oral presentations in front of the class during the course of the semester.

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 and processes of import/export management.

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: Exempt
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 Diploma but may be taken by other business students as an elective.

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

BUSS 444: International Finance (3)
Prerequisite: Exempt
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: Exempt

This course is designed to acquaint students with the analytical skills, tools and, mathematical techniques of financial accounting and financial computations for measuring and reporting management performance of the organization. Students will become familiar with inventory valuation, asset depreciation, taxation, simple and compound interest, annuities, and the time value of money, among many other finance and accounting topics.

ENG 145: Academic Writing (3)

Prerequisite: None

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

2. Small Business Management

ACCT 201: Principles of Financial Accounting (3)

Prerequisite: Exempt

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 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 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 421: Advertising and Promotion (3)

Prerequisite: Exempt

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 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: Exempt

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: Exempt

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: Exempt

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.

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, and cost theory as well as how political and cultural variables affect economic policy and pricing decisions for consumers and businesses.

3. Executive Management Graduate Certificate

EMG 504 Capital Controls in Emerging Economies

Prerequisite: None

Every sound investment decision demands the application of modern financial theory. However, the theories that are advanced are set in the context of developed countries and do not capture the intricacies of

operating in the developing world. Despite the importance of investment flows to developing countries, little has been done to adapt financial principles to the special realities of these counties. This course addresses the specials challenges that investors face in emerging economies.

EMG 506 Privatization in the Global Environment
Prerequisite: None
Privatization, the conversion of state-owned enterprises into privately managed assets, while successful in some cases, has often proved disappointing. This course presents a comprehensive overview of the issues with a sophisticated analysis of the trade-offs involved to maximize the likelihood of success and enhance sustainable economic growth in developing countries.

EMG 508 Global Resource Allocation
Prerequisite: None
The question of whether a strategy is a coherent plan conceived at the top by a visionary leader or is formed by a series of individual commitments not always reflecting top management is the premise of this course. Strategy formulation oftentimes consists of a company's prioritization and allocation of resources that emerges, less out of the formal statement of corporate strategy, than out of the pattern of resource commitments that originate across every level of the organization.

EMG 510 Globalization and Business Strategy
Prerequisite: None
The premise of this course is that organizational leaders and employees can better manage chaotic global interconnections by recognizing, analyzing, and addressing shifts in international externalities and by integrating resources, including people, processes, and structures.

EMG 516 Monetary Studies and Trade
Prerequisite: None
The interplay between globalization, regionalism and monetary integration is the topic of this course. The course examines the prospect of a future world economy with far fewer currencies

EMG 520 Sustainable Development Capstone Course
Prerequisite: None
Many different views of companies have emerged over the last 15 years to answer questions which perspectives of strategic management predominate as to why some firms persistently outperform others. This course focuses on sustaining the development of resource-based theory and their implications and applicability for the expanding world economy to help manages further their profitable growth strategies.

Computer Certificate Programs Courses

1. IT Specialist Certificate Courses

Course credits are shown in parenthesis, e.g., (3), following the course title. Credits are based on class contact (lecture) hours unless otherwise stated.

CS 311 Principles of Programming Languages (3)

Prerequisites: CS 270 or Permission of the Department

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; and subprograms; and comparison of imperative, functional, logical, and object-oriented programming languages.

CS 316 Software Engineering (3)

Prerequisites: CS 270, 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; and project planning, scheduling, resource management, accounting, configuration control, and technical documentation. Students organize, manage and develop a software engineering project.

CS 324 Computer Architecture (3)

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; and software versus hardware trade-offs.

CS 326 Object Oriented Programming (3)

Prerequisites: CS 270 or Permission of the Department

This course concentrates on the concepts of the 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, and data structures. Student completes a term project that utilizes object oriented programming.

CS 328 Programming with C/C++ *(2 contact hours: 2 lab hours (equal to 1 contact hour): 3 credits total)*

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 355 Essentials of Networking (3)
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 (3)
Prerequisites: CS 270 or Permission of the Department
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 (3)
Prerequisites: CS 311, CS 316 or Permission of the Department
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; and emerging database applications.

