



# ACADEMIC CATALOG



**VIU** VIRGINIA INTERNATIONAL UNIVERSITY  
DREAM. DISCOVER. ACCOMPLISH.

**First Edition**



*"Dream. Discover. Accomplish"*

# ACADEMIC CATALOG 2014 – 2015

FIRST EDITION

**Village Drive Building**

4401 Village Drive, Fairfax, VA 22030 (703) 591-7042

**Waples Mill Building**

11200 Waples Mill Road, Fairfax, VA 22030 (703) 591-7042

**Pender Building**

3957 Pender Drive, Fairfax, VA 22030 (703) 591-7042

**Commonwealth Building**

3953 Pender Drive, Fairfax, VA 22030 (703) 591-7042

**Student Center Building**

3949 Pender Drive, Fairfax, VA 22030 (703) 591-7042

## **Administrative Notice**

The purpose of this Academic Catalog is to present academic programs and services, and those policies, procedures, and regulations of 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 & Staff Handbook, and the 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 most recent edition of the Academic Catalog shall supersede the statements mentioned in others.

VIU encourages its faculty, staff, and student body to read, understand, and familiarize themselves with the policies, and procedures contained in this catalog. If you find any error, mistake, or 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 Badamsukh Yadamsuren, Vice President of Academic Affairs, at (703) 591-7042 x323 or e-mail [badamaa@viu.edu](mailto:badamaa@viu.edu).

*1<sup>st</sup> Edition effective August 15, 2014*

© Virginia International University 2014 - 2015

## President's Welcome Message

Welcome to Virginia International University. It is my honor to welcome our new and returning students to the 2014-2015 academic year and to extend our appreciation to you for choosing to study at VIU.

Since it was established in 1998, VIU's mission has been to educate students from all over the world through a highly qualified faculty while providing programs that stimulate the intellectual curiosity, critical thinking, and creativity needed in the international community. Our goal is to motivate our graduates to learn beyond the limits of the classroom, and to benefit from what the Washington, DC metropolitan area has to offer. Studying and living near one of the most powerful cities in the world will allow you to stay on top of the current developments and latest decisions that influence our globalized world.

This academic year, VIU is celebrating 15 years of excellence in higher education. Expansion, diversity, and quality have been our priorities throughout these years, providing the foundation of our students' success.

Now, you have become part of our VIU family, and I hope you experience the best of the 2014-2015 academic year and other years to come. As Mark Twain would say, "the secret of getting ahead is getting started," and, together, we are on the right path to getting ahead.

Best wishes for a great academic year.

Isa Sarac, PhD  
President, VIU

# Table of Contents

ABBREVIATION TABLE .....	8
<b>1. GENERAL INFORMATION.....</b>	<b>9</b>
1.1. INTRODUCTION.....	9
1.2. VIU MISSION STATEMENT AND PHILOSOPHY .....	9
1.3. ACCREDITATION AND MEMBERSHIP.....	11
1.4. VIU SCHOOLS AND PROGRAMS OFFERED .....	13
1.5. GOVERNANCE .....	15
1.6. ADMINISTRATIVE DIRECTORS .....	15
1.7. FULL-TIME FACULTY .....	16
1.8. ACADEMIC CALENDAR FALL 2014 – SUMMER 2015 ..	17
1.9. HOLIDAYS .....	20
1.10. INCLEMENT WEATHER POLICY .....	20
1.11. VIU’S LOCATION & TRANSPORTATION.....	21
<b>2. STUDENT SERVICES .....</b>	<b>24</b>
2.1. NEW STUDENT ORIENTATION .....	24
2.2. CAREER CENTER .....	24
2.3. AIRPORT PICK-UP ASSISTANCE .....	25
2.4. ACCOMMODATION ASSISTANCE.....	26
2.5. STUDENT ACTIVITIES .....	26
2.6. STUDENT HEALTH INSURANCE.....	26
2.7. VIU LIBRARY AND INFORMATION SERVICES .....	28
2.8. VIU CAMPUS E-MAIL ACCOUNT .....	29
<b>3. APPLICATION FOR ADMISSION.....</b>	<b>30</b>
3.1. ADMISSION REQUIREMENTS.....	30
3.2. EXPLANATION OF ADMISSION MATERIALS .....	31
<b>4. TUITION AND FEES .....</b>	<b>35</b>
4.1. TUITION AND OTHER RELATED FEES .....	35
4.2. PAYMENT INFORMATION.....	38
4.3. PAYMENT PLANS.....	38
4.4. CANCELLATION AND REFUND POLICY .....	39
4.5. FINANCIAL PENALTIES .....	40
4.6. FAMILY DISCOUNT POLICY .....	40
4.7. DC METROPOLITAN RESIDENCY DISCOUNT POLICY..	41
<b>5. SCHOLARSHIPS.....</b>	<b>43</b>
5.1. APPLICATION INSTRUCTIONS .....	43
5.2. SCHOLARSHIP RULES AND REGULATIONS .....	44
5.3. TYPES OF SCHOLARSHIPS OFFERED.....	46
<b>6. ACADEMIC REGULATIONS .....</b>	<b>53</b>
6.1. ENROLLMENT.....	53



7.3.	NON-ACADEMIC DISHONESTY/MISCONDUCT .....	86
7.4.	CIVIL RIGHTS AND SEXUAL HARASSMENT.....	88
7.5.	AMERICANS WITH DISABILITIES (ADA) POLICY .....	88
7.6.	SAFE AND DRUG-FREE SCHOOL POLICY .....	89
7.7.	NON-SMOKING POLICY .....	90
7.8.	COPYRIGHT & FAIR USE POLICIES .....	90
7.9.	STUDENTS' RECORDS AND RELEASE OF INFORMATION .....	90
7.10.	PROGRAM AND POLICY CHANGES .....	93
7.11.	REGULATIONS FOR INTERNATIONAL STUDENTS (F-1 VISA) .....	93
7.12.	OPPORTUNITIES FOR PRACTICAL TRAINING .....	96
7.13.	FORMAL COMPLAINT PROCEDURE .....	97
<b>8.</b>	<b>ACADEMIC PROGRAMS.....</b>	<b>99</b>
8.1.	UNDERGRADUATE PROGRAMS .....	99
8.2.	COMMON ACADEMIC CURRICULUM.....	100
8.3.	GRADUATE PROGRAMS .....	105
<b>9.</b>	<b>SCHOOL OF BUSINESS.....</b>	<b>107</b>
9.1.	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION.....	107
9.2.	UNDERGRADUATE CERTIFICATE IN INTERNATIONAL BUSINESS .....	111
9.3.	UNDERGRADUATE CERTIFICATE IN SMALL BUSINESS MANAGEMENT .....	111
9.4.	MASTER OF BUSINESS ADMINISTRATION .....	112
9.5.	MASTERS OF SCIENCE IN ACCOUNTING DEGREE.....	117
9.6.	MASTERS OF SCIENCE IN PROJECT MANAGEMENT DEGREE.....	121
9.7.	GRADUATE CERTIFICATE IN PROJECT MANAGEMENT .....	124
<b>10.</b>	<b>SCHOOL OF COMPUTER INFORMATION SYSTEMS....</b>	<b>126</b>
10.1.	BACHELOR OF SCIENCE IN COMPUTER SCIENCE.....	126
10.2.	MASTER OF SCIENCE IN COMPUTER SCIENCE.....	129
10.3.	MASTER OF SCIENCE IN INFORMATION SYSTEMS.....	137
10.4.	MASTER OF SCIENCE IN INFORMATION SYSTEMS MANAGEMENT .....	145
10.5.	MASTER OF SCIENCE IN INFORMATION TECHNOLOGY .....	149
10.6.	MASTER OF SCIENCE IN SOFTWARE ENGINEERING...	152
10.7.	GRADUATE CERTIFICATE IN BUSINESS INTELLIGENCE.....	155
10.8.	GRADUATE CERTIFICATE IN INFORMATION SYSTEMS .....	157

10.9.	GRADUATE CERTIFICATE IN INFORMATION SYSTEMS MANAGEMENT .....	160
10.10.	GRADUATE CERTIFICATE IN INFORMATION TECHNOLOGY AUDIT & COMPLIANCE.....	162
<b>11.</b>	<b>SCHOOL OF EDUCATION .....</b>	<b>164</b>
11.1.	MASTER OF EDUCATION.....	164
11.2.	MASTER OF SCIENCE IN APPLIED LINGUISTICS.....	169
11.3.	MASTER OF ARTS IN TESOL.....	174
11.4.	GRADUATE CERTIFICATE IN TESOL .....	177
<b>12.</b>	<b>SCHOOL OF PUBLIC &amp; INTERNATIONAL AFFAIRS.....</b>	<b>180</b>
12.1.	MASTER OF SCIENCE IN INTERNATIONAL RELATIONS.....	180
12.2.	MASTER OF PUBLIC ADMINISTRATION .....	183
<b>13.</b>	<b>SCHOOL OF LANGUAGE STUDIES .....</b>	<b>188</b>
13.1.	ENGLISH AS A SECOND LANGUAGE PROGRAM .....	188
<b>14.</b>	<b>SCHOOL OF ONLINE EDUCATION.....</b>	<b>192</b>
14.1.	ACADEMIC CALENDAR FOR ONLINE PROGRAMS .....	193
14.2.	ADMISSION REQUIREMENTS .....	196
14.3.	TUITION AND FEES OF ONLINE COURSES.....	196
14.4.	ONLINE COURSE CANCELLATION AND REFUND POLICY .....	197
14.5.	SCHOLARSHIPS FOR ONLINE EDUCATION .....	198
14.6.	TECHNICAL REQUIREMENTS.....	203
14.7.	ADDITIONAL INFORMATION .....	205
<b>15.</b>	<b>COURSE DESCRIPTIONS .....</b>	<b>206</b>
<b>16.</b>	<b>SUPPLEMENT: CROSSWALK OF OLD AND NEW COURSE CODE</b>	<b>320</b>
16.1.	SORTED BY THE OLD COURSE CODE .....	320
16.2.	SORTED BY THE NEW COURSE CODE.....	322



## Abbreviation Table

ACICS	Accrediting Council for Independent Colleges and Schools
BBA	Bachelor of Science in Business Administration
BCS	Bachelor of Science in Computer Science
CAC	Common Academic Curriculum Courses
CHEA	Council for Higher Education Accreditation
CPT	Curricular Practical Training
ESL	English as a Second Language
ETS	Educational Testing Service
GMAT	Graduate Management Admission Test
GPA	Grade Point Average
GRE	Graduate Record Exam
iBT	Internet Based TOEFL
ID	Identity Document
IELTS	International English Language Testing System
ISS	International Student Service
ITEP	International Test of English Proficiency
MAC	Master of Science in Accounting
MBA	Master of Business Administration
MCS	Master of Science in Computer Science
M.Ed.	Master of Education
MELAB	Michigan English Language Assessment Battery
MIR	Master of Science in International Relations
MIS	Master of Science in Information Systems
MISM	Master of Science in Information Systems Management
MIT	Master of Science in Information Technology
MPA	Master of Public Administration
MPM	Master of Science in Project Management
MSAPL	Master of Science in Applied Linguistics
MSE	Master of Science in Software Engineering
OPT	Optional Practical Training
pBT	Paper Based TOEFL
PTE	Pearson Test of English
SAT	Scholastic Aptitude Test
SB	School of Business
SCHEV	State Council of Higher Education for Virginia
SCIS	School of Computer Information Systems
SCE	School of Continuing Education
SED	School of Education
SLS	School of Language Studies
SPIA	School of Public and International Affairs
TESOL	Teaching English to Speakers of Other Languages
TOEFL	Test of English as a Foreign Language
USCIS	United States Citizenship and Immigration Services
WRMC	Writing, Research, and Media Center

# 1. GENERAL INFORMATION

## 1.1. Introduction

Virginia International University (VIU) was founded in 1998 by Dr. Isa Sarac. Providing quality, affordable education that prepares students for relevant and meaningful careers is the primary focus of this non-profit university located in Fairfax, Virginia. Just minutes away from Washington, DC, VIU offers degree programs at the undergraduate and graduate levels in business administration, computer science, public and international affairs, and education, as well as certificates in a variety of professional and technical fields. These include language programs such as ESL and TOEFL preparation. VIU also offers most of its programs through online education, providing another avenue for students to access affordable learning.

## 1.2. VIU Mission Statement and Philosophy

### Mission Statement

Virginia International University's mission is to educate students from all over the world through a highly qualified, equally diverse faculty and staff while striving to provide academic programs that engender the intellectual curiosity, critical thinking, and creativity urgently needed in the global community with a commitment to providing students with the knowledge to achieve excellence in research, scholarship, and creative endeavors.

### Philosophy

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. 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 order to further the mission and philosophy of the university, VIU is committed to the following objectives:

- To recruit and retain outstanding and diverse faculty and staff and to support teaching, research, and the service mission of the university.
- To elevate the university's learning environment to attract and retain excellent students from all over the world as well as from the USA.
- To offer learning experiences beyond the classroom that enhance traditional instruction and prepare students for the global workforce.
- To offer an up to date curriculum that is relevant which ensures each student has the following competencies: to think critically; to reason analytically; to solve problems realistically; and to communicate clearly.
- To endeavor to provide successful employment placement options for students.

### **Institutional Learning Objectives**

Upon graduation from Virginia International University, students will be able to:

1. Think critically and creatively;
2. Communicate effectively in speech and in writing;
3. Demonstrate expertise in a scholarly discipline and understand that discipline in relation to the larger world;
4. Work productively as individuals and in groups;
5. Use their knowledge and skills to make a positive contribution to society;
6. Use reason to make decisions based on an understanding of ethics, a respect for diversity, and an awareness of issues related to sustainability;
7. Engage in lifelong learning; and
8. Exhibit professional integrity, leadership, and effective collaboration skills.

### 1.3. Accreditation and Membership

1. VIU is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award certificates, bachelor's degrees, and master's degrees. ACICS is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation.



ACICS  
750 First St. NE,  
Suite 980  
Washington, DC 20002  
[www.acics.org](http://www.acics.org)

2. VIU's accreditation through ACICS has automatically entitled VIU to be recognized by the US Department of Education.



Department of Education  
400 Maryland Ave. SW,  
Washington, DC 20202  
[www.ed.gov](http://www.ed.gov)

3. VIU's accreditation through ACICS has automatically entitled VIU to be recognized the Council for Higher Education Accreditation (CHEA).



One Dupont Cir. NW,  
Suite 510  
Washington DC 20036  
[www.chea.org](http://www.chea.org)

4. VIU is certified to operate in Virginia by the State Council of Higher Education for Virginia (SCHEV).



101 North Fourteenth St.,  
James Monroe Building,  
Richmond, VA 23219  
[www.schev.edu](http://www.schev.edu)

5. VIU is authorized by the United States Immigration and Customs Enforcement (ICE) to enroll non-immigrant students.



500 12th St. SW,  
Washington, D.C. 20536  
[www.ice.gov](http://www.ice.gov)

6. VIU has been approved for the training and education of veterans by the Virginia Department of Veterans Services.



Office of the Commissioner  
900 East Main St.,  
Richmond VA 23219  
[www.dvs.virginia.gov](http://www.dvs.virginia.gov)

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



One Dupont Cir. NW,  
Washington, DC 20036  
[www.acenet.edu](http://www.acenet.edu)

8. VIU is a member of the Northern Virginia Technology Council.



2214 Rock Hill Rd., Suite 300  
Herndon, VA 20170  
[www.nvtc.org](http://www.nvtc.org)

9. VIU is a member of the Tyson's Regional Chamber of Commerce.



7925 Jones Branch Dr,  
Suite LL200,  
Tysons, VA 22102  
[www.tysonschamber.org](http://www.tysonschamber.org)

10. VIU is a member of the Fairfax County Chamber of Commerce.



7900 Westpark Dr. Suite A550,  
Tysons Corner, VA. 22102  
[www.fairfaxchamber.org](http://www.fairfaxchamber.org)

11. VIU is a member of the American Association of University Women (AAUW).



1111 Sixteenth St. NW,  
Washington, DC 20036  
[www.aauw.org](http://www.aauw.org)

12. VIU is a member of the EMC Academic Alliance.



176 South St.,  
Hopkinton, MA 01748  
<http://education.emc.com/academicalliance>

13. VIU is a member of the IBM Academic Initiative.



1 New Orchard Rd.,  
Armonk, NY 10504  
[www.ibm.com/developerworks/university/academicinitiative/](http://www.ibm.com/developerworks/university/academicinitiative/)

## 1.4. VIU Schools and Programs Offered

All of the programs listed within this catalog have been notified to the State Council of Higher Education for Virginia (SCHEV) and approved by the Accrediting Council for Independent Colleges and Schools (ACICS).

### School of Business (SB)

Master of Business Administration (MBA); with concentrations in:

- Accounting
- Entrepreneurship
- Global Logistics
- Health Care Management
- Hospitality and Tourism Management
- Human Resource Management
- International Business Management
- International Finance
- Marketing Management
- Mass Media and Public Relations
- Project Management

MS in Accounting

MS in Project Management

Graduate Certificate in Project Management

BS in Business Administration (BBA); with concentrations in:

- Finance
- International Business
- Marketing

Undergraduate Certificate in International Business

Undergraduate Certificate in Small Business Management

### School of Computer Information Systems (SCIS)

MS in Computer Science (MCS); with concentrations in:

- Computer Animation and Gaming
- Cybersecurity
- Data Management
- Networking
- Intelligent Systems
- Software Engineering
- Software Applications Development

Master of Science in Information Systems (MIS); offered with concentrations in:

- Business Intelligence and Data Analytics
- Cybersecurity
- Data Management
- Enterprise Project Management
- Health Informatics
- Information Assurance
- Knowledge Management

MS in Information Systems Management (MISM)

MS in Information Technology (MIT)

MS in Software Engineering (MSE)

Graduate Certificate in Business Intelligence  
Graduate Certificate in Information Systems  
Graduate Certificate in Information Systems Management  
Graduate Certificate in Information Technology Audit & Compliance  
BS in Computer Science (BCS)

### **School of Education (SED)**

Master of Arts in TESOL (MATESOL)

Master of Education (M.Ed.); with concentrations in:

- ESOL Education
- Math Education
- Science Education

MS in Applied Linguistics (MSAPL.); with concentrations in:

- Multilingual Education
- Program Management
- Education Technology

Graduate Certification in TESOL

### **School of Public and International Affairs (SPIA)**

Masters of Public Administration (MPA); with concentrations in:

- Public Management
- Information Systems
- Health Care Administration and Public Health

MS in International Relations (MIR); with concentrations in:

- International Economic Development
- International Business

### **School of Language Studies (SLS)**

English as a Second Language (ESL) Program

### **School of Continuing Education (SCE)**

In addition to the schools listed above, the School of Continuing Education provides “just-in-time” training for career professionals within the real world. The School of Continuing Education builds and provides tailored continuing education programs upon request that meet the needs of the prospective participants.

## 1.5. Governance

VIU is a private non-profit university governed by its Board of Trustees. The main function of the Board of Trustees, as mandated in the by-laws, is two-fold: to develop policies for the advancement of VIU and to support the president of the university in the implementation of those policies. In addition, VIU’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:

Ms. Jennifer Watts.....	Chair
Mr. Yusuf Cetinkaya.....	Member
Ms. Hatice Murphy.....	Member
Mr. Amine Rounak.....	Member
Dr. Isa Sarac.....	VIU President

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.*”

## 1.6. Administrative Directors

Staff Name	Title	Degree
Isa Sarac	President	Ph.D.
Badamsukh Yadamsuren	Vice President of Academic Affairs Acting Dean, School of Computer Information Systems	MBA
Prashish Shrestha	Executive Vice President	MIS, MBA
Michael C. Ross	Dean, School of Business	Ph.D.
Klara A. Bilgin	Dean, School of Public and International Affairs	Ph.D.
Idris Ulas	Dean, School of Online Education	MMIS
Kevin J. Martin	Associate Dean, School of Education	MS
Connie J. Lee	Director, School of Language Studies	MS Ed.



## 1.7. Full-Time Faculty

Name	Degrees Earned	Specialty
Bilgin, Klara A.	Ph.D. in Political Science, The Johns Hopkins University, Baltimore, MD M.A. in International Relations, University of Delaware, Newark, DE	Political Science, International Relations, Comparative Government
Gimble, Claire	B.A., in Social Communications, University of Ottawa, Ottawa, Ontario, Canada Certificate as a Teacher of English as a Second Language (CTESL), Carleton University, Ontario, Canada	ESL
Ganjalizadeh, Saïid	Ph.D. in Information Technology, George Mason University, Fairfax, VA M.S. in Management Science, University of Tennessee, Knoxville, TN	Information Technology, Computer Science
Lee, Connie J.	M.S. Ed. in TESOL, University of Pennsylvania, Philadelphia, PA B.S. in Psychology, Virginia Tech, Blacksburg, VA	ESL
Lorthioir, Matthew E.	B.A. in Music Education, Eastern University Certificate in English Language Teaching to Adults (CELTA), International House, Krakow, Poland	ESL
Martin, Kevin J.	M.S. in Theoretical Linguistics, Georgetown University, Washington, DC B.S. in Biology, The University of Dayton, Dayton, OH B.A. in French, The University of Dayton, Dayton, OH	Language Acquisition, Linguistics, Curriculum, Instruction, and Assessment ESL, Academic Writing
Nguyen, Son Xuan	M.S. in Information System (MIS), VIU, Fairfax, VA B.S. in Computer Science (BCS), VIU, Fairfax, VA	Information Technology, Computer Science
Onu, Stephen	D.B.A., University of Phoenix, Phoenix, AZ M.B.A. in Global Management, University of Phoenix, Phoenix, AZ B.B.A. in Insurance, Howard University, Washington, DC	Business Administration, Global Management

Pollard, Lauren	M.A. in TESOL, Indiana State University, Terre Haute, Indiana B.A. in Languages, University of New Mexico, Albuquerque, New Mexico Certificate in TESL, The Trinity Institute, Pontevedera, Spain	ESL
Robinson, Mark	Ph.D. in Marketing, International School of Management, New York, NY M.B.A. in Marketing, Marymount University, Arlington, VA B.B.A., St. Mary's College of Maryland, St. Mary's City, MD	Marketing/ International Marketing Branding
Ross, Michael C.	Ph.D. in Curriculum & Instruction, The University of Alabama M.Ed., Alabama State University M.A. in Public & Private Management, B.A., The University of Alabama at Birmingham	Project Management, Health Care Administration, Educational Leadership, Curriculum Instruction
Sachs, Rebecca	Ph.D. in Linguistics, Georgetown University, Washington, DC M.A. in TESOL, Michigan State University, East Lansing, MI B.A. in Foreign Languages & Communication Disorders, Boston University, Boston, MA	Applied Linguistics, Language Acquisition and Pedagogy, Research Methods
Wendt, Jillian	Ed.D. in Curriculum & Instruction, Liberty University, Lynchburg, VA Ed.S. in Teaching and Learning, Liberty University, Lynchburg, VA M.Ed., Teaching and Learning, Liberty University, Lynchburg, VA B.S. in Biology, Virginia Commonwealth University, Richmond, VA	Curriculum and Instruction, Secondary Sciences, Literacy Instruction, Educational Technology

## 1.8. Academic Calendar Fall 2014 – Summer 2015

VIU operates on a traditional semester calendar in which the academic year is divided into two main semesters, Fall and Spring. The Fall and Spring semesters span over 15 weeks each. Additionally, courses are also offered during the summer in two optional concentrated 8-week sessions. The ESL program is offered in 7-week terms year-round.