CS 458 Principles of Network Security (3)

Prerequisites: CS 355 or Permission of the Department
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 and IPSEC; basic number theory; authentication; security for electronic mail and intrusion detection.

CS 475 Special Topics in Computer Science (3)

Prerequisites: CS 316, CS 324, CS 326 or Permission of the Department
This course will cover topics of current interest selected by the faculty. Subjects will be announced before each semester

2. Oracle Certificate Courses

Course credits are shown in parenthesis, e.g., (3), following the course title. Credits for all Oracle Certificate courses consist of 2 class contact hours and 2 lab hours. The two lab hours are equal to 1 class contact hour.

DBA 110 Database Systems Principles (3)

Prerequisite: None
This course covers basic database concepts, various data models, types of databases, and database design from the strategic view of the data environment. It also covers database implementation, web technology, and basic concepts of database administration, transaction management, performance issues, distributed systems, and data warehouse principles. In addition, the students will apply concepts learned from various real world cases.

DBA 370 Database Security and Auditing Principles (3)

Prerequisite: ORC 310
This course covers the basic principles of database security and auditing as well as implementation considerations for business databases. It covers security architecture and operating system security fundamentals. In addition, the design of profiles, password policies, privileges and roles are explored. Other topics include virtual private databases, auditing models, application and data auditing, auditing database activities and security, and auditing case projects.

ORC 120 Introduction to Data Warehousing (3)

Prerequisite: DBA 110
This course covers planning, designing, building, populating and maintaining a successful data warehouse. It covers Data Warehouse and Business Intelligence (DW and BI) technologies and tools and data warehouse metadata and metadata strategy as well as extracting, transforming, and loading warehouse data.

ORC 210 Oracle Database 10g SQL Database Language (3)

Prerequisite or Co-requisite: DBA 110

This course introduces the Oracle Database 10g database and SQL database language. The course covers SQL queries, accessing metadata, creating database objects, advanced querying and reporting techniques, data warehousing concepts, and manipulating large data sets in different time zones. This course counts towards the Hands-on course requirement for the Oracle 9i Database Administrator Certification and Oracle Database 10g Administrator Certification.

ORC 230 Oracle Database 10g PL/SQL Programming (3)

Prerequisite or Co-requisite: ORC 210

This course introduces the PL/SQL programming language and covers creating anonymous PL/SQL blocks, stored procedures, functions, packages and database triggers for use in forms, reports and data management applications. This course counts toward the Hands-on requirement for the Oracle Database 10g Administrator Certification.

ORC 250 Oracle Database 10g Advanced PL/SQL Programming (3)

Prerequisite: ORC 210, ORC 230

This course covers the advanced features of PL/SQL used to design and tune PL/SQL to interface with database and other applications. The course covers program design, packages, cursors, extended interface methods and collections as well as use of external programming routines, PL/SQL server pages, and fine-grained access. This course counts toward the Hands-on course requirement for the Oracle Database 10g Administrator Certification.

ORC 310 Oracle Database 10g Administration I (3)

Prerequisite or Co-requisites: DBA 110 and ORC 210

This course provides a foundation for database administration and covers installation and maintenance of Oracle 10g databases. It covers Oracle database architecture and its components and the creation of an operational database while effectively and efficiently managing its structures. In addition, it covers performance monitoring, database security, user management, and backup/recovery techniques. This course counts toward the Hands-on course requirement for the Oracle Database 10g Administrator Certification.

ORC 320 Oracle Database 10g Administration II (3)

Prerequisite: ORC 230, ORC 310

This course covers advanced database administration and configuration techniques for Oracle 10g databases. It covers configuration of Oracle databases for multilingual applications, database recovery techniques using RMAN and Flashback technology, and database performance monitoring

tools. In addition, the course includes efficient database administration technologies including Resource Manager, the Scheduler, Automatic Storage Management (ASM), and VLDB features. Also it covers setting up a secure database using Virtual Private Database and moving data from database to database. This course counts toward the Hands-on requirement for the Oracle Database 10g Administrator Certification.

ORC 330 Oracle Database 10g SQL Tuning (3)
Prerequisite: ORC 210
This course covers techniques and methods for improving the performance of SQL queries. It includes the Oracle optimizer and operations, execution plans, gathering statistics, observing the optimizer plans, identifying high load SQL, indexes, writing efficient SQL, tracing and tuning SQL and applications, and materialized views and temporary tables.

ORC 340 Oracle Database 10g Backup and Recovery (3)
Prerequisite: *ORC 310*
This course covers strategies for backup and recovery procedures, the use of RMAN and Enterprise Manager to perform backup and recovery operations, Oracle Secure Backup, flashback technologies, monitoring and tuning Recovery Manager and creating duplicate databases.

ORC 350 Oracle Database 10g Performance Tuning (3)
Prerequisite: ORC 310
This course covers manual and automatic tuning methods to maximize the utility of the database. The course covers statistics and wait events as well as metrics, alerts and baselines. It also includes the use of Statspack and AWR (Automatic Workload Repository) as well as reactive tuning, tuning the shared pool, buffer cache, turning I/O, PGA, temporary space and block space usage.

ORC 360 Oracle Database 10g New Features (3)
Prerequisite: *Oracle9i Database Administration Fundamentals I and II*, *experience with Oracle 9i Database*, *or Oracle9i Database Administrator Certified Professional*
This course covers the new features in Oracle Database 10g, including increasing database availability, simplifying database performance monitoring and tuning, and simplifying database manageability. It also covers new security changes.

ORC 410 Oracle Developer 10g Forms (3)
Prerequisite: *ORC 210, ORC 230 and Prerequisite or Co-requisite*: *ORC 250*
This course provides a foundation for building scalable, high-performance applications for the Internet using Oracle Forms Developer 10g, a graphical user interface (GUI) tool. It covers building, testing, debugging, and deploying interactive Internet applications. It also covers form modules,

data blocks and frames, input and on-input items, windows and canvases, triggers, run-time messages and alerts, validation and navigation. This course counts toward the Hands-on course requirement for the Oracle Forms Developer Certified Professional Certification.

ORC 420 Oracle Developer 10g Reports (3)
Prerequisite: ORC 210, ORC 230 and Prerequisite or Co-requisite: ORC 250
This course covers how to design and build standard and custom Web and paper reports using Oracle Reports Developer 10g. It covers designing and running reports, creating and enhancing reports, managing report templates, and creating web reports. It also covers enhancing reports using data model objects, controlling paper layouts, extending functionality with XML, embedding graphs, enhancing matrix reports, PL/SQL triggers, SRW package, and maximizing performance and efficiency guidelines.

ORC 430 Oracle Application Server 10g (3)
Prerequisite: ORC 310
This course introduces the architecture of Oracle Application Server 10g and covers the installation and management of Oracle Application Server 10g. The course covers the tools, practice, and basic management of Oracle Application Server 10g. In addition, it covers configuration, infrastructure, deployment, identity management, and configuration and management of Oracle Internet Directory, Oracle Application Server Single Sign-On server, and the Oracle Application Server Certificate Authority. Oracle Identity Management procedures for backup and restoring the Oracle Application Server 10 are also covered.

ORC 490 Oracle Database 10g Real Application Clusters (3)
Prerequisite: ORC 310
This course provides an introduction to the capabilities and features of Oracle Real Application Clusters (RAC) for Oracle Database 10g and includes configuration and administration of an Oracle database for use with Real Application Clusters. It also covers architecture, services, managing backup and recovery in RAC, and performance tuning. This course counts towards the Hand-on requirement for the Oracle Database 10g Administrator Certification.

Graduate Certificate in TESOL Courses
Course credits are shown in parenthesis, e.g., (3), following the course title. Credits are based on class contact (lecture) hours unless otherwise stated.

TSL 505: Introduction to Language and Linguistics (3)
Prerequisite: None
This course is an introduction to the nature of human language as a unique communication system. Students will gain an understanding of the structure of language and of how all languages are fundamentally alike.