The tables below outlines the major time periods and events in the 2014 – 2015 academic year. Academic calendar for the online programs is available on [page 193](#) for the academic calendar for online programs.

<b>FALL 2014 Aug 25 - Dec 13</b>	<b>Academic (15-week)</b>	<b>ESL Fall (7-week)</b>	<b>ESL Fall II (7-week)</b>
Registration for Fall 2014 opens	Jul 1	Jul 1	Jul 1
Registration closes <sup>†</sup>	Aug 18	Aug 22	Oct 17
New Student Orientation	Aug 20-21	Aug 20-21	Oct 15
<b>First day of classes</b>	<b>Aug 25</b>	<b>Aug 25</b>	<b>Oct 20</b>
Labor Day, VIU is closed	Sep 1	Sep 1	-
Last day to add/drop course(s)	Sep 2	Sep 2	Oct 27
Last day to apply for Fall 2014 graduation	Oct 1	-	-
Mid-term progress reporting due by faculty	Oct 17	-	-
Last day to withdraw with a grade of "W"	Oct 31	Sep 19	Nov 14
Make-up classes for Labor Day	Nov 24	-	-
No classes (Reserved for make-up sessions)	Nov 25-26	-	Nov 25-26
Thanksgiving break, VIU is closed	Nov 27-29	-	Nov 27-29
<b>Last day of classes (including the final exams)</b>	<b>Dec 13</b>	<b>Oct 11</b>	<b>Dec 13</b>
Grades available on Student Portal	Dec 15	Oct 13	Dec 15
Winter break	Dec 24 - Jan 1	-	Dec 24 - Jan 1
Changes to incomplete grades are due to Registrar's Office	Feb 20	Dec 1	Feb 20

<b>SPRING 2015 Jan 12 - Apr 25 (15-week)</b>	<b>Academic</b>	<b>ESL Spring (7-week)</b>	<b>ESL Spring II (7-week)</b>
Registration for Spring 2015 opens	Nov 14	Nov 14	Nov 14
Registration closes <sup>†</sup>	Jan 5	Jan 9	Mar 6
New Student Orientation	Jan 7-8	Jan 7-8	Mar 4
<b>First day of classes</b>	<b>Jan 12</b>	<b>Jan 12</b>	<b>Mar 9</b>
Last day to add/drop course(s)	Jan 19	Jan 19	Mar 16
Last day to apply for Spring graduation	Feb 2	-	-
Mid-term progress due by faculty	Mar 6	-	-

Last day to withdraw with a grade of "W"	Mar 20	Feb 6	Apr 3
<b>Last day of classes (including the final exams)</b>	<b>Apr 25</b>	<b>Feb 28</b>	<b>Apr 25</b>
Grades available on Student Portal	Apr 27	Mar 2	Apr 27
Commencement Ceremony	May 2	May 2	May 2
Changes to incomplete grades are due to Registrar's Office	Jun 12	Apr 17	Jun 12

<b>SUMMER Session I 2015 May 4 - Jun 27</b>	<b>Academic (8-week)</b>	<b>ESL (7-week)</b>
Registration for Summer I 2015 opens	Apr 1	Apr 1
Registration closes <sup>†</sup>	Apr 27	May 1
New Student Orientation	Apr 29	Apr 29
<b>First day of classes</b>	<b>May 4</b>	<b>May 4</b>
Last day to add/drop course(s)	May 11	May 11
Memorial Day, VIU is closed	May 25	May 25
Mid-term progress reporting due by faculty	Jun 1	-
Last day to apply for Summer I graduation	Jun 1	-
Last day to withdraw with a grade of "W"	Jun 5	May 29
<b>Last day of classes (including the final exams)</b>	<b>Jun 27</b>	<b>Jun 20</b>
Grades available on Student Portal	Jun 29	Jun 22
Changes to incomplete grades are due to Registrar's Office	Aug 7	Aug 7

<b>SUMMER Session II 2015 Jun 29 - Aug 22</b>	<b>Academic (8-week)</b>	<b>ESL (7-week)</b>
Registration for Summer II 2015 opens	Apr 1	Apr 1
Registration closes <sup>†</sup>	Jun 22	Jun 26
New Student Orientation	Jun 24	Jun 24
<b>First day of classes</b>	<b>Jun 29</b>	<b>Jun 29</b>
<b>Independence Day observed, VIU is closed</b>	<b>Jul 3</b>	<b>Jul 3</b>
Independence Day, VIU is closed	Jul 4	Jul 4
Last day to add/drop course(s)	Jul 6	Jul 6
Mid-term progress reporting due by faculty	Jun 27	-
Last day to withdraw with a grade of "W"	Jul 31	Jul 24
Last day to apply for Summer II graduation	Aug 3	-
<b>Last day of classes (including the final exams)</b>	<b>Aug 22</b>	<b>Aug 15</b>
Grades available on Student Portal	Aug 24	Aug 17
Changes to incomplete grades are due to Registrar's Office	Oct 9	Oct 9

<sup>†</sup> Late registration fee applies after this date, until the end of course add/drop period.

**NOTE:** The Academic Calendar is subject to change without prior notice. The latest version of the calendar is available on the VIU website.

## 1.9. Holidays

For the 2014 – 2015 Academic Year, Virginia International University will observe the following holidays, on which there will be no classes and our administrative offices will be closed:

- Labor Day: September 1, 2014
- Thanksgiving Day: November 27 - 28, 2014
- Memorial Day: May 25, 2015
- Independence Day: July 3, 2015 (observed on Friday since the holiday falls on a Saturday in 2015)
- Christmas Day: December 25, 2014
- New Year's Day: January 1, 2015

### Religious Holiday Policy

VIU seeks to extend hospitality to all persons regardless of race, ethnicity, sexual orientation, and economic or social background. Diversity is valued at VIU, and the university is committed to assuring that all persons who enter this community are welcomed and respected. VIU, a secular institution of higher education, stands at the same distance to all world religions and does not observe religious holidays of any type other than what the state and federal governments observe officially in the United States. Therefore, all scheduled educational activities and university-sponsored events will take place as scheduled and publicized by our Academic Calendar.

## 1.10. Inclement Weather Policy

**Day and Evening Classes:** 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 networks and on the university's website. An email will also be sent to all students, staff, and faculty via campus email. A make-up class will be scheduled by the instructor.

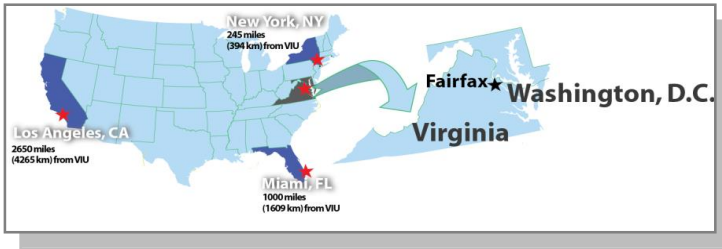
**Midday Closing:** A decision to close the university during the day will be made when conditions include a forecast which could make travel to and from campus unreasonably dangerous. Classes underway at the time a closing announcement is made will be dismissed. If students are engaged in important test-taking or other time-sensitive activities, a class may continue until its scheduled end, per the judgment of the instructor. A make-up class will be scheduled by the instructor.

**SMS Alert System:** In addition to website postings and email distribution, VIU makes use of an SMS Alert System which will enable students to receive

school alerts and weather-related closings or delays via an SMS Text Message to mobile devices. To enroll in the SMS Alert System text GOVIU to 25827.

## 1.11. VIU's Location & Transportation

Virginia International University is located in Fairfax, Virginia, in the heart of Fairfax County in Northern Virginia, only 18 miles away from the United States capital, Washington, DC.



### VIU's Campus

VIU's campus consists of the following five buildings which house its administrative offices, classroom and student recreational facilities. Four of these buildings are within walking distance of each other. VIU's newest building "Village Drive" is located approximately one mile from the others.

**Village Drive Building (4401 Village Drive, Fairfax, VA 22030)** The Office of the President of VIU is located in the Village Drive campus, as well as the Academic Affairs, Human Resources, Marketing, and Property Management Offices.

**Waples Mill Building (11200 Waples Mill Road, Suite # 360, Fairfax, VA 22030)** The university's essential administrative offices are located in the Waples Mill suite, including the Admissions, Registrar, International Student Services, and Accounting Offices. The Waples Mill Suite also houses one of two large university conference centers.

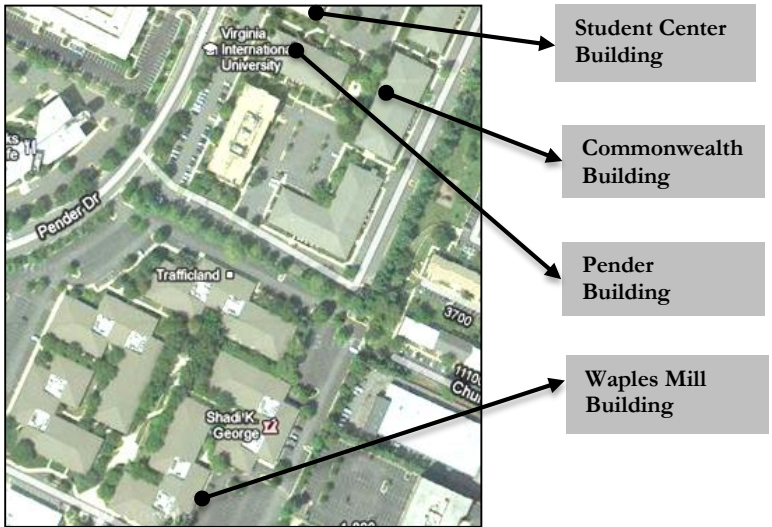
**Pender Building (3957 Pender Drive, Suite #100, Fairfax, VA 22030)** VIU's first suite in the business park, the Pender location houses the majority of VIU's academic administrative offices, as well as six classrooms, and the VIU Library.

**Commonwealth Building (3953 Pender Drive, Suite #105, Fairfax, VA 22030)**

The Commonwealth location houses six classrooms, a computer lab, and the country representative office, as well as additional academic and administrative offices. The Writing, Research, and Media Center (WRMC) is also located here.

**Student Center Building (3949 Pender Drive, Suite #105, Fairfax, VA 22030)**

The Student Center location is VIU's Student Affairs headquarters. This space is shared with the VIU Bookstore & Café, a prayer room, and the student lounge.



© 2014 Google



## Classroom Facilities

All of VIU's classrooms are equipped with computers, projection and sound systems. The computers have high-speed internet connections and can accommodate CDs and DVDs. The university also provides three computer labs for student use. These labs are equipped with up-to-date hardware and software.

## Transportation

VIU is conveniently located near two international airports: Dulles International Airport (IAD) in Virginia and Baltimore-Washington International Airport (BWI) in Maryland. Domestic air travel, which includes connecting flights from other international airports in the United

States, is also available through the Reagan National Airport (DCA). All three airports have major road and rail links with Fairfax, Virginia.

**From IAD (Dulles International) Airport:** By car, take Route 28 south to I-66 east, take exit 57A to Route 50 Fairfax, then make a left at the first light on Waples Mill Road. Take the first right into the Fair Oaks Corporate Center. Building 11200 is at the end of the road on the left.

By metro/bus: Refer to the Vienna/Fairfax-GMU Metro Station instructions and visit [www.wmata.com](http://www.wmata.com).

**From BWI (Baltimore-Washington International) Airport:** By car, 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 the first light on Waples Mill Road. Take the first right into the Fair Oaks Corporate Center. Building 11200 is at the end of the road on the left.

By metro/bus: Refer to the Vienna/Fairfax-GMU Metro Station instructions and visit [www.wmata.com](http://www.wmata.com).

**From DCA (Ronald Reagan National) Airport:** By car, take I-66 west, take exit 57A to Route 50 Fairfax, then make a left at the first light on Waples Mill Road. Take the first right into the Fair Oaks Corporate Center. Building 11200 is at the end of the road on the left.

By metro/bus: Refer to the Vienna/Fairfax-GMU Metro Station instructions and visit [www.wmata.com](http://www.wmata.com).

**From Vienna/Fairfax-GMU Metro Station:**

VIU is located less than five miles away from the Vienna/Fairfax-GMU Metro Rail Station at the end of the Orange line. The Metrobus system serving the areas around VIU is called the CUE. Metrobus 2B or CUE Bus Gold 2 operate between the Vienna/Fairfax-GMU Metrorail Station and VIU. The VIU administrative offices can be reached by getting off at the bus stop at the intersection of Main Street and Jermantown Road, turning right onto Main Street, and then turning right onto Waples Mill Road.

**Parking**

VIU currently has ample parking for students' at all five buildings.



## 2. STUDENT SERVICES

### 2.1. New Student Orientation

VIU seeks to integrate students into the university community and to support and complement student learning inside and outside of the classroom. To support the needs of our new students, a mandatory New Student Orientation program is held prior to the beginning of classes each semester at VIU. During this program, students are introduced to university policies and procedures, including academic advising, course loads, and standards of academic progress. Because the majority of the VIU student body is composed of international students, it is essential that the students are supported during their transition into American culture. The program and staff encourage students' self-growth, learning, and understanding of their own relationship to the intellectual, social, and cultural climate of VIU. During this orientation, new students have an opportunity to meet fellow VIU students, tour the campus, and meet with admissions officers and their academic departments. They also participate in an information fair which includes tips about driving, banking, shopping, and housing in the area surrounding the school. Students also have their photos taken for their VIU Student ID cards, which are distributed during the first few weeks of each semester. For more information, students may contact [studentaffairs@viu.edu](mailto:studentaffairs@viu.edu) or call (703) 591-2760 ext. 345.

### 2.2. Career Center

The VIU Career Center provides individual counseling and professional development resources to help students and alumni learn the skills needed to obtain volunteer, internship and employment opportunities. All VIU students are encouraged to visit the Career Center in their very first semester, before they apply for internships (CPT) and before graduation when they are looking for employment (OPT).

**Resume and Cover Letter Reviews.** All students will need a North American-style résumé and cover letter to apply for on- and off-campus jobs and internships. Students should schedule an appointment in their first semester.

**On-campus Employment Counseling:** The Career Center helps students with on-campus employment searches and applications through the Career Services Manager (CSM), VIU's on- and off-campus job search tool. The CSM is available at:

**On Campus Employment Counseling.** The Career Center helps students with on campus employment searches and applications through the CSM or Career Services Manager, VIU's on and off campus job search tool. The CSM is available at:

<https://viu-csm.symplicity.com/students/index.php>.

**Off Campus Employment Counseling (CPT and OPT).** The Career Center offers a number of resources to help students in the job or internship search process, including an employer database, the CSM, employer binders containing information about companies hiring, and job boards. Positions are also posted in weekly emails from the Career Center and on Facebook at [www.facebook.com/viucareers](http://www.facebook.com/viucareers).

**Internship Counseling (CPT).** After one year in a full-time degree program, most students are eligible to complete an internship (CPT). The Career Center assists students with the internship search and application processes. Students have access to past internship employers and other job search resources through Career Center resources.

**Professional Development Opportunities.** Throughout the year, VIU provides a number of workshops and information sessions on those skills required to find employment. Past sessions have included résumé and cover letter writing, introductions, networking, job fair preparation, interviewing, American business culture, business communication, employment benefits, and work visas. On the Career Center homepage, students may also access *Interview Stream*, a practice interview software where students can read common interview questions and answers in specific fields, view sample interviews, practice interviewing and record their own interviews for feedback. VIU's Linked-In alumni community is also available for students looking to network or to obtain a mentor.

Career Center contact information:

Website:	<a href="http://career.viu.edu">http://career.viu.edu</a>
Email:	<a href="mailto:career@viu.edu">career@viu.edu</a>
Phone:	(703) 591-2760 x365
Facebook:	VIU Career Center
LinkedIn:	Career Center VIU
Office Hours:	Monday - Friday, 8:00 AM-6:00 PM

### 2.3. Airport Pick-up Assistance

VIU recommends that students arriving in the United States use the Super Shuttle services that are available at local airports in the Washington, DC metropolitan area. The Office of Student Affairs provides students with a detailed explanation of how to arrange pick-up from the following airports: Dulles International Airport (IAD), Baltimore-Washington International Airport (BWI), and Reagan National Airport (DCA). Students may contact [StudentAffairs@viu.edu](mailto:StudentAffairs@viu.edu) or call (703) 591-2760 x345 at least two (2) weeks prior to arrival for information and assistance. Students may also refer to following document for detail.

[http://www.viu.edu/docs/orientation/Getting\\_to\\_VIU\\_from\\_the\\_Airport.pdf](http://www.viu.edu/docs/orientation/Getting_to_VIU_from_the_Airport.pdf)

Students are responsible for all fees charged by the service providers.

## **2.4. Accommodation Assistance**

VIU's Office of Student Affairs provides students with resources and useful information to make the process of finding accommodation easier. Although VIU does not currently offer an on-campus housing option, the Office of Student Affairs happily assists students with locating reasonable and affordable home stays, apartments, room rentals, shared housing, and hotels in the surrounding communities.

Students requiring assistance in finding housing should submit an Accommodation Assistance Request Form [www.viu.edu/docs/Off-campus.pdf](http://www.viu.edu/docs/Off-campus.pdf) prior to the beginning of the semester. This form can be found on the university website and should be emailed to [studentaffairs@viu.edu](mailto:studentaffairs@viu.edu) upon completion.

## **2.5. Student Activities**

Student activities at VIU are designed to give students a chance to broaden their interests, share new experiences, and meet new people. Students are encouraged to participate in these social, recreational, educational, and cultural activities as a means to gain a well-rounded education at VIU. Activities for students include those offered both on and off campus. On-campus activities include seminars that feature local and national business leaders, embassy officials and local community businesses. In addition, student centered events such as culture shows and the Annual Thanksgiving Luncheon may be offered throughout each semester. Off-campus student activities may include day-trips to popular site-seeing or educational destinations in Washington, DC. In addition to all of these events, VIU students are encouraged to join and participate in a variety of student clubs hosted at the university. Student Affairs seeks to supplement the classroom learning experience and encourage a well-rounded educational experience at the university. The list of current activities and events available for students are posted on VIU's website. For information regarding our student activities, students are encouraged to contact [studentaffairs@viu.edu](mailto:studentaffairs@viu.edu) or call (703) 591-2760 x345.

## **2.6. Student Health Insurance**

Health insurance is mandatory for all international students enrolled in Virginia International University residential programs.

VIU has partnered with Global Secutive, LLC to offer its students affordable health care. Global Secutive is a fully licensed US insurance agency that provides insurance products for the intercultural exchange market. For students' benefit, safety, and convenience, Global Secutive has partnered with UnitedHealthcare to create a reasonable and comprehensive health insurance policy for international students.

Students will be required to pay for health insurance every semester along with tuition. If they do not take Summer classes, students will have the option to cancel their health insurance policy through the Summer semesters. The process of enrollment includes paying health insurance fees with tuition every semester at the Accounting Office and then supplying the insurance officer with the relevant receipt to enroll/extend the insurance policy.

**IMPORTANT NOTE:**

1. If a student decides not to extend his/her policy during the Summer sessions (or is late making the payment to extend the policy) the existing insurance policy will expire and the student will have to be enrolled into a new policy the next semester.
2. When a student enrolls into new policy, any treatment obtained under the previous policy will be considered pre-existing and will not be covered under the new policy.
3. Thus, students are encouraged to pay for health insurance along with tuition at least one month before the current policy ends.

Please see the table below for payment amounts by semester. These rates are effective starting the Fall 2014 semester and are subject to change with annual renewals.

**For Students in Academic Programs**

Semester	Coverage	Amount to Pay
Fall 2014	Sep 1 - Dec 31	\$244
Spring 2015	Jan 1 – Apr 30	\$240
Summer I 2015	May 1 – Jun 30	\$122
Summer II 2015	Jul 1 – Aug 23	\$108

**For Students in ESL Program**

Semester	Coverage	Amount to Pay
Fall 2014	Aug 25 – Oct 19	\$112
Fall II 2014	Oct 20 – Dec 31	\$146
Spring 2015	Jan 1 – Mar 8	\$134
Spring II 2015	Mar 9 – May 3	\$112
Summer I 2015	May 4 – Jun 28	\$114
Summer II 2015	Jun 29 - Aug 23	\$112

Students with questions may contact [act-asisistant@viu.edu](mailto:act-asisistant@viu.edu) or meet with the insurance officer in the Accounting Office (Monday - Friday, 9:00 AM – 6:00 PM).