TSL 510: Methods of Teaching (3)
Prerequisite: None
This course is an introduction to the modern theories and current practices of TESOL methodology. Students will learn the basics of lesson planning and classroom management.

TSL 515: Structure of English (3)
Prerequisite: None
Upon successful completion of this course, students will gain an understanding of the internal structure of English words, phrases, and sentences, as well as a foundation in grammatical reasoning.

TSL 520: Language Acquisition Theories (3)
Prerequisite: None
This course introduces students to the main theories of language acquisition and their relevance to language.

TSL 525 Practicum (3) *(2 contact hours: 6 practicum hours (equal to 2 contact hour): 3 credits total)*
Prerequisite/Co-requisite: TSL 510 Methods of Teaching
Students will observe experienced teachers conducting a variety of ESL classes in VIU's ESL Program, develop lesson plans, teach selected activities under the supervision of the practicum instructor, and develop a professional portfolio.

TSL 550: Special Topics in TESOL (3)
Prerequisite: None
This course covers topics of current interest selected by the faculty before each semester.

English as a Second Language (ESL) Courses

ESL 102: Elementary Grammar (60 hours – core)
This course focuses on developing a solid core of basic English grammar skills for beginning learners of English. In particular, it covers the structure of declarative, interrogative and imperative sentences; simple present, past and future forms as well as present continuous; pronominal forms; possessive constructions (*have*-possessives, genitives, *of*-possessives); nominal plural formation; simple conjunctions.

ESL 122: Elementary Pronunciation (60 hours – core)
This course focuses on developing students' ability to recognize and produce vowels and consonants of North American English, to recognize and correctly interpret basic intonation patterns in a variety of sentence types, and to apply letter-to-sound rules when reading aloud.

ESL 162: Elementary Speaking and Listening (60 hours – core)
This course aims at developing students' ability to handle a variety of basic social situations (introductions, ordering meals, asking directions, making purchases, taking & leaving simple messages, etc.). Students will learn to tell simple stories and describe pictures in simple sentences, and to understand simple narratives. They will also increase their vocabulary.

ESL 182: Elementary Reading and Writing (60 hours – core)
This course focuses on developing basic reading and writing skills. After completing the course, students are expected to be able to write short messages and descriptions; fill out simple forms; apply basic principles of capitalization and punctuation; read simplified short texts on familiar topics and answer factual questions about the reading; scan to locate information in text; and categorize vocabulary (synonyms, antonyms). Students will also increase their vocabulary.

ESL 193: Introduction to Debate (30 hours – elective) Introduction to Debate is an elementary-level elective ESL course designed to help students build strong conversation skills through a variety of problem-solving activities and discussion of controversial issues.

ESL 194: Fluency Through Video I (30 hours – elective)
The Fluency Through Video I is an elementary-level elective ESL course. In this course, students will follow the adventures of six friends from different countries who are now living, studying, and working in exciting New York City. The course is designed to improve the students' listening comprehension skills and help them become confident and fluent speakers of English. Useful cultural points and colloquial language will be explained throughout the course.

ESL 195: Vocabulary Development I (30 hours – elective)
Vocabulary Development I is an elective designed for students at the elementary level. In this course, students will learn and apply new vocabulary by associating words with colorful and engaging visual images. This approach encourages students to associate words with meanings rather than reverting to their native language for a definition. Vocabulary Development I uses a variety of engaging communicative activities and problem solving exercises.

ESL 196: Introduction to American History (30 hours – elective)
Introduction to American History is an elective designed for elementary and low-intermediate ESL students. This content-based course is an introduction to the history of the United States, from its earliest days to the American Civil War (1865). The course has a significant reading and writing component. Students will learn new words, write a journal, and practice academic skills such as reading bar graphs and maps.

ESL 197: Life Skills (30 hours – elective)
Life Skills is an elective designed for elementary and low-intermediate ESL students. This course teaches students the necessary life skills that they will need in order to function successfully and competently in an English-speaking society. Students will learn essential vocabulary and strategies to communicate effectively at home, at work, in school, and in their communities.

ESL 202: Intermediate Grammar (60 hours – core)
This course reviews basic word order and simple tenses, and introduces the students to a variety of higher-level grammatical constructions, with a particular focus on developing the students' ability to use simple, continuous and perfective forms; complex & compound sentences; modal verbs; rules of capitalization; and rules of terminal and internal punctuation.

ESL 210: The American Short Story I (30 hours – elective)
The American Short Story I is an elective designed for ESL students who are at the intermediate level. Students will read about 14 short stories by American and Canadian writers and learn about the various elements of short fiction such as plot, character, setting, etc. Through the study and discussion of short stories, students will improve their vocabulary, reading, critical thinking, and public presentation skills.

ESL 215: Business English I (30 hours – elective)
Business English is an elective designed for ESL students who are at the intermediate level of proficiency. Students will focus on improving their listening and speaking skills in key areas of business communication: taking part in meetings, telephoning, negotiating, and socializing.

ESL 216: Conversation Strategies (30 hours – elective)
Conversation Strategies is an elective designed for intermediate ESL students. This course offers students the opportunity to improve their conversation skills by learning to recognize and use a variety of subtle language cues that native speakers of English employ in order to understand a person's intentions and to achieve desired outcomes.

ESL 217: Introduction to American Culture I (30 hours – elective)
Introduction to American Culture I is an elective designed for intermediate ESL students. This is a content-based course covering various aspects of American culture such as famous people and places, important historical events, and traditions. The linguistic component of the course focuses on vocabulary and reading skills. The course will culminate with individual oral presentations or exhibits focusing on specific aspects of American culture.

ESL 218: Introduction to Public Speaking (30 hours – elective)
Introduction to Public Speaking is an intermediate-level elective focusing on the skills and the language needed for self-expression. The students learn to explain, support, and organize their own opinions, and to examine, question and refute opposing points of view. The course focuses on developing critical thinking, listening, and speaking skills; furthermore, the strategies learned in this course will also help students become more effective writers.

ESL 222: Intermediate Pronunciation (60 hours – core)
This course focuses on improving students' ability to recognize and produce vowels and consonants of North American English, to identify and express meaning change through intonation, to distinguish between stressed and unstressed syllables in monosyllabic words, and to use reductions, linking, and contractions.

ESL 262: Intermediate Speaking and Listening (60 hours – core)
This course aims at developing students' ability to make simple oral presentations, retell simple stories, participate in face-to-face conversations on topics going beyond the most immediate needs, and identify the main ideas and factual information in level-appropriate listening passages. Students will also increase their vocabulary.

ESL 282: Intermediate Reading and Writing (60 hours – core)
The writing component of this course introduces the students to the North American paragraph structure (topic-ideas with support-conclusion; various types of logical organization). Students will conduct basic Internet searches and use word-processing software to write, edit, and format written assignments. The reading component of this course focuses on developing the students' ability to read a variety of materials on familiar and unfamiliar topics; to identify main ideas and factual information; to identify transition words to understand relationships between ideas; to identify pronoun antecedents; and to interpret graphs, charts, and maps. Students will also increase their vocabulary.

ESL 294: Fluency Through Video II (30 hours – elective)
The Fluency Through Video II is an intermediate-level elective ESL course. In this course, students will follow the adventures of six friends from different countries who are now living, studying, and working in exciting

New York City. The course is designed to improve the students' listening comprehension skills and help them become confident and fluent speakers of English. Useful cultural points and colloquial language will be explained throughout the course.

ESL 295: Drama in English (30 hours – elective)

Drama in English is an elective designed for intermediate ESL students. Through the study of short dramatic works, students will improve their skills in vocabulary, conversation, writing, listening, and reading. Students will rehearse and perform scenes and monologues and in so doing practice their pronunciation and speaking skills. Through the study and performance of drama, students will gain confidence in using English, in working collaboratively with others, and in public speaking. The course will culminate with a project in which students will write and perform original monologues or short dramatic scenes.