## 2.7. VIU Library and Information Services

The purpose of the VIU Library is to provide students with access to the wide range of information, reference, and research materials they will need to supplement classroom instruction and assigned textbooks, to complete homework, and to undertake research projects. The Library maintains a sizable in-house collection of books, periodicals, and audio-visual materials. Additionally, VIU Library staff can assist students in accessing a variety of online resources including two online research databases that provide access to thousands of full-text books and millions of periodical articles.

**Hours of Operation:** The VIU Library is open and staffed by the librarian and/or trained library assistants, typically from 8:30 AM to 6:30 PM, Monday through Friday. Extended hours maybe available during exam periods. Check with the Library for schedule changes.

**Website and Catalog:** The Library maintains a website which includes a catalog of library holdings, and links to three online research databases, as well as to a variety of other online resources that can be used by students for study, reference, and research. The website also provides advice on how to conduct research and avoid plagiarism. Using the Library's electronic Catalog, students can search for books and other materials by title, author, keyword, and ISBN (International Standard Book Number).

- VIU Library website: <http://library.viu.edu>

**Collection:** The VIU Library currently has approximately 6,700 volumes, the majority of which are relevant to the University's areas of concentration: business, computer and information science, TESOL, public administration, international relations, education, and English as a second language. The Library maintains a reference collection with a variety of standard and specialized reference works and a reserve collection consisting of textbooks and supplementary material for current courses. The Library subscribes to approximately 50 periodicals, primarily in the areas of business and computer and information science. Students at VIU can also use the resources of a number of nearby academic and public libraries to support their studies.

**Online Resources:** VIU subscribes to three online research databases: LIRN, e.brary and JSTOR. All of these can be accessed from the Library's website. The online libraries give students and faculty access to a wide range of information, reference, and research resources. LIRN focuses on providing access to articles from thousands of periodicals, many of them peer-reviewed journals, while e.brary focuses on providing access to the full-text of current academic books. e.brary currently provides access to over 80,000 books. The librarian and library assistants are available to assist students in the use of LIRN and e.brary. In addition to LIRN and e.brary, the VIU Library webpage has links to over 200 other websites in the areas of business, computer and information science, ESL, general reference,

biology, comparative religion, English language and literature, history, mathematics, philosophy, psychology, and sociology. The links provide valuable resources for student study and research.

**Circulation Policy:** Reference materials and periodicals must be used inside the library. Books in the course reserve collection must also remain in the library so that they are available to all students during the reserve period. All other materials in the collection may be checked out for four (4) weeks at a time. The VIU Student ID card that is issued during the New Student Orientation serves as your VIU Library card. When checking out materials or requesting reference assistance or other library services, students will be asked to show their VIU Student ID card. Borrowed material may be renewed in-person, online, or by phone, if there is no request for the material from other students or faculty. Library materials should be returned to the VIU Library circulation desk.

**Reference Services:** Members of the VIU Library staff are available to assist students with research needs. Additionally, they are available to help students on how to use VIU's online resources. Library staff can be contacted for assistance at the Library reference desk, by e-mail or by live chat at any time during library hours.

- Library email: [library@viu.edu](mailto:library@viu.edu).
- Chat link: [http://library.viu.edu/Contact\\_Us](http://library.viu.edu/Contact_Us)

**Computer and Internet Access:** The library has wireless Internet access, so students and faculty can access the Internet from the Library using their own wireless-enabled laptop. Desktop computers with Internet connection and a printer are also available for use in the Library.

## 2.8. VIU Campus E-mail Account

Admitted students will receive a VIU campus e-mail account. Students are expected to use this account for all communications within the university, including correspondence with their instructors. Students who would prefer only to have to check their primary email account may set their VIU campus e-mail account to forward to their other address. For more information and assistance refer to the IT webpage at <http://it.viu.edu>.

### 3. APPLICATION FOR ADMISSION

For the 2014 – 2015 academic year, all VIU applicants must provide the necessary documentation, as described in detail below:

An application will not be considered complete, and thus, will not be reviewed, until all application documents and fees have been received. Once the completed application and fees are received, the application is carefully reviewed for admission. Applicants meeting our admission criteria are evaluated with respect to other qualified applicants, and are selected accordingly.

#### 3.1. Admission Requirements

All applicants are required to submit a completed application package, as outlined below, with a non-refundable \$150.00 application fee.

#	Admission Materials	Programs				
		Graduate	Under-graduate	Graduate Certificate	Undergrad Certificate	ESL
1	Initial Student Agreement Form	✓	✓	✓	✓	✓
2	Application Fee	✓	✓	✓	✓	✓
3	Previous Degree	Bachelor's	High School	Bachelor's	High School	--
4	Official Transcript & Min. GPA	✓ GPA: 2.5 Required	✓ GPA: 2.0 Required	✓ GPA: 2.5 Required	--	--
5	English Proficiency <sup>1</sup>	✓	✓	✓	✓	--
6	Financial Documents <sup>2</sup>	✓	✓	✓	✓	✓

<sup>1</sup> For non-native English speakers only. See Explanation of Admission Materials below for more details.

<sup>2</sup> For F-1 Visa applicants only. An official bank statement of the sponsor and a Statement of Financial Support must be submitted.

<sup>3</sup> In continuance with the above mentioned Admissions Requirements, students who are applying to programs in the **School of Education** or **School of Public and International Affairs** will need to submit the following:

- **OFFICIAL RECOMMENDATION**  
*Minimum of 1 official recommendation from a professional who can speak to the candidate's academic abilities (preferably from a current/former instructor or a current/former employer). All recommendations should be written in English or provide an official translation.*
- **ACADEMIC STATEMENT OF PURPOSE**  
*A 500-word statement of purpose defining the reasoning behind joining the program. This statement should address the applicant's academic interests, professional objectives, and areas of interest to be explored in the program.*

- RESUME/CURRICULUM VITAE  
*Detailing current and/or previous work history and education. Previous work history is not a requirement for admission.*

<sup>4</sup> Prospective students applying for the **School of Education** programs must obtain academic-level scores on all components of the placement/excit test or other approved standardized exams demonstrating English language proficiency accepted by the university.

### 3.2. Explanation of Admission Materials

All application materials not in English must be accompanied by a certified English translation of the original document. Copies of original documents must be notarized or attested by an embassy, consulate, or notary. Please note that not all consulates provide this service. If you are submitting an original document, please let us know.

Original documents or attested copies may be sent in the following ways:

1. Scanned as a PDF file and uploaded into the application portal:  
<https://portal.viu.edu/application/login.asp>
2. Sent by Mail to:  
Virginia International University  
Attn: Admissions Office  
11200 Waples Mill Road #360  
Fairfax, VA 22030 USA

VIU has the right to request original documentation. The submission of fabricated or false documents will result in the denial of the student's application and will ban the student from future admission to the university.

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

**Application Fee:** Each applicant is required to pay a non-refundable \$150.00 application fee. No application will be considered without payment of this fee. For information regarding methods of payment, please visit our website at <http://www.viu.edu/future-students/finance/payment-information.html>.

**Previous Degrees:** Applicants already holding a degree from a foreign or domestic college or university must submit an original, notarized or attested copy of their college or university diploma and transcript, accompanied by a certified translation, if the original is not in English.

1. For graduate degree programs and graduate-level certificate programs, a bachelor's degree diploma and transcripts, or equivalency, is required.
2. For undergraduate degree programs and undergraduate-level certificate programs, a minimum of a high school diploma, or equivalency, is required.



**For International Students applying for a Graduate Program:**

Bachelor's degrees from foreign universities should be accredited by the host country's government or proper higher education authority and 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 have obtained a bachelor's degree from abroad with less than 120 semester credits will be considered for conditional acceptance into a graduate program and will be required to make up the credit difference.

**Official Transcripts:** All applicants must submit original official transcripts, or notarized or attested copies of transcripts, from all colleges or universities previously attended (whether or not a degree was earned from the institution). If transcripts from the institution are issued in the student's native language as well as in English, students will only be required to submit the English version. A minimum of a 2.5 GPA (on a 4.0 scale) is required for graduate admission, and a minimum of a 2.0 GPA (on a 4.0 scale) is required for undergraduate admission.

**Evidence of Sufficient English Language Proficiency:** All applicants, whether enrolling in residential or online courses, must submit proof of sufficient English language proficiency to VIU prior to enrollment. VIU English language proficiency requirements can be fulfilled through any of the following options:

1. Submitting a valid score from one of the standardized tests listed below:

#	Test	Minimum Score
1	Test of English as a Foreign Language (TOEFL)	Internet-based (iBT): 79; Computer-based (cBT): 213; Paper-based (pBT): 550*
2	International English Language Testing System (IELTS)	Academic: Overall band score 6
3	Pearson Test of English (PTE)	Academic: 54
4	International Test of English Proficiency (iTEP)	Academic Plus: 5, with no individual scores lower than 4
5	Michigan English Language Assessment Battery (MELAB)	With Speaking: 77

2. Providing an official transcript indicating completion of a minimum of 12 credits from an accredited United States post-secondary institution at which the language of instruction was English, including at least one course in English composition, academic writing, or a similar subject. The GPA for the 12 credits

must be no lower than C. The grade for the writing course must be no lower than C.

3. Submitting official degree and transcript(s) from an institution where English was a primary language of instruction and for which verification is available through the International Handbook of Universities, as published and edited by IAU/UNESCO. Additional information may be requested from the applicant's university registrar's office to verify that the instruction was conducted in English.
4. Students who do not meet any of the conditions listed above are required to take Virginia International University's placement test prior to enrollment. The placement test is currently only available on-site at the university campus. Based on the results of this test, students may be required to attend our ESL program for one or more semesters before taking academic classes. Successful completion of the on-ground college preparation ESL level and its exit test serves as evidence of sufficient English proficiency for admission to our academic programs. Please note that prospective students applying for School of Education programs must obtain academic-level scores on all components of the placement and exit test while applicants to other programs must score at the academic level on two out of three components; the third score must be no lower than the college prep level.

VIU reserves the right to require a student to take its placement test when there are reasonable doubts as to the authenticity of the submitted standardized test scores or in the degree of English proficiency evidenced by other documentation.

VIU also offers online ESL courses to improve English proficiency. To find more information about the application requirements and process, please contact VIU's Admissions Department via email [admission@viu.edu](mailto:admission@viu.edu) or call (703) 591-7042.

**GRE/GMAT:** There are two types of widely accepted graduate examination scores used by US universities for graduate admissions. The GRE (Graduate Record Exam) is for admission to non-business graduate programs. The GMAT (Graduate Management Admission Test) is for admission to business-related graduate programs. For more information about the GRE or GMAT please visit [www.gre.org](http://www.gre.org) or [www.gmat.org](http://www.gmat.org). It is recommended that all graduate program 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 program applicants at this time.

**Financial Documents (F-1 Visa Applicants Only):** All F-1 visa applicants must submit a Statement of Financial Support Form and a bank statement.

- **Statement of Financial Support Form:** All F-1 visa applicants must submit a Statement of Financial Support detailing the source(s) of funding for the program of study. Please visit our web site ([www.viu.edu](http://www.viu.edu)) to download VIU's Statement of Financial Support Form.
- **Bank Statement:** All F-1 visa applicants must submit a recent statement or letter from a sponsor's bank **dated within the last six months** of the applied semester start date which provides the following data:
  1. Whether the account is a savings or checking account
  2. The account holder's legal name
  3. The current account balance
  4. The currency of the account

**Note:** If a student's sponsor resides in the United States and is an American citizen or permanent resident, the sponsor must provide VIU with an I-134 Form in lieu of the Statement of Financial Support Form. This form can be downloaded from [www.uscis.gov](http://www.uscis.gov).

## 4. TUITION AND FEES

### 4.1. Tuition and Other Related Fees

This tuition and fee structure is effective starting the Fall 2014 academic semester. For fully online program tuition, please refer to Online Program Tuition on page 196.

#### Graduate Level Degree Programs:

- Master of Business Administration (MBA)
- Master of Science in Accounting (MAC)
- Master of Science in Project Management (MPM)
- Master of Science in Computer Science (MCS)
- Master of Science in Information Systems (MIS)
- Master of Science in Information Systems Management (MISM)
- Master of Science in Information Technology (MIT)
- Master of Science in Software Engineering (MSE)
- Master of Education (M.Ed.)
- Master of Science in Applied Linguistics (MSAPL)
- Master of Public Administration (MPA)
- Master of Science in International Relations (MIR)

**Tuition:** \$726 per credit  
\$2,178 per course  
\$6,534 per semester (full-time, 9 credits)

- Master of Arts in TESOL

**Tuition:** \$572 per credit  
\$1,716 per course  
\$5,148 per semester (full-time, 9 credits)

**Tuition for Program Prerequisites:** Graduate Students who need to take program prerequisite courses will pay the undergraduate tuition rate for the required program prerequisite courses.

#### Undergraduate Level Degree Programs:

- Bachelor of Science in Business Administration (BBA)
- Bachelor of Computer Science (BCS)

**Tuition:** \$410 per credit  
\$1,230 per course  
\$4,920 per semester (full-time, 12 credits)

#### Graduate Level Certificate Programs:

- TESOL Certificate

**Tuition:** \$572 per credit  
\$1,716 per course  
\$5,148 per semester (full-time, 9 credits)

- Project Management Certificate

- Business Intelligence Certificate
  - Information Systems Certificate
  - Information Systems Management Certificate
  - Information Technology Audit and Compliance Certificate
- Tuition:** \$726 per credit  
 \$2,178 per course  
 \$6,534 per semester (full-time, 9 credits)

**Undergraduate Level Certificate Programs:**

- International Business Certificate
  - Small Business Management Certificate
- Tuition:** \$410 per credit  
 \$1,230 per course  
 \$4,920 per semester (full-time, 12 credits)

**Non-Credit Certificate program – Intensive ESL Program:**

**Tuition:** \$10 per hour (includes textbooks)  
 \$1,400 per 7-week term (140 hours)

**Continuing Education Programs:**

- Evening ESL classes: \$240 per 6-week session (30 hours)
- Evening TOEFL Preparation classes: \$480 per 12-week session (60 hours)
- Business English: \$240 per 6-week session (30 hours)
- Saturday ESL: \$120 per 6-week session (15 hours)
- A Day at the Museum: \$40 per visit (3.00 CEU)
- One-on-one ESL classes: \$40 per hour
- Professional seminars: Tuition depends on the type of seminar and group size. Please contact us to receive a quote.

A Day at the Museum program consists of 6 trips with 3.00 CEU's per session.

Continuing Education Programs do not provide enough credits to maintain F-1 visa status. F-1 visa students may take these classes as a supplement to regular academic classes.

**Course Auditing (“AU”):** Audited courses are subject to all regular tuition and fees as stated above. VIU offers a special tuition rate for course auditing which applies only to VIU alumni and senior citizens (age 65 and up). This special tuition rate applies to all program levels.

**Tuition:** \$175 per course

Tuition and Fees are subject to change without notice. Funds for personal expenses (e.g., food, health, insurance, textbooks, supplies, etc.) are not included, except for the ESL program, which includes textbooks in the tuition amount.

**NOTE: The only fee an education consultant is authorized to collect on the behalf of VIU is the \$150 application fee. Tuition and other fees are to be paid directly to VIU.**

**Related Fees:** Some fees are mandatory and due at the time of application or enrollment. Below is a list of service fees charged at VIU, which are applied as required as a student progresses through his or her program of study. All fees are non-refundable.

Services Provided	Explanation	Fee	
Application Fee	Degree, certificate, and intensive ESL programs	\$150	
	Continuing Education programs	\$20	
Deferral Postal Fee	International	\$65	
	Domestic	\$25	
Student Services Fee	Special lectures and seminar series, sports and festivals, registration process, new student orientation, initial student ID, VIU clubs, student association, computer lab usage, VIU student e-mail, student events, movies and other activities.	\$75	
		\$50 ESL term	
Health Insurance	Refer to the <a href="#">Student Health Insurance</a> section on page 26 in this Catalog.		
English Placement Test	Applies only to students required to take the placement test.	\$30	
Late Registration	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	
Student ID Card & Annual Renewal	Student ID cards must be renewed every year. Fee also applies in the event that a Student ID card is lost or a replacement is needed.	\$10	
Transcript Processing Fee	Upon request by the student. It will take three business days to process transcript requests.	\$10	
Graduation Processing Fee	Fee required of all students graduating when submitting the Graduation Application Form.	Degree	\$100
		Certificate	\$50
Cap & Gown	Fee required of all degree program students that participate in the Commencement Ceremony.	Graduate	\$60
		Undergraduate & Certificate	\$32
Change of Program	If the student has already been granted an initial I-20 and has requested a change of program	\$20	

**Living and Other Expenses:** Students should calculate and budget extra funds for these expenses based upon individual projected need. Below is rough estimation, intended only as a guidance. Actual expenses will vary depending on individuals need.

Expenses	Explanation	Amount
Living expenses	The approximate cost for an individual student living in the Washington, D.C. metropolitan area.	\$9,000 per academic year (9 months)
Textbook expenses	Textbook expenses are not included in the cost of tuition. All students must obtain their books before the course add/drop period ends.	Academic program students may spend \$100 per class
		ESL textbook is inclusive in the tuition.

## 4.2. Payment Information

**Payment Deadline:** One week before the first day of classes, students' tuition and fees are due in full for that semester. For an up-to-date payment schedule, please refer to the VIU website. Payments received by the Accounting Office by 6:00 PM EST, Monday through Friday, will be considered as received on that business day. Ample time should be allowed for payments to be processed. Payments received are applied to the oldest outstanding balance first.

Payments can be made using the following methods:

**Cash:** Cash is only received in person at the Accounting Office located at the Waples Mill Campus. Cash payments should not be sent through the mail. VIU is not responsible for cash payments that are lost or stolen prior to arriving at the VIU Accounting Office.

**Check:** All checks should be made payable to **Virginia International University**, with the VIU Student ID number written on the front. Checks that are already endorsed are not accepted. Checks must be payable in US dollars with an intermediary bank in the US.

**Credit and/or Debit Card:** Credit and/or debit card payments are accepted at the Accounting Office and online through the student portal.

**Wire Transfer:** The VIU bank account information for wire transfers can be obtained by contacting [accounting@viu.edu](mailto:accounting@viu.edu). When requesting this information, new students should provide their full names and application numbers and current students should provide their full names and VIU student ID numbers.

**IMPORTANT NOTE:** VIU's Accounting Office does not accept payments over the phone.

## 4.3. Payment Plans

An installment payment plan is available for VIU on-ground academic program students who cannot complete full tuition payments by the deadline and wish to finance their tuition through monthly installments.

VIU does not offer a payment plan option for the 7-week ESL program. Payments for other fees cannot be deferred. The Payment Plan Agreement Form is available at the Accounting Office. This agreement must be signed and submitted before the first installment due date. The installment fee is \$25 per installment and this fee is non-refundable.

Failure to pay the outstanding balance will result in an academic and financial hold, a late fee of 1.4% of the balance due per week (up to \$500 for a semester), and normal university collection activity. The payment plan (if there is one) will be automatically changed to the next payment plan if the student fails to pay an installment and the 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 by the end of the semester will prevent students from being eligible to apply for a payment plan in future semesters.

#### 4.4. Cancellation and Refund Policy

If a student elects to drop one or more courses, or withdraw from the university, the following refund schedule will be used to determine any outstanding financial obligation for which the student may be responsible:

<b>Last Date of Attendance</b>	<b>Tuition refund amount*</b>
Up to the last day of add/drop period	100% of the semester tuition
After the add/drop 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	No refund will be issued

*\*Excludes all fee*

To initiate the refund process, the students must submit a Refund Request Form. The form must be submitted to Virginia International University. Students may download the form from our website or obtain a hard copy of the form from the Accounting Office.

The official withdrawal date, for the purpose of a refund calculation, will be the last date on which the student was recorded present for a class. If no payment was made, or if the student was participating in a payment plan and the payments are insufficient to cover the student's obligations according to the schedule above, the University will send the students a bill for the difference. If the student's financial obligation is not fulfilled, VIU 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, VIU reserves the right to terminate enrollment and cancel F-1 visas of international students. Late tuition payments are subject to financial penalties.

#### 4.5. Financial Penalties

**Late Fee:** Failure to make any payment on or before the due date results in 1.4% of unpaid balances added per week. The late fee percentage will apply only to the tuition and installment fees. Other fees (for example; the student services fee, health insurance fee, etc.) will be deducted first before applying payment for tuition.

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

**Special Cases:** In the case of documentable events of prolonged illness, accident, death in the immediate family (parents, siblings, children, or spouse), or other special circumstances that make it impractical for a student to complete his or her program, VIU will work toward a settlement that is reasonable and fair to both parties.

#### 4.6. Family Discount Policy

Virginia International University offers a 5% tuition discount per semester for immediate family members studying concurrently and on a full-time basis at VIU. The discount is valid as long as the immediate family members (defined as parents, children, brothers, sisters, and spouses) are enrolled and paying tuition. The discount is applied to the tuition fees of both students. This discount only applies to students enrolled in a residential program at VIU.

**When and How to Apply:** The deadline to apply for the family discount is the last day of the add/drop period in each semester. Applications after this deadline will only be considered for the following semester.

To be considered for the family discount, the student needs to complete the [Application for Family Discount](#) and submit it to the Accounting Office for approval along with proof of the students' relationship as immediate family. The VIU Student ID number of the relative is required for this application.

#### Family Discount Procedures

The discount is applied to the student's tuition only. Any scholarships awarded will be deducted first. The discount will be applied to the

remaining amount. If a student qualifies for more than one discount, only one will be applied.

The students must be enrolled on a full-time basis to be eligible for this discount. A student is considered to be full-time when he or she is enrolled in the applicable semester as follows: 20 hours in the ESL program, 12 credit hours in an undergraduate degree or certificate program, 9 credit hours in a graduate degree or certificate program, or a combination of these considered full-time by the VIU Registrar's Office. This discount will also apply to the tuition fees charged for additional enrolled courses in the same semester.