ESL 302: Advanced Grammar (60 hours – core)

This course includes a thorough review of the English tense and aspect system as well as basic principles of capitalization and punctuation. The course focuses on complex and compound sentences (including relative clauses and embedded questions); conditional forms; and passive, gerund, infinitive, and perfective forms with modal verbs.

ESL 310: The American Short Story II (30 hours – elective)

The American Short Story II is an elective designed for ESL students who are at the advanced level and above. Students will read about 14 short stories by American writers and learn about the various elements of short fiction such as plot, character, setting, etc. Through the study and discussion of short stories, students will improve their vocabulary, reading, critical thinking, and public presentation skills.

ESL 311: Creative Writing (30 hours – elective)

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

ESL 314: Business English II (30 hours – elective)

Business English II is an elective designed for advanced and college prep level ESL students. The goal of the course is to familiarize the students with the basic communication modes of the modern American business world. The course includes extensive reading assignments and familiarizes students with basic forms of business writing such as memos, reports, invitations, resumes, letters, and agendas.

ESL 315: Current Events (30 hours – elective)

Current Events is an elective designed for ESL students at the advanced and high-advanced level of instruction. Students will read recent news stories, participate in debates, and learn to defend their point of view in writing.

ESL 316: Introduction to American Culture II (30 hours – elective)

Introduction to American Culture is an elective designed for ESL students at the advanced level and above. The course explores traditional basic American values and how these values affect various institutions and aspects of life in the United States. The course aims to prepare ESL students for academic classes by introducing them to a variety of techniques to process longer reading segments and by teaching effective debate skills.

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

Brilliant Essays in 30 Minutes is an elective designed for advanced and college prep ESL students. The course focuses on developing note-taking and summarizing skills necessary for successful completion of iBT-TOEFL integrated writing tasks. The course includes a brief review of some basic principles of essay writing.

ESL 322: Advanced Pronunciation (60 hours – core)

This course covers all aspects of pronunciation, from individual sounds to intonation, rhythm, and stress. Students will work on identification and articulation of vowels and consonants; produce and identify meaning change through intonation; use reduction, linking and contractions; stress polysyllabic words correctly; and understand and apply the principles of sentential stress, rhythm, and phrasing.

ESL 362: Advanced Speaking and Listening (60 hours – core)

This course focuses on developing students' listening comprehension, summarizing, and presentation skills. Students will understand main ideas and specific details of recorded passages on academic and general interest topics; take notes while listening and summarize the information orally; produce oral summaries of written material; prepare and deliver structured technology-assisted presentations on topics of general interest; participate in and orally summarize the outcome of group discussions; and develop an ability to support opinions, explain in detail, and hypothesize.

ESL 382: Advanced Reading and Writing (60 hours – core)

This course reviews the principles of paragraph structure and focuses on basic essay organization, formatting, and revision. Students will also learn to take effective notes during lectures and write brief summaries. The writing component includes a review of punctuating complex and compound sentences, fixing run-ons and avoiding fragments. Students will work with a

variety of academic reading materials to develop basic reading skills (such as skimming for main ideas and scanning for specific information) as well as higher-level skills (such as making inferences and distinguishing between fact and opinion). Students will learn to deduce the meaning of unfamiliar words from contextual and structural clues and increase their vocabulary.

ESL 394: English through Songs and Broadway Musicals (30 hours – elective)

English through Songs and Broadway Musicals is an elective course for advanced and high-advanced ESL students. The course will introduce the students to a range of timeless classics that have become an important part of American culture and language. This course is designed to help students increase their vocabulary, gain familiarity with colloquial speech patterns and nonverbal expressions, and improve their reading, listening, and writing skills.

ESL 395: Vocabulary Development II (30 hours – elective)

Vocabulary Development II is an elective designed for advanced ESL students. This is an intensive course that focuses on academic vocabulary. In addition to the learning and practice of using new words, the students will develop the tools they need to understand unknown words through the ability to recognize prefixes, roots, and suffixes. Students will also be introduced to a variety of strategies for learning vocabulary on their own.