## **4.7. DC Metropolitan Residency Discount Policy**

Virginia International University offers a 30% tuition discount per semester for permanent residents of the Commonwealth of Virginia (VA), Maryland (MD) or District of Columbia (DC). This discount only applied to students enrolled in a residential (campus-based) programs at VIU.

To be considered for the Residency Discount, the student must be enrolled in an academic on a full-time or part-time basis and meet one of the following criteria:

- a) A US citizen or US permanent resident (green card holder) who has paid income taxes for the prior twelve (12) months in the Commonwealth of Virginia, Maryland and District of Columbia; or
- b) An H1-B or similar visa holder that has paid income taxes for the prior twelve (12) months in the Commonwealth of Virginia, Maryland and District of Columbia.

*NOTE: Any holder of student visa and their dependents are not eligible for the Residency Discount.*

To be considered for the Residency Discount, a student must submit the following supporting documents:

- a) The most recently filed state tax return form.
- b) Driver's license or State ID.
- c) Proof of US permanent residence or citizenship.
- d) Proof of current visa holder status.
- e) Proof of relationship may be requested.

To be considered for the Residency Discount, the student must fill out an application for the Residency Discount. A new application and supporting documents must be submitted each semester. The deadline to apply for this discount is designated each semester.

The deadlines for the 2014 – 2015 academic year are as follows:

- Fall 2014 Semester Due Date: Monday, August 11, 2014
- Spring 2015 Semester Due Date: Monday December 22, 2014
- Summer I 2015 Semester Due Date: Monday, April 20, 2015
- Summer II 2015 Semester Due Date: Monday, June 15, 2015

Applications after these deadlines will only be considered for the next semester. The Residency Discount is subject to approval.

A parent, or legal Guardian, can apply on behalf of students under the age of 24. Spouses may also apply on behalf of their partner, provided the student in question is listed as a dependent on the state income tax filing for the most recent year.

The discount is applied to the student's tuition only. Any scholarships awarded will be deducted first. The discount will be applied to the remaining amount. If a student qualifies for more than one discount, only one will be applied. The discount applies only to on-ground students.

## 5. SCHOLARSHIPS

*NOTE: Scholarship available for Online Education can be found on page 198.*

### Scholarship Program Description

Virginia International University offers the unique opportunity to acquire an excellent, multi-disciplinary education at a lower cost by offering our students access to scholarships. VIU has been attracting individuals who take their VIU experiences into their own cultures, share their knowledge with future generations and launch successful careers. Thus, there are several different types of scholarships available based on exemplary personal skills, academic achievement, extracurricular participation, and residency. VIU full-time undergraduate and graduate current students, and applicants who were accepted to VIU, are eligible to apply for a scholarship if the scholarship requirements are met. Every scholarship has unique criteria.

### Scholarship Program Funding

The VIU Scholarship Program funding is derived from a number of sources and is supported by generous contributions from individuals and organizations. The VIU 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 calendar year. Scholarships are awarded annually and range from \$500.00 to full tuition.

### 5.1. Application Instructions

Students must apply for admission to Virginia International University and be accepted before they can be eligible to apply for any scholarship.

To apply for a scholarship, students must:

1. Research the scholarship opportunities and determine for which scholarships they qualify.
2. Review the requirements for the scholarship application.
3. Apply online using the [Scholarship application form](#)
4. Submit supporting documentation via email to [scholarship@viu.edu](mailto:scholarship@viu.edu)
5. After the application form and all the supporting documents are received, students receive a confirmation via email from the Scholarship Coordinator.

All supporting document submissions must be scanned, color copies of original documents. Examples of these documents may include transcripts, diplomas, certificates, and test scores. Photocopies are not considered acceptable documentation. If any document is issued in the student's native language, he or she must provide both the original document and a translation of the document in English. Translated documents must be notarized. If transcripts are issued from an institution in English, the student will not be required to submit the transcript in his or her native

language. VIU has the right to request original documentation. Submission of fabricated or false documents will result in disqualification from future scholarship application.

NOTE: Original documents submitted for scholarship purposes will not be stored by the university. Documents will not be returned to the applicant.

## **Application Deadlines**

All applications and supporting materials must be received by 12:00 PM EST on the day of the application deadline.

<b>Semester</b>	<b>Application Period</b>
Spring 2015	September 1 – November 1
Fall 2015	May 1 – July 1

## **Selection & Announcement**

The scholarship selection process begins immediately after the application period ends. All applications are initially screened by the Scholarship Coordinator for completion and criteria assessment. Once the application is deemed complete, the application and all related materials are forwarded to the Scholarship Committee members. Each application is reviewed and assessed on an individual basis.

Applicants who meet the requirements for the scholarship to which they applied will be invited for an interview with the members of the Scholarship Committee as part of the selection process. The interview will be held at the VIU campus. Applicants may bring additional supporting materials to the interview if they wish.

Scholarship awards will be determined by the Scholarship Committee prior to the first day of classes for the semester in which the student applied. Awardees will be notified by email as well as by post mail.

## **5.2. Scholarship Rules and Regulations**

1. Scholarships are awarded as credit toward tuition only. The award amount will be divided into two installments and the credit will be deducted from the total tuition charged for each semester.
2. Scholarships are only applied to Spring and Fall semesters.
3. All documents must be received by the application deadline. Incomplete applications will automatically be denied.
4. Students who are awarded a scholarship must reapply each year if they want to be considered for the scholarship for the next year. There is no guarantee that the scholarship will be awarded for the following year.

5. Scholarships cannot be awarded to applicants who receive other type of outside scholarship funding (e.g., government scholarships, academic collaboration-related funding, etc.).
6. Cumulative GPA can be rounded one decimal place for eligibility requirements.
7. Students are welcome to apply for up to three types of scholarships per semester, although they are eligible to receive only one scholarship per semester.
8. Applicants must submit one application form for each scholarship for which they wish to apply.
9. If a student is awarded a VIU scholarship, he or she is still eligible to receive one additional discount provided by the university.
10. There is no guarantee that a scholarship award will be made solely because the applicant is qualified. Eligibility and fulfilment of the scholarship criteria do not guarantee the award of a scholarship.
11. Evidence of English language proficiency is required depending on the type of scholarship. This requirement can be fulfilled by one of the following options.
  - a. *Test Scores*: The minimum required score differs for each scholarship. See each scholarship's requirements. Test scores cannot be more than 2 years past the expiration date.
  - b. *Transcripts*: Official transcripts must indicate completion of a minimum of 12 credits from an accredited United States post-secondary institution at which the language of instruction was English, including at least one course in English composition, academic writing, or a similar subject. The GPA for the 12 credits must be no lower than B.
  - c. *Degree*: An official degree and transcript(s) from an institution where English was a primary language of instruction, and for which verification is available through the International Handbook of Universities, published and edited by IAU/UNESCO, may be submitted. Additional information may be requested from the applicant's university registrar's office to verify that the instruction was conducted in English.
12. Academic merit holds the highest weight in the review of most scholarship applications. In the case of a tie, the committee will rely on this hierarchy to make its award decision.
13. Student must maintain the requirements for the scholarship for which they applied in order to continue receiving the scholarship for the subsequent semester.

14. Students must be in good standing with the university in order to apply for any scholarship.
15. Scholarship applicants must sign a Media Release Form authorizing VIU to use their picture, video, and/or testimonial for scholarship marketing purposes.
16. VIU full-time staff are only eligible to apply for the VIU Staff Workforce Development Scholarship.

### **5.3. Types of Scholarships Offered**

Scholarships are available to prospective and current students. A prospective student is considered to be any student who has received an acceptance letter from the VIU Admissions Office before the scholarship application deadline for the desired semester of enrollment. A current student is any student who has been enrolled at Virginia International University as a full-time student for at least one full semester.

#### **1. Fresh Start Scholarship**

The Fresh Start Scholarship is awarded to students who are transferring to Virginia International University for the first time from another college or university. This scholarship assists students who are looking for a fresh start at our university and who have committed to educational success throughout their lifetime. This scholarship is awarded to first time, first semester transfer-in students only.

Amount: \$500 per academic year (\$250 per semester)

Eligibility: To be eligible to apply for this scholarship, applicants must meet the following criteria:

- Must have been enrolled and studied as a full-time student at an accredited university in the U.S. for at least one semester
- Must be in good academic standing and must meet a minimum 3.50 (on a 4.0 scale) cumulative GPA requirement.

Application Requirements: Completed applications must include all of the following:

1. [Scholarship application form](#) (Online form)
2. Most recent official transcript from colleges, or universities attended. This can be obtained from the registrar's office at these schools.
3. Personal statement of success of at least 500 words describing the student's background, future goals, education, influential experiences, and career objectives. This should be submitted in the form of an essay, not a list of facts.
4. One letter of recommendation from a faculty member at the student's current college or university.
5. Evidence of English language proficiency (one of the following options):

- a. *Test Scores*: Submission of the minimum required test scores:
  - TOEFL: 90 (iBT) or 577 (pBT); or
  - IELTS score of at least 6.5; or
  - PTE Academic score of at least 62.
- b. Refer to item 11 of Scholarship Rules and Regulations on page 44.

## **2. Student Activity Scholarship**

The Student Activity Scholarship recognizes a select number of students for their leadership in student activities at Virginia International University. These students come from diverse national, cultural, and social backgrounds. Candidates have contributed to the betterment of both their fellow classmates and the university and have ensured a brighter future for those with whom they have interacted.

*Amount*: \$500 per academic year (\$250 per semester)

*Eligibility*: To be eligible to apply for this scholarship, applicants must meet the following criteria:

- Must have been an active member in at least one student club at VIU. Participation must have been for at least one full semester.
- Must be in good academic standing and must meet a minimum 3.50 (on a 4.0 scale) cumulative GPA requirement.

*Application Requirements*: Completed applications must include all of the following:

1. [Scholarship Application Form](#) (online form).
2. Most recent official transcript from colleges or universities attended. This can be obtained from the registrar's office at these schools. (NOTE: Current VIU students do not need to submit a VIU transcript. The Scholarship Committee will collect unofficial transcript from the Registrar's Office).
3. Personal statement of at least 500 words, detailing participation on campus as well as leadership and community service experience. This should be submitted in essay format, not as a list.
4. One letter of recommendation from the VIU Student Club Advisor.

## **3. Regional Scholarship**

The purpose of these scholarships is to provide and maintain awareness of the value that Virginia International University places on ethnic diversity and multiculturalism within the community. These scholarships will be awarded to prospective students from Asia, Africa, North America, South America, Australia, and Europe. The regional scholarship intends to highlight students' success both inside and outside of the classroom. There are four types of scholarships available for each region.



*Amount:* \$500 – up to full<sup>1</sup> tuition per academic year.

*Eligibility:* To be eligible to apply for this scholarship, applicants must meet the following criteria:

- Must be a first-time applicant for any of VIU’s academic program.
- Must have lived for the past 5 years in the country which they were born or have become a citizen or permanent resident.
- Must be accepted as a full-time student to any of VIU on-ground undergraduate or graduate programs
- Must fulfill the GPA requirement for one of the types of the regional scholarships.

<b>Regional Scholarships</b>	<b>Amount</b>	<b>GPA (on a 4.0 scale)</b>
The Best of [country]	\$4,000 up to full <sup>2</sup> tuition	3.9
The Face of [country]	\$2,000	3.7
Step Up	\$1,000	3.6
Welcome	\$500	3.5

*Application Requirements:* Completed applications must include all of the following:

1. [Scholarship Application Form](#) (online form).
2. Secondary or higher education transcript and diploma or certificate.
3. Two letters of recommendation from faculty.
4. Personal statement of success of at least 500 words describing the student’s background, future goals, education, influential experiences, and career objectives in the form of an essay (not a list of facts).
5. Evidence of English proficiency (one of the following options):
  - a. *Test Scores:* Submission one of the test scores below:

<b>Regional Scholarships</b>	<b>TOEFL</b>	<b>IELTS</b>	<b>PTE Academic</b>
The Best of [country]	105 iBT/620 pBT	7.5	74
The Face of [country]	100 iBT/590 pBT	7.0	70
Step Up	95 iBT/589 pBT	6.5	66
Welcome	90 iBT/577 pBT	6.0	62

- b. Refer to item 11 of Scholarship Rules and Regulations on page 44.

---

<sup>1</sup> If the applicant has a sponsor that can provide financial support to be used towards scholarship, VIU will match the amount provided by the sponsor.

<sup>2</sup> See footnote 1.

#### **4. *Special Achievement***

Learning occurs not only inside the classroom but outside as well. This scholarship is awarded to students who have demonstrated superior talent and experiences outside the classroom. This should include, but is not limited to, experience in the fields of athletics, music, and art. Candidates' professional experiences are also valued. This scholarship is available to both current and prospective students.

Amount: \$700 – \$2,000 per academic year (The amount will be divided into two installments, one per semester.)

Eligibility: To be eligible to apply for this scholarship, applicants must meet the following criteria:

- Must be able to show significant excellence, talent, and/or experience related to a demonstrated talent, achievement and/or career field

Application Requirements: Completed applications must include all of the following:

1. [Scholarship application form](#) (online form).
2. Most recent official transcript from all high schools, colleges, and universities attended. (NOTE: Current VIU students do not need to submit VIU transcript. The Scholarship Committee will collect your unofficial transcript from the Registrar's Office.)
3. Personal statement of at least 500 words detailing talent and achievements in an essay format. The talent and experiences must be measurable achievements and not just recreational in nature.
4. Official proof of awards, certificates of achievement, licenses, etc. must be provided. Without this proof, the application cannot be considered.

#### **5. *New Horizon Scholarship***

The purpose of the New Horizon Scholarship at VIU is to provide tuition assistance to students who are living in areas of the world where there have been recent natural disasters or civil unrest. VIU believes that all students deserve the opportunity to pursue their educational goals, regardless of the constraints that such situations would put on accomplishing these goals. This scholarship is available to both current and prospective students.

Amount: \$1,000 per academic year (\$500 per semester)

Eligibility: To be eligible to apply for this scholarship, applicants must meet the following criteria:

- Applicants must be living in areas where there has been either a recent natural disaster or civil unrest (VIU reserves the sole right

and responsibility to determine whether a country qualifies for the New Horizon Scholarship).

Application Requirements: Completed applications must include the following:

1. [Scholarship application form](#) (Online form)
2. Most recent official transcript from high schools, colleges, or universities attended. NOTE: Current VIU students do not need to submit VIU transcripts. The Scholarship Committee will collect unofficial transcripts from the Registrar's Office.
3. Personal statement of success of at least 500 words describing the student's background, future goals, education, influential experiences, need, and career objectives. This should be in the form of an essay, not a list of facts.
4. A print out of a news article giving details of the situation in the student's home country. This news article may come from a local, national, or international newspaper or news magazine or the websites associated with the newspaper or news magazine. The source must be a scholarly reference. Blogs will not be accepted.

### **6. Campus Employment Scholarship**

Student employees contribute significantly to both the academic and administrative areas of the university. On-campus employment opportunities offer students worthwhile work experience relevant to their chosen disciplines. Student Support Representatives will be compensated financially and will receive a Campus Employment Scholarship during their eligible semesters of on-campus employment. This scholarship award is not available during students first semester of employment on-campus.

Amount:

Semester	Graduate Students	Undergraduate Students
1 <sup>st</sup> semester eligible	\$600	\$500
2 <sup>nd</sup> semester eligible	\$1,200	\$1,000
3 <sup>rd</sup> (and all future) semester(s) eligible	\$1,800	\$1,500

Eligibility: To be eligible for this scholarship, students must meet the following criteria:

- Must have been studying as a full time student and working on-campus an average of 16 hours or more a week at VIU for at least one full semester.
- Must be in good academic standing and meet a minimum 3.00 (on a 4.0 scale) cumulative GPA requirement.
- Must be in good standing with the accounting office.

Application Requirements: There is no application for this scholarship.

### **7. VIU Staff Workforce Development Scholarship**

This scholarship is only available to the full-time employees of the university. Full detail can be found in the Faculty & Staff Handbook.

### **8. Dean's Academic Scholarship**

The Dean's Academic Scholarship is awarded to students who have demonstrated educational excellence inside the classroom at Virginia International University. The selection is based upon academic achievement as well as potential for continued success both at the university and in the outside community

Amount: \$2,000 per academic year (\$1,000 per semester)

Eligibility: To be eligible to apply for this scholarship, applicants must meet the following qualifications:

- Must be a current student
- Must be in good academic standing and meet a minimum 3.70 (on a 4.0 scale) cumulative GPA requirement.

Application Requirements: Completed applications must include all of the following:

1. [Scholarship application form](#) (online form)
2. Most recent official transcript from colleges, or universities attended. NOTE: Current VIU students do not need to submit VIU transcripts. The Scholarship Committee will collect unofficial transcripts from the Registrar's Office.
3. Personal statement of success of at least 500 words describing the student's background, future goals, education, influential experiences, and career objectives. This should be in the form of an essay, not a list of facts.
4. Two letters of recommendation from faculty members at VIU.
6. Evidence of English language proficiency (one of the following options):
  - a. *Test Scores:* Submission of the minimum required test scores:
    - TOEFL: 100 (iBT) or 590 (pBT); or
    - IELTS score of at least 7.0; or
    - PTE Academic score of at least 70.
  - b. Refer to item 11 of Scholarship Rules and Regulations on page 44.

### **9. Presidential Academic Scholarship**

The Presidential Academic Scholarship is the most prestigious merit-based scholarship offered by Virginia International University. The selection is

based upon exceptional academic achievement as well as the potential for continued success, both at the university and in the outside community.

Amount: \$4,000 up to full tuition per academic year. The amount will be divided into two installments, one per semester.

Eligibility: To be eligible to apply for this scholarship, applicants must meet the following criteria:

- Applicants must be in good academic standing and meet a minimum 3.90 (on a 4.0 scale) cumulative GPA requirement.

Application Requirements: Completed applications must include all of the following:

1. [Scholarship Application Form](#) (online form).
2. VIU transcript. NOTE: Current VIU students do not need to submit VIU transcripts. The Scholarship Committee will collect unofficial transcripts from the Registrar's Office.
3. Personal statement of at least 500 words describing the student's background, future goals, education, influential experiences, and career objectives. This should be in the form of an essay, not a list of facts.
4. Two letters of recommendation from faculty members at VIU.
5. One letter of recommendation from a VIU staff member.
6. Evidence of English language proficiency (one of the following options):
  - a. *Test Scores:* Submission of the minimum required test scores:
    - TOEFL: 105 (iBT) or 620 (pBT); or
    - IELTS score of at least 7.5; or
    - PTE Academic score of least 74.
  - b. Refer to item 11 of Scholarship Rules and Regulations on page 44.

## 6. ACADEMIC REGULATIONS

### 6.1. Enrollment

**Full-Time Students:** For Fall and Spring semesters, a full-time course load is 9 semester credit hours for graduate level programs and 12 semester credit hours for undergraduate level program. ESL students must study for 20 hours per week to be considered a full-time student, which applies for all semesters. For Summer semesters, graduate students registered for 3 or more credit hours per semester and undergraduate students registered for 6 or more credit hours per semester are considered full-time students. Certification by the Registrar's Office 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.

**Part-Time Students:** All students who do not meet the criteria as a full-time student (e.g., students who enroll for less than the minimum number of credit hours per semester/session as prescribed above) are considered part-time students.

**Course Overload:** Students who wish to register for more than 9 credits for graduate programs or more than 12 credits for undergraduate programs in the Fall or Spring semester, or more than 6 credits for graduate or undergraduate programs in the Summer sessions must complete a course overload form. For graduate programs a minimum CGPA of 3.0 and for undergraduate programs a minimum CGPA of 2.0 is required to become eligible. Students must obtain an approval signature from their academic advisor as well as the dean of the appropriate school, and submit the form to the Registrar's Office prior to the end of the add/drop period. Students must be in a good academic standing to request for a course overload. The school dean has the authority to approve or deny the request.

### 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 completion of the academic program. Summer breaks and an authorized leave of absence are the only acceptable exceptions to this rule. If a student fails to enroll by the add/drop deadline of a given semester, his or her status as a student at Virginia International University will be terminated.

### 6.2. Non-Degree Enrollment

All non-degree-seeking applicants must meet VIU's admission requirements and submit the following items to the Admissions Office:

- Online application
- Application fee

- Transcripts from all previously attended schools and all diplomas received (refer to the [APPLICATION FOR ADMISSION](#) section on page 30)
- Evidence of sufficient English language proficiency (non-native English speakers only)

Non-degree applicants who wish to take graduate level courses may be required to submit additional materials. Please refer to our graduate admission requirements.

Registration is permitted on a space-available basis. Students must understand that they cannot graduate from any program or receive any degree in non-degree status. Non-degree students must follow and meet the same academic standards as degree-seeking students. Courses in which non-degree students enroll are subject to all regular tuition and fees. The university does not issue I-20s for non-degree study.

If a non-degree-seeking student wishes to change his or her status to degree-seeking, the student must reapply to the university through the regular admission process with the Admissions Office. A maximum of 12 credits from non-degree study can be transferred to a graduate level program at the university; a maximum of 18 credits from non-degree study can be transferred to an undergraduate level program at the university.

### **6.3. Academic Advising**

Academic advising includes, but is not limited to, assisting students in choosing a concentration, planning course selection and registration, tracking academic progress, developing an academic plan, advising the student on how to improve his or her GPA, and providing guidance on career planning. General academic advising procedures are to be followed by all VIU students. With their advisor's help, students design and maintain an academic program that will fulfill general and specific degree or certificate requirements. It is the student's responsibility to understand and satisfy all academic requirements. Since individual programs may establish their own advising processes, students should check with their school dean or director for any additional procedures.

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

Upon admission to a VIU program of study, but before the beginning of classes, students are encouraged to meet with their academic advisors. 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 (4 and 5 as needed).

## **6.4. Semester and Credit System**

VIU operates on a calendar in which the academic year is divided into two main semesters: Fall and Spring. Courses are also offered during the two shorter Summer semesters. The Fall and Spring semesters span over 15 weeks each. The Summer semester consists of two concentrated sessions consisting of 8 weeks each for academic courses. All online courses are offered in an 8-week format during the first and the second halves of the Fall, Spring and Summer semesters. The ESL program is offered in a 7-week session format.