ESL 396: Introduction to Journalism (30 hours – elective)

Introduction to Journalism is an elective designed for advanced and high-advanced students. Students will be introduced to the basic principles and ethics of journalism, learn how to prepare for and conduct effective interviews, how to take notes during an interview, and how to weave quotes into texts. A key component of this course is to produce a high-quality student publication that can be added to the school's website.

ESL 400: TOEFL Preparation (60 hours – core)

Students will learn effective test-taking strategies and extensively practice completing all types of exercises found on the TOEFL iBT.

ESL 401: College Preparatory Skills (60 hours – core)

The purpose of the course is to aid students in understanding and adapting to the social and educational systems in the USA and to help them develop strong study and research skills. In particular, this course focuses on some of the basic principles of structuring a research paper, citing sources consistently, accurately, and with proper formatting (MLA style); taking effective lecture notes; and preparing and delivering formal presentations on academic subjects.

ESL 451: High-Advanced Reading (60 hours – elective)
This course is designed for students at the high-advanced level who need to improve their reading skills and enlarge their vocabulary. The readings explore controversial issues of contemporary U.S. culture.

ESL 452: High-Advanced Listening (60 hours – elective)
This course develops students' listening comprehension and note-taking skills, provides insights into U.S. life and culture, and builds vocabulary.

ESL 453: High-Advanced American Culture (60 hours – elective)
This course helps students develop skills in reading comprehension and critical thinking. The readings focus on contemporary U.S. culture.

ESL 454: High-Advanced Conversation (60 hours – elective)
This course helps students expand their fluency, emphasizing the language they need for real world communication.

ESL 462: College Prep Speaking & Listening (60 hours – core)
This course prepares higher-level students for the demands of college-level academic listening and speaking tasks such as comprehending and analyzing academic discourse, participating appropriately in small group discussions, presenting oral summaries, and giving short structured presentations on academic topics. The course incorporates an accent-reduction component.

ESL 482: College Prep Reading & Writing (60 hours – core)
The writing component of this course includes a review of paragraph structure and focuses on formal essays that incorporate information from a variety of sources. The reading component of the course aims at enabling students to process information in multi-page academic passages. The course includes a review of effective strategies for understanding unfamiliar academic vocabulary, a review of punctuation rules, and a remedial needs-based review of high-level grammatical constructions.

ESL 494: Grammar Workshop (30 hours – elective)
The Grammar Workshop is designed for high-advanced students. The course focuses on self-editing skills that enable students to express themselves accurately in writing.

ESL 495: Vocabulary Development III (30 hours – elective)
Vocabulary Development III is an elective designed for high-advanced ESL students. This is an intensive course that focuses on academic vocabulary. In addition to the learning and practice of using new words, the students will develop the tools they need to understand unknown words through the ability to recognize prefixes, roots, and suffixes. Students will also be introduced to a variety of strategies for learning vocabulary on their own.

Administrative Notice

The purpose of this Academic Catalog is to present academic programs and services, and those policies, procedures, and regulations of Virginia International University (VIU) that are likely to apply to our student body. The VIU Academic Catalog is usually reviewed semi-annually and published annually. The university may publish other manuals such as our Student Handbook, Faculty Handbook, Employee Handbook and Library Handbook. In the event of any discrepancies between these various handbooks relating to issues of student and academic services, the policies and procedures stipulated in the Academic Catalog 2009-2010 shall supersede the statements mentioned in others.

Virginia International University encourages its faculty and student body to read, understand, and familiarize themselves with the policies, and procedures contained in this catalog. If you have found any error, mistake, or any clear discrepancy with state and federal laws, please feel free to report it to us as we certainly welcome any suggestions regarding how to improve institutional policies and procedures to conform to recognized educational standards. Please direct your comments and recommendations to Hasan Karaburk, Executive Vice President of University Affairs at 703-591-1844 x 303 or e-mail us at hburk@viu.edu.

Thank you.

Effective August 31, 2009

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