### **Credit Hours**

Federal regulation (§600.2 of the Department of Education Federal Code) defines a credit hour as the amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

- (1) One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester hour of credit, or the equivalent amount of work over a different amount of time; or
- (2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of 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. One contact hour of learning is defined as a minimum of 50 minutes of supervised or directed instruction and appropriate break(s). 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. The coursework in online courses is equivalent to the amount of coursework in the on-ground version of the same courses.

## 6.5. Grading System and Grade Point Average

**Explanation of Grades:** For graduate level courses, the grades of A, A-, B+, B, B-, C+, and C are passing grades, and C-, D+, D, D-, and F are failing grades. For undergraduate level courses, the grades of A, A-, B+, B, B-, C+, C, C-, D+, D, and D- are passing grades, and F is failing grade. The grade of S is a passing grade and the grade of U is a failing grade for ESL courses. 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 coursework by the end of the semester. For the purpose of SAP evaluation, a grade of “I” is included in the calculation of the CGPA as a failing grade and counts as credit hours attempted for calculating the completion rate. 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	CGPA	Remarks
95.00-100.00	A	4.00	4.00	
90.00-94.99	A-	3.70		
85.00-89.99	B+	3.30		
80.00-84.99	B	3.00	3.00	Satisfactory grade for graduate level courses
75.00-79.99	B-	2.70		
70.00-74.99	C+	2.30		
65.00-69.99	C	2.00	2.00	Lowest passing grade for graduate level courses, and satisfactory grade for undergraduate level courses
60.00-64.99	C-	1.70		
55.00-59.99	D+	1.30		
50.00-54.99	D	1.00		
45.00-49.99	D-	0.70	0.70	Lowest passing grade for undergraduate level courses
0.00-44.99	F	0.00	0.00	Failure
--	AU	--	--	Audited Course
--	I	0.00	--	Incomplete
--	NR	--	--	Not Reported
75.00-100.00	S	--	--	Satisfactory (non-credit)

--	TC	--	--	Transfer Credit
0.00-74.99	U	--	--	Unsatisfactory (non-credit)
--	W	--	--	Withdrawal

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

**AU:** Audited Course                      **I:** Incomplete                      **R:** Repeat Course  
**TC:** Transfer-in Credits                **NR:** Not Reported                **W:** Withdrawn

**Grade Point Average (GPA):** GPA is defined as the total grade points (PTS) divided by credit hours (HRS).

**Cumulative GPA (CGPA):** Is defined as the overall GPA attained so far in an ongoing education period.

The 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 GPA and the CGPA for graduation.

**Course Codes and Levels:**

- **ESL 0100-0899:** English as a Second Language courses (ESL is a non-credit program)
- **XXXX 100-499:** Undergraduate level courses, classified by academic subject (alternatively division or area) and level of difficulty.
- **XXXX 500-799:** Graduate level courses, classified by academic subject (alternatively division or area) and level of difficulty.

**Receiving Grades:** Students will receive their grades by the close of business on the day grades are due to the Registrar’s Office. Students can view their grades via the student portal.

**6.6. Grade Change Policy**

Faculty members (instructors) are responsible for and have the authority to assign grades due to their position to evaluate the student’s academic work and performance in a course. It is the responsibility of the instructor to initiate any grade change. Grade changes from an incomplete grade must be submitted to the Registrar’s Office within the first six weeks of the following semester/session as stated in the Academic Calendar. Other grade changes must be submitted to the Registrar’s Office no later than the end of the following semester. Any grade change submitted after the deadline will not be accepted by the Registrar’s Office.

**Incomplete Grade (“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 coursework by the end of the semester. An “I” grade is not to be given for reasons including late submission of work. A grade of “I” must be evaluated and changed within six weeks of the following semester/session. At this time, all work from the previous semester/session must be completed and submitted to the instructor. If a grade is not submitted by the end of the sixth week, the grade will be changed from “I” to “F” with the assumption that the student has not fulfilled his/her requirements for the course.

The impact of an “I” grade on a student’s satisfactory academic progress is as follows:

- A grade of “I” 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 remain as an “I” at the end of the six-week period will automatically become an “F” and will be calculated in the CGPA.
- “I” grades are also counted in the calculation of the successful course completion percentage if the student was charged for any portion of the course.
- Incomplete and Withdrawal grades 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 “I” grade is only 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.

Prior to the submission of a grade change from an Incomplete to an actual letter grade, an instructor must send a request for grade re-submission to the Registrar by email. Upon receiving the request, the Registrar enables the grade book to allow a grade to be amended by the instructor. Then, the instructor will make changes to the grade book on the faculty portal and re-submit the grade to the Registrar via the faculty portal.

**Grade Change:** The following are examples of appropriate reasons for grade appeals:

- Arithmetical errors, typos, or incorrect calculations in the grade book
- Coursework submitted was excluded in grade calculation

- Grade appears to be based on impermissible factors such as discrimination, bias, or retaliation

The following are examples of denial reasons for grade appeals:

- To enable a student to graduate
- To allow a student to be awarded a scholarship, President's/Dean's List inclusion, or Latin honors
- To avoid receiving an academic warning, probation, or dismissal
- Personal issues that are not related to academics
- To comply with internal and/or external program standards
- Demonstration of not having completed course requirements

**Grade Change Initiated by an Instructor:** A grade can be changed by an instructor regardless of whether the change was requested by the student. After final grades are submitted, an instructor must notify the Registrar by email at [registrar@viu.edu](mailto:registrar@viu.edu) and copy the dean/program director prior to making any changes or corrections to a grade. Upon request, the Registrar can enable the grade book to allow a grade to be amended by the instructor. Then, the instructor will make changes to the grade book on the faculty portal and re-submit the grade to the Registrar via the faculty portal.

**Grade Change Initiated by a Student:** A student who wishes to question a grade must contact the instructor of the course in writing within the first two weeks of the next semester/session. This includes the summer sessions, even if the student decides not to take course(s) during the summer sessions. The instructor will review the request and reply to the student regarding the decision. The school dean and Registrar may be copied on the written request and decision.

In the event that the instructor does not respond within 2 weeks or the issue remains unresolved after receiving the instructor's decision, the student may appeal in writing to the school dean within seven (7) days. The school dean 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 determine an appropriate resolution; both the student and faculty member will be notified of the decision within seven (7) days. The decision made by the Academic Committee is final and cannot be further appealed.

## 6.7. Repeat Courses (“R”)

If a student repeats a course and successfully completes the course, 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 cumulative 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. The lower attempt will be excluded in the cumulative GPA calculation and the higher grade will be included in the cumulative 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 in other sections.) The student must complete the program within the original Maximum Time Frame allowed for their program.

### **6.8. Transfer Credits (“TC”) Policy**

When a student brings credits from other institutions, these credits will be noted with a grade of “TC” (Transfer Credits). Transfer credits (“TC”) are included in the calculation of the maximum allowable credits and completion rate requirements as credits attempted and credits earned for SAP calculation. Since these courses will not carry grades, they will have no effect on GPA calculations. The student's new normal program length will be shortened to reflect the transfer courses and the Maximum Time Frame will be recalculated.

A transfer student must complete at least 50% of the credit hours required by their program of study at VIU. For example, a transfer student in VIU's graduate degree program would have to complete at least 18 of the required 36 or 39 credit hours at VIU. This means that prior to enrollment, a graduate degree student may bring up to 18 semester credits of graduate credits from other accredited institutions and apply them towards a graduate degree program at VIU, with the discretion of the institution. A graduate level certificate student may bring up to 9 semester credit hours of graduate credit hours from other accredited institutions and apply them towards a graduate level certificate program. A minimum of a 3.000 grade point average (“B”) out of 4.000 must have been earned on all graduate level transferable credit hours. An undergraduate degree student may transfer up to 60 semester credit hours from other accredited institutions and apply them to their program. An undergraduate level certificate student may bring up to 12 semester credit hours and apply them towards an undergraduate level certificate program. A minimum of a 2.000 grade point average (“C”) out of 4.000 must have been earned on all undergraduate level transferable credit hours.

Transferable credit is considered upon the request of the student at the time of initial registration. Graduate students who want to apply courses taken at another college/university toward their VIU graduate degree must

understand that the following criteria must be met in order to be considered for transfer of credit:

- (a) Courses are from an accredited institution recognized by the US Department of Education, the Council on Higher Education Accreditation, or, for foreign institutions, the government or appropriately recognized organization accreditation;
- (b) Courses are equivalent to VIU courses;
- (c) Courses consist of at least 3 credit hours;
- (d) Course grades are B or higher;
- (e) Courses does not duplicate;
- (f) Course descriptions, syllabi or course catalogs are submitted along with the transfer of credit request; and
- (g) The maximum number of transferable credits is 18 credits.

Undergraduate students who want to apply courses taken at another college/university toward their VIU undergraduate degree must understand that the following criteria must be met in order to transfer their credits:

- (a) Courses are from an accredited institution recognized by the US Department of Education, the Council on Higher Education Accreditation, or, for foreign institutions, the government or appropriately recognized organization accreditation;
- (b) Courses are equivalent to VIU courses;
- (c) Courses consist of at least 3 credit hours;
- (d) Course grades are C or higher;
- (e) Courses does not duplicate;
- (f) Course descriptions, syllabi or course catalogs are submitted along with the transfer of credit request; and
- (g) The maximum number of transferable credits is 60 credit hours.

## **6.9. Dual Enrollment**

Being enrolled and studying another institution during the time while also enrolled at VIU is considered to be dual enrollment. A student may transfer no more than two courses (up to 6 credit hours) from another institution; provided that the total number of transfer credit does not exceed the 50% threshold and the institution's accreditation (or its equivalency) is verifiable, with the exception of a bachelor's degree program which allows up to four courses (12 credit hours) to be transferred. The transfer credits are counted as part of the maximum transfer credits, and a prior written approval of the school dean/director is required.

## **6.10. Transferability of Credits**

Transfer of Virginia International University credits to another institution is at the discretion of the receiving institution and no guarantee of credit transfer can be made by the university.

## 6.11. Course Add/Drop

After registration, a student may add a course at any time before the deadline specified in the Academic Calendar. Permission to add a course after the last day of the add/drop period requires proof of extenuating circumstances and the written approval of the school dean. Under no circumstances may 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 of the add/drop period. 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](http://www.viu.edu)), obtain the school dean's or the academic advisor's signature, and submit the completed form to the Registrar's Office.

## 6.12. Withdrawals (“W”)

### **Withdrawals after the Add/Drop Period:**

A student who wishes to change his/her schedule by dropping a course may do so only during the add/drop period by submitting a Course Add/Drop/Withdrawal Form. Students may withdraw only after obtaining the school dean's or academic advisor's signature on the Course Add/Drop/Withdrawal Form. Forms must be received within the following timeframes to be considered withdrawal without penalty. Any withdrawal after that will result in failing grade

Course Length	Submission Window
15 Weeks	Week 2 to end of Week 10
8 Weeks	Week 2 to end of Week 5
7 Weeks	Week 2 to end of Week 4

A grade of “W” (indicating official withdrawal) will be recorded on the student's transcript. “W” grades are not calculated in the CGPA; however, they will be considered credit hours attempted if the student has incurred a financial obligation for the course. “W” grades affect the required minimum completion rate.

To withdraw from a course, the student must complete the relevant section of the Course Add/Drop/Withdrawal Form, obtain the school dean or academic advisor's signature, and submit the completed form to the Registrar's Office.

**Withdrawals from the University:** A student may withdraw from the university when circumstances beyond the student's control make it impossible for him or her to complete their coursework for the semester. A student wishing to withdraw from the university must complete the relevant section of the Institutional Withdrawal Form, obtain the school officials' signatures, and submit the completed form to the Registrar's

Office. The student will receive a grade of “W” if he or she withdraws between the second and tenth week of the semester for 15-week courses, or between the second and fifth week of the session for 8-week courses. A student who does not withdraw from the university before the deadline will receive a failing grade or a letter grade based upon his/her performance in the course. 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 by the end of add/drop period are automatically considered to be officially withdrawn from the University.

### **6.13. Course Auditing (“AU”)**

Auditing courses may be approved on a space-available basis. Audited courses are subject to all regular tuition and fees. VIU offers a special tuition rate for course auditing that applies only to VIU Alumni and senior citizens (age 65 and up), which is \$175 per course. This special tuition rate applies to all program levels. Tuition and fees are subject to change without notice. Funds for personal expenses (e.g., food, health insurance, books, supplies, etc.) are not included.

Students may register to audit courses with the written approval of the school dean. Students who wish to change from audit to credit-seeking must inform the Registrar’s Office by the end of add/drop period. A student auditing a course is not required to actively participate in class activities. For example, an auditing student may not be required to complete exams, quizzes, and projects. However, an instructor may request an auditing student to participate in-class activities. Classes taken for audit may be repeated for credit. Audited 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 prerequisite policies will apply to all auditing courses.

### **6.14. Not Reported (“NR”)**

An “NR” grade means that a grade has not yet been reported by an instructor at the time of grade processing. If an instructor does not submit grades by the deadline of grade submission, the Registrar’s Office records a temporary grade of “NR” to the student records. An actual letter grade will replace the NR grade once final grade processing takes place.

“NR” grades are not calculated in the CGPA; however, they will be considered credit hours attempted for academic satisfaction progress calculation. At the time “NR” changes to the letter grade, the student’s SAP will be re-evaluated.

### **6.15. Program and Course Prerequisite Policy**

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 professional experiences. In such cases, students should consult school deans 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 the student records.

## 6.16. Attendance Policies

1. In recognizing the correlation between attendance and academic achievement as well as student retention, regular and punctual attendance is mandatory for students enrolled at Virginia International University. The instructors are required to maintain attendance for each class meeting.

2. In cases of absence, it is the student's responsibility to notify the course instructor prior to missing the class. In cases where advance notification is not feasible (e.g. accident or emergency) the student must provide notification by the next class meeting after the absence. This notification should include an explanation of why a notice could not be sent prior to the class.

3. Some absences can be determined as "excused absence" and permit the student to make up the missed coursework without penalty.

4. There are only **five** acceptable reasons for absence from a class or lab to be "excused absence":

- 1) **Serious illness or serious medical emergencies on the part of the student or a dependent.** The student must submit a doctor's note explaining the reason for the absence to the instructor(s).
- 2) **Family emergency.** The student must submit a note and supporting documents to their instructor explaining the reason for their absence. In case of a death in the family, a death certificate must be submitted as supporting documents.
- 3) **Legal.** The student must submit the official documentation to their instructor explaining the reason for their absence.
- 4) **Military duty.** Student must provide an official government, state, or civic document indicating conditions and length of required service.
- 5) Authorized and approved events sanctioned by the School administrations.

5. The instructor can require additional documentation substantiating the excused absence from the student and have established timeframe for such submission.

6. To make up the excused absence course work, the student must initiate communication with the instructor to determine the deadline and what will constitute as the make-up of the course work. The instructor must provide the student an opportunity to make up any quiz, exam or other work that contributes to the final grade or provide a reasonable alternative by a date agreed upon by the student and instructor. The final decision on the content and deadline of the make-up must be communicated to the student in writing, by the instructor, via VIU campus email. If the student does not follow the makeup plan (e.g. no show at the prearranged time or missed the deadline for makeup work), they forfeit their rights for further make up of that work. Timely communication between the student and instructor is important.

7. Absences for unexcused reasons will result in not being able to make up work, quiz, exam or other work and may negatively affect the student's final course grade. The instructor is under no obligation to provide an opportunity to a student that has unexcused absences.

8. Students with more than 4 absences (excused and/or unexcused) in a course per semester will result in a failing grade for the course. F-1 visa students must continue attending classes to maintain their visa status even if they have missed more than 4 classes and will be receiving a failing grade.

9. Registrar's Office will notify a student and his/her academic advisor when he/she misses the third class (excused and/or unexcused). The notification is sent to the student VIU campus email. However, students are responsible for monitoring their own attendance records on Student Portal. Failure to receive the notification does not negate their attendance status.

10. The SEVP's regulation dictates that an F-1 visa student must maintain at least 75% attendance at any given time during the semester, regardless of whether the absence is excused or unexcused. Failure to do so will result in further warning and actions from the International Student services Office and could result in loss of status if not resolved.

11. If the student feels that he or she has been unfairly denied an excused absence, the student may appeal to the School Dean who will consider the case and attempt to resolve the problem. If the case cannot be satisfactorily resolved at that level, a final appeal may be made to the Academic Committee.

12. Tardiness. All students are expected to arrive to on-ground classes on time. Late attendance is disruptive to both the instructor and students. If a student is tardy for an on-ground class more times than what the instructor(s) consider acceptable, the instructor will report the issue to the

student's school dean for appropriate disciplinary action. Three class sessions of tardiness per course whether arriving late or leaving early or a combination of both will be counted as one unexcused absence. The conversion is made in Registrar's Office based on attendance records submitted by instructor.

## **Attendance in Online Classrooms**

Attendance in an online classroom for a given week is based on the student's engagement in an academically related activity that can be documented.

The following are academically related activities for the purposes of attendance in the online classroom:

- Meaningful participation in an online discussion
- Quizzes, tests, assignment submissions, and other work that is graded by the instructor
- Student initiating contact with a faculty member to ask a course-related question via email or chat room

The following are examples of activities that are not acceptable for the purpose of documenting attendance in the online classroom:

- Student login on the course site
- Student posting of bio in discussion forum

Attendance in the VIU online classroom is collected in weekly cycles. For administrative purposes, attendance is recorded on Saturday of each week, regardless of the day of the week on which the semester starts. If a week spans over two months, the attendance for that week will be reported as a part of the later month. A weekly unit in VIU Online Education consists of activities that students are engaged in from a Monday to the following Saturday.

The last day of attendance of an online class is defined as the last day in which the student was engaged in an academically related activity that can be documented.

## **6.17. Satisfactory Academic Progress (SAP) Policy**

The Satisfactory Academic Progress (SAP) Policy monitors and measures whether the students are maintaining satisfactory academic progress in their educational programs. The standards and requirements of satisfactory academic progress apply to all enrolled students.

The SAP Policy contains the following sections:

- 6.17.1. President's and Dean's List
- 6.17.2. Graduation Requirements
- 6.17.3. Latin Honors

- 6.17.4. Satisfactory Academic Progress Standards
- 6.17.5. Academic Warning and Notification
- 6.17.6. Academic Dismissal and Notification
- 6.17.7. Procedure to Appeal an Academic Dismissal
- 6.17.8. Academic Probation and Notification
- 6.17.9. Re-entry (Student Withdrawal and Readmission Policy)
- 6.17.10. Special Letter Grades and SAP evaluation
- 6.17.11. Changing or Adding Program, Concentration or Specialization and the effect on SAP
- 6.17.12. SAP Policy Change and Academic Amnesty
- 6.17.13. Satisfactory Progress Requirement for ESL Program

### 6.17.1. President's and Dean's Lists

The President's and Dean's Lists are compiled at the end of the Fall and Spring semesters to recognize VIU's high-achieving academic students in degree programs. The list consists of names of students who meet the criteria for that semester as outlined below.

#### President's List

#	Requirements	Undergraduate Program Students	Graduate Program Students
1	Minimum GPA	4.00	4.00
2	Minimum credit hours attempted and earned	12	9
3	Minimum grade	C+	B+
4	Other requirements	<ul style="list-style-type: none"> <li>• No I, U or F</li> <li>• Only required grades for the intended program are considered.</li> </ul>	

#### Dean's List

#	Requirements	Undergraduate Program Students	Graduate Program Students
1	Minimum GPA	3.75	3.90
2	Minimum credit hours attempted and earned	12	9
3	Minimum grade	C+	B+
4	Other requirements	<ul style="list-style-type: none"> <li>• No I, U or F</li> <li>• Only required grades for the intended program are considered.</li> </ul>	

A letter from either the Office of the President or the Dean's Offices is sent to students noting their accomplishments and placement on the list. The President's and Dean's list are published on VIU's website twice a year.

### 6.17.2. Graduation Requirements

It is a student's responsibility to notify the Registrar's Office of intent to graduate. To be considered for graduation, a student must submit an "Application for Graduation Form", a complete "Degree Audit Form" and meet all academic requirements.

**Degree Requirements:** Students should meet the following minimum requirements to qualify for a degree:

	<b>Graduate Degree</b>	<b>Undergrad. Degree</b>	<b>Graduate Certificate</b>	<b>Undergrad. Certificate</b>
Minimum Passing Grade Per Course	C	D-	C	D-
CGPA	3.00	2.00	3.00	2.00
Total Required Credit Hours	36 or 39*	120	18	24

\* Master of Education requires 39 credits. All other master's degree programs require 36 credits.

**Fee:** The fee for graduation is \$100 for both undergraduate and graduate students if paid by the deadline, or \$150 if paid after the deadline. The fee for graduation is \$50 for certificate students if paid by the deadline, or \$75 if paid after the deadline. The graduation fee is non-refundable.

**Records:** Records are sealed at graduation. No changes may be made to the academic record (transcript) after a degree has been awarded.

**Cancellation of Degree Application:** Students who cancel their application for graduation, or whose applications are cancelled by the Office of the Registrar, must reapply for graduation in order to be considered for a subsequent semester.

### 6.17.3. Latin Honors

Latin honors are given to graduate and undergraduate degree recipients who have achieved a high cumulative grade point average (CGPA) in their programs. The notation will appear on the diploma as well as on the transcript. Because transfer credits do not carry grades and therefore have no effect on GPA calculations, transfer courses are not considered for Latin honors.

The requirements for graduation with honors are as follows:

<b>Graduate Degree Program</b>	<b>Degree GPA</b>
Summa Cum Laude	3.950 or higher
Magna Cum Laude	3.900 - 3.949

Cum Laude	3.800 - 3.899
<b>Undergraduate Degree Program</b>	<b>Degree GPA</b>
Summa Cum Laude	3.800 or higher
Magna Cum Laude	3.700 - 3.799
Cum Laude	3.600 - 3.699

#### 6.17.4. Satisfactory Academic Progress Standards

The satisfactory academic progress (SAP) standards are measured after the final grades are recorded at the end of Fall, Spring, Summer I and Summer II, which are called “evaluation points”. SAP is measured by the following three criteria.

1. Maximum Time Frame for Program Completion (MTF)
2. Qualitative Standard: a required minimum cumulative grade point average (CGPA)
3. Quantitative Standard: a required minimum completion rate (CR)

Students who fail to meet any of the above mentioned criteria will be considered not meeting the SAP requirements and will be put on Academic Warning or Academic Dismissal.

##### 6.17.4.1. Maximum Time Frame (MTF)

Students at VIU must complete their program of study within 1.5 times the Normal Program Length (NPL) as measured in semester credit hours attempted. This is called the Maximum Time Frame (MTF) and is formulated as  $MTF = 1.5 \times NPL$ . For example, the MTF for an undergraduate degree program is  $180 \text{ credits MTF} = 1.5 \times NPL = 1.5 \times 120 \text{ credits} = 180 \text{ credits}$ .

Credit hours attempted 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 MTF determination. In addition, all transfer credit hours accepted from other institutions will be counted in the MTF.

Program of Study	NPL in credits	MTF credits
Undergraduate Certificate Programs	24	36
Graduate Certificate Programs	18	27
Undergraduate Degree Programs	120	180
Master of Education	39*	57*
All Other Graduate Degree Programs	36*	54*

\* Beyond the program prerequisites.

If a student is unable to complete the program within one of the aforementioned MTF allowed in credits, the individual will be dismissed from the program, no academic warning or probation is allowed at this point, and the student will not be eligible to receive the original credential (e.g., bachelor's degree).

#### **6.17.4.2. Qualitative Standards - CGPA**

Students must meet the qualitative standard of a minimum cumulative grade point average (CGPA) requirement at each SAP evaluation point, as shown in the "SAP Requirement Charts" by program level below.

Undergraduate degree program students must have a minimum cumulative grade point average (CGPA) of 2.00 and graduate degree program students must have a minimum CGPA of 3.00 at the end of the second academic year and at the end of each semester thereafter.

Undergraduate certificate program students must have a minimum cumulative grade point average (CGPA) of 2.00 and graduate certificate program students must have a minimum CGPA of 3.00 at the end of academic year and at the end of each semester thereafter.

A student who fails to meet SAP standards for the first time will be placed on "Academic Warning" status. A student who fails to meet SAP standards at the end of the "Academic Warning" period will be dismissed (Academic Dismissal) from the program and the university, with the option to appeal if mitigating circumstance(s) resulted in the dismissal. If the appeal is approved, the student will be placed on "Academic Probation" with an approved Academic Plan and expected to improve academic standing within the given timeframe in the Academic Plan.

There are only certain mitigating circumstance(s) that can be considered for an appeal. Please refer to the Procedure to Appeal Academic Dismissal for the exhaustive list.

#### **6.17.4.3. Quantitative Standards – CR**

Students must meet the quantitative standard of a minimum completion rate (CR) requirement at each SAP evaluation point, as shown in the "SAP Requirement Charts" below, by program level.

A student who fails to meet SAP standards for the first time will be placed on "Academic Warning." A student who fails to meet SAP standards at the end of the "Academic Warning" period will be dismissed from the program and the university, with the option to appeal if mitigating circumstance(s) resulted in the dismissal. If the appeal is approved, the student will be placed on "Academic Probation" with an approved Academic Plan and expected to improve academic standing within the given timeframe in the Academic Plan.

There are only certain mitigating circumstance(s) that can be considered for an appeal. Please refer to the Procedure to Appeal Academic Dismissal for the exhaustive list.

### 6.17.4.4. SAP Requirement Charts

#### 1. Undergraduate Degree Programs

Credits Attempted	Required Minimum CGPA	Required Minimum CR	Result if SAP Not Met
1 – 24 credits	1.60	50.00%	<ul style="list-style-type: none"> <li>• Academic Warning if 1st time</li> <li>• Academic Dismissal if on Academic Warning in the previous semester.</li> </ul> NOTE: If MTF is reached, Academic Warning is not allowed.
25 - 47 credits	1.80	60.00%	
48 - MTF credits	2.00	66.67%	

#### 2. Undergraduate Certificate Programs

Credits Attempted	Required Minimum CGPA	Required Minimum CR	Result if SAP Not Met
1-15 credits	1.60	60.00%	<ul style="list-style-type: none"> <li>• Academic Warning if 1st time</li> <li>• Academic Dismissal if on Academic Warning in the previous semester</li> </ul> NOTE: If MTF is reached, Academic Warning is not allowed.
16 - MTF credits	2.00	66.67%	

#### 3. Graduate Degree Programs

Credits Attempted	Required Minimum CGPA	Required Minimum CR	Result if SAP Not Met
1-9 credits	2.50	50.00%	<ul style="list-style-type: none"> <li>• Academic Warning if 1st time</li> <li>• Academic Dismissal if on Academic Warning in the previous semester</li> </ul> NOTE: If MTF is reached, Academic Warning is not allowed.
10-18 credits	2.60	55.50%	
19-27 credits	2.80	60.00%	



<b>28 - MTF credits</b>	3.00	66.67%	
-------------------------	------	--------	--

#### 4. Graduate Certificate Programs

Credits Attempted	Required Minimum CGPA	Required Minimum CR	Result if SAP Not Met
<b>1 - 9 credits</b>	2.60	60.00%	<ul style="list-style-type: none"> <li>• Academic Warning if 1st time</li> <li>• Academic Dismissal if on Academic Warning in the previous semester</li> </ul>
<b>10 - MTF credits</b>	3.00	66.67%	NOTE: If MTF is reached, Academic Warning is not allowed.

#### 6.17.4.5. Academic Warning and Notification

Failure to achieve the required minimum CGPA and/or the required minimum completion rate at the required evaluation point will result on Academic Warning (See the “SAP Requirement Charts”). The academic warning period is one semester. A notification to students on Academic Warning will be sent no later than the end of the course add/drop period of next semester/session. The notification is sent to the students VIU campus email. However, students are responsible for monitoring their own academic progress. Failure to receive the notification does not negate the student’s SAP result and its implications.

Students on Academic Warning are required to meet with their academic advisor to register for the next semesters, and must work towards improving his or her CGPA and/or completion rate to meet the minimum SAP requirements by the end of next semester to be in good academic standing.

If a student fails to meet the SAP requirements at the end of the Academic Warning period, the student will be dismissed from the program and the university, with the option to appeal if mitigating circumstance(s) resulted in the dismissal. If the appeal is approved, the student will be placed on Academic Probation. Refer to the Procedure for Appealing Academic Dismissal and Academic Probation section for further detail on this process.

#### 6.17.4.6. Academic Dismissal and Notification

There are four (4) reasons that a student can be on Academic Dismissal due to the SAP requirements:

- 1) Failure to meet the required SAP standards at the end of an Academic Warning period
- 2) Failure to meet the required SAP standards at the end of an Academic Probation period
- 3) Failure to comply with Academic Plan during or at the end of an Academic Probation period
- 4) If the review of a student's SAP evaluated at any time indicates that it is mathematically impossible for the student to meet the minimum requirements of the Standards of SAP policy at the next mandatory evaluation point the result will be an Academic Dismissal from the program and the university.

The Academic Dismissal will be notified to the students by Registrar's Office via VIU campus email within 5 business days after the final grades are posted. However, all students are responsible for monitoring their own academic progress. Failure to receive the notification does not negate the student's SAP result and its implications.

The student who is dismissed may appeal to the Office of Academic Affairs within 10 business days of the notification by writing if a mitigating circumstance resulted in the dismissal. Refer to the "Procedure for Appealing Academic Dismissal" section below for more detail on this process.

F-1 students dismissed from the program and the university and/or lost their appeal will have their F1 visa status terminated.

#### **6.17.4.7. Procedure for Appealing Academic Dismissal**

A student being dismissed for not meeting SAP requirements can appeal the Academic Dismissal if they have mitigating circumstance(s) that contributed to the dismissal.

The following is a list of conditions that can be considered as mitigating circumstances which have negatively impacted academic progress.

- Student illness or injury that lead to hospitalization or documented serious illness or injury of the student (including mental health issues)
- Death of an immediate family member (a parent, spouse, sibling or child)
- Illness of an immediate family member where the student is the primary caretaker or the family member is the primary financial support
- Work-related major changes during the period (including Military deployment)
- Natural disaster

Any consideration of the conditions outside of the list provided should be discussed with the Office of Academic Affairs.

The appeal must be submitted to the Office of Academic Affairs within 10 business days from the notification, in writing, and must include following documents:

1. Letter of appeal, explaining the mitigating circumstances that resulted in the academic dismissal, explanation on how the circumstance have been remedied or changed to ensure that he or she will be able to meet SAP requirements
2. Supporting documentation of the mitigating circumstances, and its remediation or change.
3. Academic Plan approved by academic advisor. Refer to the “Academic Probation” section for further information on Academic Plan.

If a student is dismissed for the second time during or after an academic probation, due to not meeting the SAP requirement and/or the Academic Plan goals, the student will not be able to appeal the second dismissal immediately unless the mitigating circumstance claim that affected low academic progress is different than the one indicated in the first approved appeal.

After the second dismissal, if the student wishes to enroll back at VIU, for the same program or the different program, the student must sit out one year, after which the student will be eligible to re-appeal and if approved resume study at VIU under Academic Probation.

Same appeal process and if approved, Academic Probation requirements apply. In other words, the student must meet the standards of SAP by complying with the Academic Plan, and successfully meet the SAP requirement by the end of the probation period. (See the “Academic Probation” section for further detail.)

If the second re-entry appeal is denied, no additional appeals may be allowed and the student is permanently dismissed from the university.

#### **6.17.4.8. Academic Probation**

A student whose academic dismissal appeal is approved by the SAP Appeals Committee will be placed on “Academic Probation” and can continue his or her study under the condition of an approved Academic Plan. The statement “Academic Probation” will be entered into the student’s permanent record.

The academic probation is one semester with the exception of an additional semester if it is approved in the Academic Plan. **Academic Plan** is a written agreement between a student and an academic advisor in order for the student to improve his/her academic progress. The academic plan includes a course schedule plan during the Academic Plan period to ensure that the student has a realistic achievable academic plan. It may include the courses

that need to be repeated during the probationary period. The plan also includes the required minimum CGPA and minimum completion rate that the student must achieve at the end of Academic Plan period.

If the student on academic probation attains the minimum SAP requirement at the end of or during the probationary period, the Academic Probation status will be lifted and the student will be considered in a good academic standing.

If a student fails to meet the SAP requirement at the end of the probationary period, or fail to follow and meet the Academic Plan goals, the student will be dismissed from the program and the university. “Academic Dismissal” will be entered into the student’s permanent record.

#### **6.17.4.9. Re-entry**

**Withdrawal:** Students who have voluntarily withdrawn from the university in good standing may apply to be re-admitted into the university through the regular VIU admission process. If accepted, they may re-enroll and become a VIU student once again. Students who were on Academic Warning, or Academic Probation at the time of their voluntarily withdrawal, the student will be placed back on those status and same requirements will apply, upon successful re-admission. The students who were on Academic Probation will be conditionally accepted with the understanding that the student will submit a revised Academic Plan, approved by their academic advisor, to the Registrar’s Office to complete enrollment.

**Termination Due to Academic Dismissal:** The students must successfully complete the regular admission process first to receive conditional acceptance. After which the student must successfully appeal the Academic Dismissal to be enrolled back in class. Refer to **Procedure for Appealing Academic Dismissal** section.

**Termination Due to Non-Academic Reasons:** Students who have had their status as a student involuntarily terminated due to non-academic reasons must apply to be re-admitted through the VIU admission process. A written petition may be requested during the re-admission process. All students who have had their student status terminated for any reason must clear all outstanding financial balances with the Accounting Office prior to applying for re-admission into the university.

**F-1 Visa Reinstatement:** Students who have failed to maintain their F-1 visa status for any reason must apply for reinstatement of their F-1 status with the U.S. Citizenship and Immigration Services (USCIS) before they can enroll at the university. VIU will evaluate the circumstances in which the student lost the visa status and only those who were terminated for reasons beyond the student’s control will be considered for reinstatement. Students who have been out-of-status for more than five months are not

eligible to apply for reinstatement with the university. Students who have their visa status terminated will need to clear all financial obligations with the VIU Accounting Office before formally beginning the reinstatement process. Students who have their visa status terminated while studying at VIU will not be able to continue their studies during the semester in which their status was terminated. Students will instead may apply for reinstatement and continue their studies during the semester following the termination. Applying for reinstatement does not guarantee the termination status will be reversed. This decision is made solely by USCIS.

#### **6.17.4.10. Special Letter Grades and SAP evaluation**

##### **Incomplete Grade (“I”)**

For the purpose of SAP evaluation, a grade of “I” is included in the calculation of the CGPA as a failing grade and counts as credit hours attempted for calculating the completion rate. Courses that remain as an “I” at the end of 14 calendar days after the final grade submission date will automatically become an “F” grade.

If the student’s SAP is not met while receiving an “I” grade, Registrar will be re-evaluated after the “I” grade changes to an actual letter grade.

##### **Repeat Course (“R”)**

The original grade, credit hours, and subsequent repetitions must be calculated as credits attempted in the completion rate and MTF for the purpose of SAP evaluation. When a course is repeated, the lower grade will be excluded in the cumulative GPA calculation and the higher grade will be included in the cumulative GPA calculation.

##### **Non-Punitive Grades**

“AU”, “TC”, “W”, “NR” grades are considered as Non-Punitive Grades.

##### **Audited Course (“AU”)**

Audited courses do not count as credits attempted for the purpose of determining satisfactory academic progress and have no effect on the student’s CGPA and Semester GPA computation.

##### **Transfer Credits (“TC”)**

When a student brings credits from other institutions, these credits will be noted with a grade of “TC” (Transfer Credits). Transfer credits (“TC”) are included in the calculation of the maximum allowable credits and completion rate requirements as credits attempted and credits earned for SAP calculation. Since these courses will not carry grades, they will have no effect on GPA calculations. The student’s new normal program length will

be shortened to reflect the transfer courses and the Maximum Time Frame will be recalculated.

### **Withdrawal (“W”) – Withdraw without penalty**

A student who wishes to change his/her schedule by dropping a course may do so only during the add/drop period by submitting a Course Add/Drop/Withdrawal Form. Students may withdraw only after obtaining the school dean’s or academic advisor’s signature on the Course Add/Drop/Withdrawal Form. Forms must be received within the following timeframes to be considered withdrawal without penalty. Any withdrawal after that will result in failing grade

<b>Course Length</b>	<b>Eligible Timeframe for “W”</b>
15 Weeks	Week 2 to end of Week 10
8 Weeks	Week 2 to end of Week 5
7 Weeks	Week 2 to end of Week 4

A grade of “W” (indicating official withdrawal) will be recorded on the student’s transcript. “W” grades are not calculated in the CGPA; however, they will be considered credit hours attempted if the student has incurred a financial obligation for the course. “W” grades affect the required minimum completion rate. Please refer to the Withdrawals (“W”) section in the academic catalog for further information.

### **Not Reported (“NR”)**

An “NR” grade means that a grade has not yet been reported by an instructor at the time of grade processing. “NR” grades are not calculated in the CGPA; however, they will be considered credit hours attempted for academic satisfaction progress calculation. At the time “NR” changes to the letter grade, the student’s SAP will be re-evaluated.

### **Non-Credit Courses (ESL Courses)**

The grade of “S” (Satisfactory) is a passing grade and the grade of “U” (Unsatisfactory) is a failing grade for ESL courses. ESL courses do not affect CGPA or Completion Rate calculations.

## **6.17.4.11. Remedial Courses and SAP evaluation**

### **Remedial and/or Program Prerequisite Courses**

Remedial and/or program prerequisite courses needed to meet certain conditions of admission to the program do not apply towards any degree requirements. Therefore, those courses do not affect CGPA, Completion Rate and Maximum Time Frame calculation.

## **Extended-Enrollment**

The university does not offer extended enrollment.

### **6.17.4.12. Changing or Adding Program, Concentration or Specialization and SAP Evaluation**

#### **Change of Program, Concentration, or Specialization**

When a student changes his or her program, the grades earned in the first program will be recorded as earned if the courses are applicable to the new program and will affect the student's new program CGPA, Completion Rate and MTF calculation.

Changing from online program to on ground program, or vice versa, of the same degree program will not be considered a change of program.

To change a program, concentration, or specialization, a student must:

1. Submit a Change of Program or Concentration/Declaration Form
2. Meet with the current program school dean for acknowledgement
3. Meet with the new program school dean for advising
4. Meet with a representative of VIU's Admissions Office to determine if extra documentation is required and to request for a transfer credit evaluation if applicable

If a student being on academic warning or academic probation changes a program, the SAP will be re-evaluated for the new program.

If a student is dismissed from the previous program, he or she must appeal with a mitigating circumstances and the appeal must be approved in order to start the new program. Such student will start on Academic Probation in the new program.

#### **Additional Program, Concentration or Specialization**

When a student graduates from a program at VIU and enrolls in another program, concentration, or specialization the grades used in the CGPA of the previous curriculum, if applicable to the new curriculum, will be recorded as grades earned, and will be applied to the student's new curriculum CGPA, Completion Rate and MTF calculation.

### **6.17.4.13. SAP Policy Change and Academic Amnesty**

The new SAP policy revision took effect on March 17, 2015, during the Spring 2015 semester. The policy applies to all active students of Spring 2015 semester and their past semester performances. All active students, including those on Leave of Absence, during the Spring 2015 semester.

The active students of Spring 2015 semester will be under Academic Amnesty if the new SAP evaluation for past semesters (before Spring 2015)

results in Academic Warning or Academic Probation. The Academic Amnesty will not apply to future SAP evaluation and its implications for active students of Spring 2015 semester.

Following Academic Amnesty and transitional plan will be granted to students who are put on Academic Warning or Academic Probation based on their SAP evaluation results of Fall 2014 and prior semesters.

1. **Academic Warning** as of end of Fall 2014 semester: The Spring 2015 academic standing will be Academic Warning and the length of the warning period will be extended to include one additional semester beyond Spring 2015 semester. At the end of this Academic Warning period, appropriate action will be taken in accordance with the new SAP policy, based on the SAP evaluation result.
2. **Academic Probation** as of end of Fall 2014 semester: The Spring 2015 academic standing will be Academic Probation and the length of the probation period will be extended to include one additional semester beyond Spring 2015 semester. Therefore, the Academic Plan will include 2 semesters, including the Spring 2015 semester. At the end of this Academic Probation period, appropriate action will be taken in accordance with the new SAP policy, based on the SAP evaluation result.

The new SAP policy results supersede the results of old SAP policy. Therefore, if student meets the new SAP requirement and was on Academic Warning or Academic Probation under the old SAP policy, the past warning and probation will no longer apply.

#### **6.17.4.14. Satisfactory Progress Requirement for ESL Program**

##### **Evaluation Points**

ESL program students are evaluated at the end of each session they are enrolled. Full time ESL students are expected to pass a level in each session. Part time ESL students are expected to pass a course(s) in each session they registered for.

##### **ESL Academic Warning**

A full time ESL student who fails to pass a level in the ESL program will receive an academic warning. A part time ESL student who fails to pass a course(s) will receive an academic warning.

##### **ESL Academic Probation**

All ESL students who receive academic warning letters for three consecutive sessions will be placed on ESL academic probation in their fourth session.



## **ESL Academic Dismissal**

All ESL students who are on probation must pass their current level or they will be dismissed and the statement “Academic Dismissal” will be entered into the students’ permanent record.

F-1 students dismissed from the program and the university will be lose their F-1 visa status if they do not appeal or the result of appeal is denied by the SAP Appeals Committee.

### **Procedure for appealing ESL Probation or Dismissal**

A student being dismissed for violating Satisfactory Academic Progress can appeal if they have mitigating circumstance(s) that contributed to the dismissal. The mitigating circumstance(s) must be supported with sufficient documentations.

The following is a list of conditions that can be considered as mitigating circumstances which have negatively impacted academic progress.

- Student illness or injury that lead to hospitalization or documented serious illness or injury of the student (including mental health issues)
- Death of an immediate family member (a parent, spouse, sibling or child)
- Illness of an immediate family member where the student is the primary caretaker or the family member is the primary financial support
- Work-related major changes during the period (including Military deployment)
- Natural disaster

Any consideration of the conditions outside of the list provided should be discussed with the Office of Academic Affairs.

The student must appeal to the Office of Academic Affairs within 10 business days from the notification. The appeal must be in writing and must include following documents:

1. Letter of appeal, explaining the mitigating circumstances that resulted in the academic dismissal, explanation on how the circumstance have been remedied or changed to ensure that he or she will be able to meet SAP requirements
2. Supporting documentation of the mitigating circumstances, and its remediation or change.

## **6.18. Leave of Absence (LOA)**

From time to time, students may seek authorization for a leave of absence (LOA) from the university to temporarily interrupt a program of study. A

LOA allows for a student to suspend his or her enrollment for a brief period of time rather than withdrawing from the program and re-enrolling. In the case of prolonged illness or accident, death in the family, or other special circumstances that make attendance impossible or impractical, a LOA may be granted to the student if requested in writing by the student.

### **Instruction**

- 1) A student seeking a LOA must consult with his/her academic dean, and submit a LOA form to Registrar's Office. The request must be signed and dated with the reason for LOA.
- 2) Upon receiving the LOA request and form, the university will determine if there is a reasonable expectation that the student will return to the university and resume his/her study. The university will grant the request or deny it, and inform the student by email.
- 3) The LOA cannot exceed 180 days in any 12-month period. Students with F-1 visa must contact the International Student Advisor for consultation prior to requesting for a LOA to ensure compliance with federal immigration regulations [8 C.F.R. §214.2(f)(6)(iii)(B)].
- 4) The student must report to Registrar's Office upon returning from the approved LOA on/or prior to the expected return date stated on the LOA form.
- 5) If a student does not resume attendance at the university on/or before the end of an approved LOA, the student will be considered withdrawn from the institution.

## **7. STUDENT RIGHTS & RESPONSIBILITIES**

Students at VIU enjoy certain rights but also 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 its policies, rules, and regulations. The university's approval of that application, in turn, represents the extension of a privilege to join VIU and remain a part of the university so long as the student meets the required academic and social standards of VIU.

VIU 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 implies that the student has accepted the following rights and responsibilities:

1. To pursue his/her educational goals through the resources and the opportunities made available to him/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 his/her 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, refraining from causing any disturbance, and respecting private property.

### **7.1. Grounds for Warning, Suspension, or Dismissal**

Any of 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

### **7.2. Academic Dishonesty Policy and Procedures**

#### **Academic Integrity and Code of Excellence**

In the pursuit of academic excellence, it is the policy that all parties associated with Virginia International University (VIU) conduct themselves with a high level of honesty and responsibility in regard to academic scholarship. VIU is committed to the establishment of and adherence to high academic and integrity standards in order to foster reputations that students, faculty, staff, and alumni can be proud of. This reputation directly correlates to the value of the degrees conferred by the institution and is viewed with utmost importance. This requires that students understand the importance of integrity and adhere to the highest standards while in class or on internships, at work, and in continuing education.

The university commits to preparing students to be professionally and academically prepared for the professional rigors of the world of work. In order to ensure that high quality educational opportunities are offered and to ensure the rigors of academic excellence, VIU requires that students adhere to the Code of Academic Excellence in order to build upon and foster the educational demands of the institution.

#### **I. Academic Integrity**

Formal oversight of the Academic Integrity is monitored by the entire VIU learning community including students, faculty, and staff of VIU. The

student body is involved with the formal review, investigation, and recommendation of sanctions against violations of the Code of Academic Excellence through the participation of the President or Vice President of the Student Union, who will participate in Programmatic Grievance Panels as required. Suspected violations of academic integrity shall be directed to the appropriate school dean or office of the Vice President of Academic Affairs in writing.

## **II. Code of Academic Excellence**

The Code of Academic Excellence is a commitment by students to adhere to and build the reputation of the academic rigors and continual conduct focused on integrity and personal-academic growth. The following statement is adopted by VIU and applies to all students at the Institution:

*“All Virginia International University students are expected to perform with integrity and respect for the high rigors of academic excellence espoused by VIU. Academic integrity includes the maintenance of a learning environment where everyone is given an opportunity to succeed through their own efforts and violations to the Code of Academic Excellence are not tolerated by the learning community.”*

### **Academic Misconduct**

Violations to the Code of Academic Excellence can ultimately lead to the improper evaluation of assessment tasks leading to unjust attribution of grades or course status. Therefore, it is integral to monitor and evaluate any allegation of academic misconduct. Forms of violation can include, but are not limited to the following:

- A. Unauthorized use of material or improper collaboration
- B. Intended or unintended plagiarism
- C. Submissions of the same work for multiple courses
- D. Falsifying, purchasing or altering the work of others or representing others' materials as one's own work
- E. Unauthorized access to or the theft of the work of others

Each instance of alleged abuse of the Academic Code of Excellence will be evaluated and reviewed by members of the VIU learning community taking into consideration such factors as the student's prior academic history. Therefore, the listing above is not intended to be exhaustive and is merely meant to serve as a list of potential areas for violation.

### **Reporting and Resolving Academic Misconduct**

VIU is committed to the immediate resolution of allegations of misconduct. Wherever possible, if academic misconduct can be stopped prior to the occurrence of a violation, it is encouraged that members of the learning community hold each other accountable. When necessary, students, instructors, administrators and staff members, or other external parties may report misconduct. In doing so, it is important to understand both the

scope of program oversight regarding allegations of misconduct and the adjudication process for allegations of misconduct.

### **I. Scope of School/Program Oversight**

In cases where violations of the Code of Academic Excellence are suspected, the student, staff or faculty member shall notify the dean of the school in which the allegation took place. Each school within the university has an appointed designee (“Program Designee”) who oversees and manages the adjudication process to completion. This designee will either be the dean of the school or someone on the dean’s staff. In the rare instance where the dean has a conflict of interest, a dean from another school will be made the de facto designee for the proceedings as selected by the Vice President of Academic Affairs.

### **II. Adjudication of Allegations**

In the event that an instructor or colleague suspects academic dishonesty, he or she will follow the procedures outlined below in order to encourage a fair and equitable solution for any and all violations to the Code of Academic Excellence. Consultation with the program designee (dean, chair, or director) is compulsory. To verify if this is repeated misconduct, the first step in reporting every instance of academic misconduct is through consultation with the Program Designee, based upon which the instructor will follow the forthcoming procedures.

#### **1. Resolution for the First Allegation of Misconduct:**

- a. The instructor alleging misconduct must inform the student in writing of the violation and host a meeting between him/herself and the student whereby the student is given a verbal warning and a zero grade on the assignment with the option of resubmitting the work.
- b. The instructor must submit a letter of allegation to the dean of the school to be placed in the university records.

#### **2. Resolution for Second Allegation of Misconduct**

- a. If a violation to the Academic Code of Excellence is alleged again for the same student a second time, the instructor shall inform the student in writing of the charges against violating the Code of Excellence & Academic Integrity Policy and that the allegation has been escalated to the dean’s office.
- b. The instructor shall gather the original student documentation related to the incident (which includes the student’s work and plagiarism report from Turn-it-in and/or any supporting documentation) and submit it to the Program Designee.
- c. The Program Designee shall schedule a meeting with the student to discuss the allegation.
- d. During the meeting, the student is reminded of the Code of Excellence & Academic Integrity Policy. The student is also

- shown the copy of the Code of Excellence & Academic Integrity Policy that was signed by him/her.
- e. The Program Designee informs the student that he/she will receive a zero for the assignment with no option to resubmit the work.
  - f. A copy of the student's work is given back to the student, while the original work and case supporting documentation is kept in the student's permanent file at VIU.

**3. Resolution for Third Allegation of Misconduct:**

- a. If a violation to the Academic Code of Excellence is alleged again for the same student for the third time, the Program Designee shall send a written or electronic notice to the student explaining the nature of the allegation and inform the student that this matter will be handled by the school's grievance panel, which consists, at minimum, of the dean and/or Program Designee, one faculty member, and the President or Vice President of the Student Union.
- b. During the grievance panel meeting, the Program Designee shall present documentation about all the instances of academic misconduct. The panel will then discuss the violation and possible consequences of the violation. Consequences of violations to the code can include but are not limited to:
  - i. Failure of a course with the option to repeat the course.
  - ii. Failure of an internship or externship with the option to repeat.
- c. A formal meeting will be arranged between the dean and/or Program Designee and the student in which the verdict will be presented to the student in the form of a formal letter. A copy of this letter will also be provided to the Registrar's Office where it will be added to the student's permanent record. Appeals to decisions can only be made to the Institutional Grievance Committee.
- d. At this time, the Program Designee will return a copy of the paper (with comments) to the student while keeping the original paper and supporting documentation in the university records.

**4. Resolution for the Fourth Allegation of Misconduct:**

- a. If a violation to the Academic Code of Excellence is alleged again for the same student for the fourth time, a written or electronic notice shall be sent to the student explaining the nature of the allegation and informing the student that this matter will be handled by the Institutional Grievance Panel, which consists, at a minimum, of the dean and/or Program Designee, the Vice President of Academic Affairs, and a designee from the Office of the President.

- b. During the Institutional Grievance Panel hearing, the Program Designee will provide documentation of all allegations of misconduct. The panel will then discuss the violation and possible consequences of the violation. Possible consequences can include:
  - i. Suspension from the school for a minimum of one semester
  - ii. Permanent expulsion from the university
- c. The student will be notified in writing by a letter from the Vice President of Academic Affairs regarding the decision. Appeals to decisions can only be made to the Office of the Vice President of Academic Affairs.
- d. At this time, the Program Designee will return a copy of the paper (with comments) to the student while keeping the original paper and supporting documentation in the university records.

### 7.3. 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 the involvement of the local police department:

1. *Illegal activities*: Violation of any federal, state, and local laws and any published or decreed university policies will be reported to the proper authorities.
2. *Copyright infringement*: Most printed materials, photographs, motion pictures, sound recordings, and computer software are protected by copyright. Copyrighted works may not be reproduced, distributed, performed, or adapted by students without the copyright owner's permission. For more information please see the Copyright & Fair Use Policies for Software & Other Materials section in this Catalog.
3. *Computer misuse*: Some software products are protected by copyright laws. 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. For more information please see the Copyright & Fair Use Policies for Software & Other Materials section in this Catalog.
4. *Drug use*: 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.
5. *Alcohol consumption*: The use, possession, or sale of any alcoholic beverage, regardless of its potency or lack thereof, is prohibited on all university property.

6. *Firearms possession*: The 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.
7. *Physical and psychological abuse*: 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.
8. *Property damage*: Littering, defacing, destroying, stealing, or damaging university property (or attempting to do so), initiation thereof, or causing such damage to be initiated is prohibited. Any false report, warning or threat of fire, explosion, or other emergency under the University's jurisdiction is also prohibited.
9. *Gambling*: Gambling or holding a raffle or lottery at the university without proper approval is forbidden.
10. *Obscene language or conduct*: Use of profanity and disorderly or obscene conduct is strictly prohibited.

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; and unauthorized or disorderly assemblies that hamper the effective functioning of the university, its students, staff, and visitors, and its daily routine operations.

The university does not excuse any violation of its policies on the basis that the student was not aware of these policies and their subsequent penalties and sanctions.

The university reserves the right to expel any student for illegal activity and/or for any action outlined above.

### **Disruptive Classroom Behavior**

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;
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; or
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.

#### **7.4. Civil Rights and Sexual Harassment**

VIU does not and will not tolerate sexual harassment of students, faculty, and/or staff. This policy is part of the university's effort to maintain a 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, VIU 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;
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;
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 termination to remedy violations of this policy. Students accused of sexual harassment will have the right to a fair due process hearing.

#### **7.5. Americans with Disabilities (ADA) Policy**

In accordance with Title III of the Americans with Disabilities Act, Section 506, Virginia International University is committed to ensuring that all of its facilities and programs are accessible to all persons. If you believe you

may qualify for course adaptations or accommodations in accordance with ADA, Section 506, it is your responsibility to contact VIU's Office of Human Resources for an accommodation approval letter.

Documentation about your particular diagnosis must be provided by a qualified health professional (such as a physician, surgeon, psychiatrist, licensed clinical or educational psychologist, or certified learning disability specialist), and must be currently relevant (less than 3 years old). The assessment of reasonable accommodation is the decision of the university and will be provided to you in a letter of accommodation for your instructors no later than the second class session.

VIU's Office of Human Resources contact information:

Email: [hr@viu.edu](mailto:hr@viu.edu)

Phone: (703) 591-2760 x338 or x339

Location: Village Drive Building  
(4401 Village Dr, Fairfax, VA 22030)

The Office of Human Resources is open from Monday to Friday during regular hours of operation.

## **7.6. 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.

### **7.7. Non-Smoking Policy**

Smoking is not permitted within facilities owned or leased by the university or in university-owned vehicles. Smoking is not permitted within 50 feet of any university facility.

### **7.8. Copyright & Fair Use Policies**

VIU, its students, faculty, and employees must comply with the provisions of the United States Copyright Act (Title 17 of the United States Code). Copyright is the right of the creator of a work of authorship to control the use of that work by others. Copyrighted work may not be reproduced, distributed, performed, or adapted by others without the copyright owner's permission. Works protected by copyright include, but are not limited to: literary, musical, and pictorial works; sound recordings, motion pictures, and other audiovisual works; and computer software.

VIU employees shall use computer software only in accordance with the terms of the VIU Computer Software Policy and the licensing agreement for 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.

Violation of copyright law may subject the guilty party to severe civil and criminal penalties. There are some exceptions in United States copyright law such as the fair use doctrine. The fair use doctrine allows limited use of copyrighted material without the permission of the copyright owner for several purposes, including teaching and scholarship. It is the responsibility of each student, faculty, and staff to inform oneself about what is and what is not permissible use of copyrighted material. Copyright and fair use guidelines for students, faculty, and staff can be found on the VIU Library website and are posted in the VIU Library as well as at all photocopy machines at VIU. For additional assistance with copyright and fair use issues, please consult the VIU Librarian.

Violations of VIU's copyright and fair use policies 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.

### **7.9. Students' Records and Release of Information**

In compliance with Public Law 93-380, "The Family Educational Rights and Privacy Act" (FERPA), which is Section 438 of the General Education

Provision Act, VIU has adopted policies and procedures that permit students the opportunity to view their 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. VIU defines a school official as a person employed by the university including a full-time or adjunct professor/instructor, an administrator, clerical staff, a member of the board of trustees or a member of committees and disciplinary boards, or a student serving on an official committee, such as a disciplinary committee, with legitimate educational interests.
3. In accordance with FERPA, a school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility.
4. Information may be provided to organizations conducting studies for educational and governmental agencies.
5. Information may be provided to US government agencies as listed in Public Law 93-380 who request information for specific purposes.
6. Information may be provided at the request of any accrediting agencies.
7. Information may be provided to parents of dependent children as defined in the Internal Revenue Code of 1954.
8. Information may be provided to appropriate persons in connection with an emergency.
9. Information may be provided for the purposes of awarding financial aid.
10. Information may be provided in response to legal court orders.

### **Definition of Student Records**

A student file (electronic file in the university's file server for the students who initiated a program in Spring 2012 or physical file for the students who enrolled prior to Spring 2012) is maintained by the Registrar's and Admissions Offices, which includes the following student information:

- Enrollment Agreement Form at the time of initial enrollment for each program, which includes the enrollment contract and other information relating to the payment for educational services
- Passport copy or ID card that indicates the student name

- Permanent (home) and/or local addresses
- Admission-related documents as well as an acceptance letter issued by the university
- Copy of diploma/certificate
- Copy of transcript which shows the graduation date and the degree/certificate obtained at VIU
- Record of warning, probation, dismissal, or termination, if applicable

These additional records are kept in a student file when applicable:

- Copy of I-20 for F-1 visa students
- Copy of non-immigrant visa for foreign students
- Veterans Administration records for veterans

VIU has the right to keep all documents that a student submits to the university.

### **Record Keeping Period**

All student academic records including transcripts are required to be maintained by the Registrar's Office. Effective the Spring 2012 semester, all new student files are kept electronically in the student file server. The individual hard copy student files for the students enrolled prior to the Spring 2012 are kept for specific durations of time depending on their status:

- 10 years following a student's graduation from VIU
- 7 years following a student's withdrawal from VIU (including those who transferred out, those terminated by SEVIS, and unauthorized withdrawal cases)

Before being destroyed, all documents will be converted to soft copies, including documents for students who have studied only one semester at VIU.

The following records are kept in electronic format in the university database permanently unless otherwise stated to be able to be released upon request by the organizations listed above:

- Transcripts showing the name of student, the program title, the semesters enrolled, and grades and credit hours
- Grades
- Attendance records
- Course descriptions
- Records relating to financial payments and refunds
- Correspondence or other records relating to enrollment and placement of the student

All admission related documents and records for applicants who do not enroll in the university are maintained by the Admissions Office

electronically in the student file server for the period of time mentioned below:

- 2 years following the applied semester or session
- 2 years following the denial of a student's visa request and a completed refund, if applicable
- Incomplete application files will be kept for 2 years

## **FERPA and Directory Information Withheld/Released**

The Family Educational Rights and Privacy Act (FERPA) is also known as the "*Buckley Amendment*." FERPA is a federal law enacted in 1974 which enables students certain rights with respect to their education records. Specifically, it enables students the right to:

1. Inspect and review their education records;
2. Request the amendment of inaccurate or misleading records;
3. Consent to disclosure of personally identifiable information contained in their education record; and
4. File a complaint with the US Department of Education concerning alleged failures by VIU to comply with this law.

Virginia International University strives to fully comply with this law by protecting the privacy of student records and judiciously evaluating requests for release of information from those records. FERPA authorizes the release of "Directory Information" without the student's prior consent under certain conditions which are set forth in the Act.

Students who wish to withhold their directory information must submit a Directory Information Withhold Form to the Registrar's Office.

### **7.10. 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, and market conditions, among other reasons. VIU reserves the right 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 provisions.

VIU reserves the right to make changes in equipment and instructional materials, modify curricula, and when size and curriculum permit, to combine classes. The Vice President of Academic Affairs should be contacted for information concerning any such changes. Changes will be added as an addendum to the Catalog and will be published on VIU's website.

### **7.11. Regulations for International Students (F-1 visa)**

It is the student's responsibility to comply with all immigration regulations that apply to F-1 visa students. If a student fails to follow these procedures,

then he or she will be considered "Out of Status" and until the student has his or her F-1 status reinstated, he or she may not be allowed to:

1. Continue to stay and study in the USA;
2. Extend the period of study;
3. Travel outside of the USA; or
4. Pursue practical training.

### **International Students (F-1 visa) are required to:**

1. Keep an un-expired passport that is valid for at least six (6) months at all times during their stay in the U.S.
2. Attend the school that they are authorized to attend.
3. Make normal progress toward completing their program of study.
4. Report any 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).
5. Maintain full-time enrollment:
  - a. *If in an academic program:* The full-time course load for graduate degree and certificate programs is 9 credits per semester, and the full-time course load for undergraduate and certificate programs is 12 credits per semester. However, during the Summer sessions the full time course load is lower for graduate and undergraduate studies. The Summer session full course load for graduate degree programs is 3 credits and for undergraduate programs it is 6 credits. Any student starting during a Summer session is required to maintain a full course load in that summer session. Keep in mind that if a student is required to take pre-requisites the course load may vary.
  - b. *If in the ESL Program:* The full-time course load for the ESL program is 20 hours per week. Any student starting during the summer session is required to maintain a full course load for summer.
6. Obtain a new I-20 for a change of program/concentration or a program level of study.
7. Abide by VIU's attendance policy, which requires that all full-time students attend at least 80% of all classes.
8. Vacation:
  - a. *If in an academic program:* All degree-seeking F-1 visa students are allowed to take vacation time off after studying at least one full semester and only during the official school recesses, semester breaks, and summer sessions. However, if one of the summer sessions is their first semester at VIU or in the U.S.A., they must study during that summer session in accordance to the USCIS regulation.
  - b. *If in the ESL program:* Students are allowed to take their annual break after completing four (4) consecutive 7-week terms. The annual break can be up to two (2) consecutive terms. Students

must take at least four (4) consecutive terms of courses between annual breaks. Students are not eligible to take an annual break after their final session of courses. Students will be eligible for a 60-day grace period (under USCIS regulations) after completing their program. The grace period begins on the Program End Date listed on the I-20 and ends 60 calendar days later.

Students who wish to take their annual break must complete an Annual Break Form and submit it to the International Student Services Office at least one week prior to the beginning of the first session of the annual break. When the form is turned in, the ISS Office will determine if the student is eligible for the annual break and will inform the student of the decision as well as the student's return to class date. The student will be informed via campus email within 1-2 business days of submission of the Annual Break Form.

9. Accept no employment of any kind, either on-campus or off-campus, without written permission from VIU's ISS Office and, if necessary, by USCIS.
10. School Transfer: If a student needs to make a school transfer, they are advised to do so in a timely fashion. It is recommended that students inform VIU of their intention to transfer at least 15 days before the start date of the new semester at VIU. However, Initial students are required to inform VIU's International Student Services Department of their intention to transfer, via email, phone or in person before the program start date listed on their I-20. Failure to do so will result in the termination of the student's status. We ask that any student who informs the department via phone, also follow up with an email to [DSO@viu.edu](mailto:DSO@viu.edu).
11. Obtain an F-1 visa extension of stay as needed (this must be done before the original program end date, according to the most current I-20): If a student requires more time to complete their program than that of which is authorized on the VIU I-20, he or she must request a program extension through VIU's ISS Office.
12. F-1 visa grace periods: Upon completion of the program requirements, and/or completion of optional practical training, F-1 visa students must leave the US within the 60 day grace period, change to another immigration status within the time allowed, or return to school, 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 from the U.S. However, a student who withdraws without prior approval or terminates the course of study has zero (0) days to leave the US. The student must depart from the U.S. immediately.
13. Financial Support: If there are any changes in a student's financial status and sponsorship information such as a change in sponsor or



receipt of scholarship and/or other financial aid, the student must report this change to the International Student Advisor within 10 days of this change.

14. Complete a timely reinstatement application if the student has lost their status. The ISS office will make a decision on recommending the student for reinstatement based on the student's demonstration of intention to continue studying.

## **Travel Authorization for F-1 Visa Students**

F1 students should only travel outside of the U.S. during official school breaks (such as Annual Break for ESL students or Summer or Winter Break for academic students) with the exception of extreme emergency cases. The ISS Office reserves the right to ask for documentation supporting emergency cases. If a student cannot provide this documentation, the ISS Office reserves the right not to authorize the student's travel outside of the U.S.

Anytime a student wishes to travel outside of the U.S. they should be able to submit the following for proof of travel:

1. A completed Travel Authorization Form
2. A complete Travel Itinerary (flight information) that shows a departure date as well as a return date
3. Your most current I-20
4. Other documentation (if applicable)

All F-1 students should understand that they assume any and all risks associated with traveling outside of the U.S. The ISS Office will guide and advise students to the best of their ability, with the understanding that CBP has the right to question and detain any student they choose for any reason.

For more information about F-1 visa rules and regulations for international students, students should consult with the International Student Advisor/DSO in the ISS Office.

## **7.12. Opportunities for Practical Training**

The US government allows F-1 visa students two opportunities to gain practical experience related to their field of study, as follows.

**Curricular Practical Training (CPT):** An F-1 visa student may be authorized by the DSO to participate in a CPT program that is an integral part of an established curriculum. Students need to have studied full time consecutively for at least one (1) academic year here in the United States (based on their academic program), to become eligible for CPT. CPT is defined as alternative work/study, internship, cooperative education, or any other type of internship or practicum that is offered by sponsoring employers through cooperative agreements with the school. The student has to be enrolled into an academic course while on CPT and the CPT component of any course is equal to only one (1) or three (3) credit hours. CPT is an optional component of specific degree programs at VIU. Students who wish to pursue the CPT

program should consult with the school dean/director, and the Career Center for the required paperwork and permission. Any student applying for a 3 credit CPT will need to make sure that their CPT application has been approved by the end of the add/drop week for that current semester. Students applying for 1 credit CPT may be approved at any time during the current semester, at the discretion of the Dean as well as the International Student Advisor.

**Optional Practical Training (OPT):** The U.S. government permits graduated students in F-1 visa status to work for a limited amount of time in the United States so that they may reinforce what they have learned in university and/or college degree programs. This benefit is called Optional Practical Training (OPT). OPT allows F-1 visa students to obtain employment in areas related to their academic program of study. OPT is available for periods up to twelve (12) months at each higher academic level, and may be extended under some circumstances in STEM program-related fields. 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. Students who wish to pursue the OPT program should consult with the ISS Office and the Career Center for the required paperwork and permission. It is the student's responsibility to apply for OPT in a timely manner.

### **7.13. Formal Complaint Procedure**

VIU faculty and staff attempt to create, in all areas, an atmosphere that is conducive to learning. For this reason, VIU has established a procedure to address any school-related problems, concerns, or complaints. Most academic concerns will be handled by the instructors directly. Students should first discuss the problem with the instructor and then with the dean/director of the school, if necessary. If the problem is not resolved at that level, the student should then contact the Vice President of Academic Affairs. At any point in the complaint process, students may submit their complaint in person or in writing to the Department of Quality Assurance.

VIU 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, an ad-hoc Grievance Committee comprised of the Vice President of Academic Affairs, one senior faculty member, the dean/director of the school, and other invited staff or faculty. The committee will convene to address concerns which remain unresolved. The ad-hoc Grievance Committee will convene within ten (10) working days of a written request from the student. The student will be notified of the committee's decision within three working days of the meeting. If, after following the above stated procedure, the student feels that his or her concerns have not been resolved, he or she may address these concerns in writing to the following organizations:

State Council for Higher Education  
for Virginia (SCHEV)  
James Monroe Building,  
101 N. 14<sup>th</sup> Street,  
Richmond, VA 23219  
Institutional Approval Coordinator

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

VIU ensures that a student will not be subjected to unfair action as a result of initiating a complaint proceeding.

## 8. ACADEMIC PROGRAMS

### 8.1. Undergraduate Programs

VIU currently offers two undergraduate degree programs and two undergraduate certificate programs from the School of Business (SB) and the School of Computer Information Systems (SCIS):

1. Bachelor of Science in Business Administration (BBA)
2. Bachelor of Science in Computer Science (BCS)
3. Undergraduate Certificate in International Business
4. Undergraduate Certificate in Small Business Management

VIU's undergraduate degree programs provide a high level of professional education in business administration and computer science studies. They cover a broad range of subjects, thereby qualifying students for more diverse job opportunities. For the admission requirements and a list of materials required for admission to the undergraduate degree programs, please refer to the Application for Admission section of the Academic Catalog.

#### Undergraduate Program Requirements

An undergraduate baccalaureate degree at VIU can be earned by completing the program minimum course requirements of 120 credit hours and undergraduate certificate can be completed by earning 24 credit hours. All courses, including the [Common Academic Curriculum](#) (CAC) courses, are three (3) credit hour courses. To qualify for a bachelor's degree, students must meet all credit requirements as described below:

1. Students enrolled in any undergraduate degree program must maintain a Cumulative Grade Point Average (CGPA) of at least 2.0 (B), out of 4.0, and a minimum grade of at least 0.7 (D-), out of 4.0, in all courses to remain in good standing and to graduate.
2. The maximum number of credit hours permitted for the completion of any undergraduate degree program is 180 semester credits.
3. Undergraduate students may transfer up to 60 semester credit 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 CGPA.
5. The student must have completed a minimum of 120 semester credit hours. The required distribution of these credit hours is shown under the detailed description of each undergraduate degree program.

#### Undergraduate Internships

Undergraduate degree programs offer academic internship options. An internship provides an opportunity for students to gain practical

experience. In each program, there are separate internship courses in which a student can earn 3 credits. In some cases, internships can be completed in conjunction with specific courses and the student can earn a portion of the course credit with his or her internship program. Those courses are marked as “Internship/CPT qualified” in the course lists, as well as in the course descriptions. There are no guarantees that all interested students will be able to participate in internships, as they are based solely on the student’s academic credentials, the internship interview, and internship availability. International students must complete the Curricular Practical Training (CPT) authorization process in order to participate in the internship program. For more information on CPT, see the Regulations for International Students section above or contact VIU’s Career Center.

## **8.2. Common Academic Curriculum** (previously known as **General Education Program**)

All students studying at VIU are expected to have the skills, knowledge, and abilities to perform in the modern, globally oriented workforce. The Common Academic Curriculum courses at VIU provide the skills and knowledge which are crucial to an undergraduate student’s academic success in college, university, and beyond. To guarantee this student success, VIU’s Common Academic Curriculum employs a balanced approach to help students acquire the skills which are used across disciplines, levels, and professions. The curriculum includes studies in the following divisions: *Communications, Arts and Humanities, Social Sciences and Cross Cultural Studies, Mathematical Sciences, Natural Sciences, and Languages.*

### **Common Academic Curriculum Goals and Objectives**

The goal of the Common Academic Curriculum is to prepare Virginia International University students with the necessary skill set for success in their academic programs; shape their world view as an individual; help them succeed in the global workplace as a highly-skilled employee; and to simply be able to contribute to the society as an accomplished human being.

All major academic divisions are represented by courses designed to achieve the following learning outcomes for each division:

#### **A. Communications Division**

Communication Division courses are at the core of preparing VIU students to be successful communicators in all areas of their life academically, professionally, and personally. Students are expected to:

- A1. Express themselves clearly both orally and in writing in a respectful and academic manner;
- A2. Develop critical and reflective reading skills to synthesize, analyze, and evaluate; the ability to pose meaningful

questions that advance understanding and knowledge;  
and

A3. Conduct research and organize material effectively.

### **B. Arts and Humanities Division**

Arts and Humanities Division courses provide students with the ability to achieve the following objectives to become open-minded, and culturally sensitive individuals. Students are expected to:

- B1. Understand art as an essential element of societal cultural values, the importance of their preservation for future generations and gain lifelong benefits through the attainment and appreciation of arts-related skills;
- B2. Be sensitive to individuals and tolerant of cultural differences; and
- B3. Understand differing worldviews in order to be literate in concepts that are behind one's behavior, traditions, daily preferences and values.

### **C. Social Sciences and Cross Cultural Studies Division**

Social Sciences Division courses are seen as a foundation for VIU students' social skills in order to be sensitive to the human condition with self-confidence and self-understanding. Students are expected to:

- C1. Understand human behavior and develop skills to successfully interact with individuals at all levels of society;
- C2. Critically analyze the organization of society and the role of individuals and groups in the larger society; and
- C3. Demonstrate a basic knowledge of ethical norms to exercise independent judgment and ethical decision-making.

### **D. Mathematical Sciences Division**

Mathematical Sciences Division courses help students to develop critical thinking and life skills in order to analyze and categorize information. Students are expected to:

- D1. Improve upon problem solving skills and pattern intelligence skills; and
- D2. Develop analytical reasoning to problem solve.

### **E. Natural Sciences Division**

Natural Sciences Division courses help students to develop critical thinking and life skills in order to be able to meet goals, manage time, and complete projects successfully. Students are expected to:

- E1. Improve upon problem solving skills and utilize the scientific method; and
- E2. Understand natural systems and processes and their relation to the world around them.

## F. Languages Division

The Language Division Courses allow students to be competent in a foreign language in order to succeed personally and professionally by increasing awareness of worldviews, languages, and cultures. Students are expected to:

- F1. Understand the language, customs, and culture of an additional language;
- F2. Develop critical thinking skills in order to analyze the human condition of speakers of other languages; and
- F3. Recognize that language skills allow students to be able to communicate in new ways.

## Structure of Common Academic Curriculum

The Common Academic Curriculum requires completion of a total of 36 credits (12 courses). Undergraduate students are required to meet the Common Academic Curriculum requirements consisting of courses across six divisions: Communications (nine credits), Arts and Humanities (six credits), Social Sciences and Cross Cultural Studies (six credits), Mathematical Sciences (three credits), Natural Sciences (six credits), and Languages (six credits). Student are able to choose among courses within a Division unless otherwise noted by their academic program of study or School. Students should choose courses in consultation with their academic advisor who will provide suggestions for courses most relevant to the student's academic discipline.

CAC Division	Number of Courses	Credit Hours
A. Communications	3	9
B. Arts and Humanities	2	6
C. Social Sciences and Cross Cultural Studies	2	6
D. Mathematical Sciences	1	3
E. Natural Sciences	2	6
F. Languages	2	6
<b>Total</b>	<b>12</b>	<b>36</b>

## Distribution of Courses:

### A. Communications Division (3 Courses - 9 Credit Hours)

Code	Course Title	Credits
COMM 110	Oral Communication Skills	3
ENGL 113	English Composition and Rhetoric	3
ENGL 120	Academic Writing	3

**B. Arts and Humanities Division (2 Courses - 6 Credit Hours)**

Code	Course Title	Credits
HUMN 101	Introduction to the Arts and Humanities	3
LING 105	Language and the Human Experience	3
PHIL 101	Philosophy	3
RLGN 110	Comparative Religions	3

**C. Social Sciences and Cross Cultural Studies Division (2 Courses - 6 Credit Hours)**

Code	Course Title	Credits
GOVT 120	Comparative Government	3
GOVT 130	American Society and Politics	3
GOVT 140	International Relations	3
GEOG 101	World Geography	3
HIST 101	World History	3
SOCI 101	Sociology	3
PSYC 101	Psychology	3

**D. Mathematical Sciences Division (1 Course - 3 Credit Hours)**

Code	Course Title	Credits
MATH 160	Pre-Calculus	3
MATH 165	Calculus I	3

**E. Natural Sciences Division (2 Courses - 6 Credit Hours)**

Code	Course Title	Credits
BIOL 101	General Biology	3
CHEM 101	General Chemistry	3
GEOG 101	Introduction to Geology	3
PHYS 101	College Physics	3

**F. Languages Division (2 Courses - 6 Credit Hours)**

Code	Course Title	Credits
ARAB 100	Elementary Arabic I	3
ARAB 105	Elementary Arabic II	3
ARAB 200	Intermediate Arabic I	3
ARAB 205	Intermediate Arabic II	3
ARAB 250	Conversational Arabic I	3
ARAB 300	Advanced Arabic I	3
ARAB 305	Advanced Arabic II	3
CHIN 100	Elementary Chinese I	3



CHIN 105	Elementary Chinese II	3
CHIN 200	Intermediate Chinese I	3
CHIN 205	Intermediate Chinese II	3
CHIN 250	Conversational Chinese I	3
CHIN 300	Advanced Chinese I	3
CHIN 305	Advanced Chinese II	3
FREN 100	Elementary French I	3
FREN 105	Elementary French II	3
FREN 200	Intermediate French I	3
FREN 205	Intermediate French II	3
FREN 250	Conversational French I	3
FREN 300	Advanced French I	3
FREN 305	Advanced French II	3
SPAN 100	Elementary Spanish I	3
SPAN 105	Elementary Spanish II	3
SPAN 200	Intermediate Spanish I	3
SPAN 205	Intermediate Spanish II	3
SPAN 250	Conversational Spanish I	3
SPAN 300	Advanced Spanish I	3
SPAN 305	Advanced Spanish II	3

### 8.3. Graduate Programs

VIU currently offers thirteen graduate degree programs and seven graduate certificate programs from the School of Business, the School of Computer Information Systems, the School of Education, and the School of Public & International Affairs:

1. Master of Business Administration (MBA)
2. Master of Science in Accounting (MAC)
3. Master of Science in Project Management (MPM)
4. Master of Science in Computer Science (MCS)
5. Master of Science in Information Systems (MIS)
6. Master of Science in Information Systems Management (MISM)
7. Master of Science in Information Technology (MIT)
8. Master of Science in Software Engineering (MSE)
9. Master of Arts in TESOL (MATESOL)
10. Master of Education (M.Ed.)
11. Master of Science in Applied Linguistics (MSAPL)
12. Master of Science in International Relations (MIR)
13. Masters of Public Administration (MPA)
14. Graduate Certificate in Project Management
15. Graduate Certificate in Business Intelligence
16. Graduate Certificate in Information Systems
17. Graduate Certificate in Information Systems Management
18. Graduate Certificate in Information Technology Audit & Compliance
19. Graduate Certificate in TESOL

VIU's graduate degree programs provide a high level of professional education in business and public administration, computer information systems, software engineering, education, international relations, and TESOL. They cover a broad range of subjects, thereby qualifying students for diverse career opportunities. For the admission requirements and a list of materials required for admission to the graduate degree programs, please refer to the [APPLICATION FOR ADMISSION](#) section of the Academic Catalog on page 30.

#### Graduate Program Requirements

Graduate degrees are earned by completing the program course requirements of 36-39 credit hours, or 18-30 credit hours for certificate programs, beyond the prerequisite courses and typically 3 credit hours per course. To qualify for a graduate degree, students must meet all credit requirements, as described below.

1. Students enrolled in the graduate degree program must maintain a Cumulative Grade Point Average (CGPA) of at least 3.0 (B), out of

- 4.0, and a minimum grade of at least 2.0 (C), out of 4.0, in all courses to qualify for the degree, to remain in good standing, and to graduate.
2. The Maximum Time Frame (MTF) permitted for the completion of any graduate degree program is 45 semester credit hours for 30 credit hour programs, 54 semester credit hours for 36 credit hour programs, and 58.5 semester credit hours for 39 credit hour programs.
  3. Only graduate level courses may be applied toward the degree. A master's student may transfer up to 18 credit hours of graduate credits earned at other accredited institutions.
  4. 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 CGPA.
  5. Credit earned with undergraduate level courses taken as required prerequisite courses by the graduate student will not be counted towards the total credit requirement for degree completion.

### **VIU Thesis Guide**

The VIU Thesis Guide is designed to assist VIU's graduate 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's academic community. Students must consult with their academic advisors for thesis courses.

### **Graduate Internships**

Graduate degree programs offer an internship program in which students are eligible to participate. An internship provides an opportunity for students to gain practical experience. In each program, there are separate internship courses in which a student can earn 3 credit hours. In some cases, internships can be completed in conjunction with specific courses and the student can earn a portion of the course credit with his or her internship program. Those courses are marked as "Internship/CPT qualified" in the course lists, as well as in the course descriptions. There are no guarantees that all interested students will be able to participate in internships, as they are based solely on the student's academic credentials, the internship interview, and internship availability. International students must complete the Curricular Practical Training (CPT) authorization process in order to participate in the internship program. For more information on CPT, see the Regulations for International Students section above or contact VIU's Career Center.

## 9. SCHOOL OF BUSINESS

### 9.1. Bachelor of Science in Business Administration

The Bachelor of Science in Business Administration (BBA) program prepares qualified students for leadership positions in the 21st century global marketplace. Future leaders will need to balance the goals of economic success with the constraints of greater social and environmental responsibility. Students are instructed by a distinguished faculty and learn to integrate changing human and information resources with continually developing technology, while nurturing the entrepreneurial spirit that has always been one of the key characteristics to successful businesses and management. The School of Business offers a Bachelor of Science in Business Administration degree in the following three concentrations: (a) Finance, (b) International Business, and (c) Marketing.

#### BBA Program Objectives

In business organizations and situations, VIU BBA graduates will be able to:

- Conceptualize a complex issue into a coherent, persuasive written or oral statement;
- Use critical thinking skills to evaluate information, solve problems, and make sound decisions;
- Use information technology in decision-making;
- Apply general concepts of ethical behavior in dealing with stakeholders;
- Understand the importance of group dynamics in achieving organizational goals and use the skills needed for effective teamwork; and
- Understand the importance of culture and diversity.

#### Structure of the BBA Program

The BBA program degree requires the completion of 40 courses at 3 credits hours each. Students will take 84 credit hours of Foundation Core Courses, Professional Core Courses, Concentration Courses, and 36 credit hours of Common Academic Curriculum Courses, for a total of 120 credit hours.

Area	Number of Courses	Credit Hours
Common Academic Curriculum Courses	12	36
Foundation Core Courses	8	24
Professional Core Courses	10	30
Concentration Courses	6	18
Elective Courses	4	12
<b>Total</b>	<b>40</b>	<b>120</b>

**Foundation Core Courses: (8 Courses - 24 Credit Hours)**

Code	Course Title	Course Prerequisite	Credits
CAR 100	Career Planning & Management	<i>None</i>	3
COMP 124	Information Technology	<i>None</i>	3
COMP 127	Office Applications	<i>None</i>	3
ACCT 201	Principles of Financial Accounting	<i>None</i>	3
STAT 200	Introduction to Statistics	<i>None</i>	3
BUSS 210	Introduction to Business	<i>None</i>	3
BUSS 301	Principles of Management	<i>None</i>	3
BUSS 302	Principles of Marketing	<i>None</i>	3

**Professional Core Courses: (10 Courses - 30 Credit Hours)**

Code	Course Title	Course Prerequisite	Credits
ACCT 202	Principles of Managerial Accounting	<i>ACCT 201</i>	3
ACCT 305	Accounting Information Systems	<i>ACCT 201</i>	3
ECON 101	Principles of Microeconomics	<i>None</i>	3
ECON 102	Principles of Macroeconomics	<i>None</i>	3
BUSS 303	Principles of Finance	<i>ACCT 201</i>	3
BUSS 307	Business Law I	<i>None</i>	3
BUSS 312	Organizational Theory & HR Management	<i>None</i>	3
BUSS 406	Operations Management	<i>STAT 200</i>	3
BUSS 407	Political & Social Environment of Business	<i>BUSS 301</i>	3
BUSS 480*	Senior Business Research Project	<i>All Core Courses &amp; 1<sup>st</sup> Semester Concentration</i>	3

*\*Internship / CPT qualified course - per approval by the Dean*

**Concentration Courses: (6 Courses - 18 Credit Hours)**

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 semester to semester and are subject to change without prior notice. All concentration courses are internship/CPT qualified.

- 1. Finance: (6 Courses - 18 Credit Hours)** 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.

Code	Course Title	Course Prerequisite	Credits
ECON 207	Intermediate Microeconomics	<i>ECON 101</i>	3
ECON 208	Intermediate Macroeconomics	<i>ECON 102</i>	3
BUSS 314	Corporate Finance	<i>BUSS 303</i>	3
BUSS 420	Introduction to Investment Banking	<i>BUSS 303</i>	3
BUSS 430	Financial Analysis & Valuations	<i>BUSS 303</i>	3
BUSS 444	International Finance	<i>BUSS 303/ ECON 101</i>	3

- 2. International Business: (6 Courses - 18 Credit Hours)** 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.

Code	Course Title	Course Prerequisite	Credits
BUSS 154	Introduction to Import and Export	<i>None</i>	3
BUSS 340	International Business	<i>BUSS 210/ BUSS 312</i>	3
BUSS 420	Introduction to Investment Banking	<i>BUSS 303</i>	3
BUSS 442	International Marketing	<i>BUSS 302</i>	3
BUSS 443	International Strategy	<i>BUSS 210</i>	3
BUSS 444	International Finance	<i>BUSS 303/ ECON 101</i>	3

- 3. Marketing: (6 Courses - 18 Credit Hours)** The 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.

<b>Code</b>	<b>Course Title</b>	<b>Course Prerequisite</b>	<b>Credits</b>
BUSS 322	Marketing Research	<i>STAT 200</i>	3
BUSS 421	Advertising & Promotion	<i>BUSS 302</i>	3
BUSS 422	Sales Management	<i>None</i>	3
BUSS 423	Services Marketing	<i>BUSS 302</i>	3
BUSS 424	Not-for-Profit Marketing	<i>BUSS 302</i>	3
BUSS 442	International Marketing	<i>BUSS 302</i>	3

### **Elective Courses: (4 Courses - 12 Credit Hours)**

Students are required to take four (4) elective courses. The courses can be selected from other BBA concentrations, the School of Computer Information Systems concentration Core Courses (with the permission of the Dean of SCIS), or the courses listed below.

<b>Code</b>	<b>Course Title</b>	<b>Course Prerequisite</b>	<b>Credits</b>
BUSS 348	Public Relations	<i>BUSS 210</i>	3
BUSS 456	Project Management	<i>None</i>	3
BUSS 470	Business Law II	<i>BUSS 307</i>	3
BUSS 260	Internship Level I	<i>None</i>	3
BUSS 261	Internship Level II	<i>None</i>	3
BUSS 360	Internship Level III	<i>None</i>	3
BUSS 460	Internship Level IV	<i>None</i>	3

## 9.2. Undergraduate Certificate in International Business

The International Business Certificate program is designed to provide students with knowledge about the global business environment. Students will understand key aspects of international business including import/export, marketing, finance and economics. Students acquire an awareness of the importance of cultural competence and working in international or multinational companies.

Code	Course Title	Course Prerequisite	Credits
BUSS 154	Introduction to Import and Export Management	<i>None</i>	3
BUSS 302	Principles of Marketing	<i>None</i>	3
BUSS 312	Organizational Theory & HR Management	<i>None</i>	3
BUSS 340	International Business	<i>BUSS 210/ BUSS 312</i>	3
BUSS 442	International Marketing	<i>BUSS 302</i>	3
BUSS 444	International Finance	<i>BUSS 303/ ECON 101</i>	3
COMM 110	Oral Communication Skills	<i>None</i>	3
ECON 101	Principles of Microeconomics	<i>None</i>	3

## 9.3. Undergraduate Certificate in Small Business Management

The 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. This program will teach students vital skills and proven management techniques today's successful entrepreneurs know and use.

Code	Course Title	Course Prerequisite	Credits
ACCT 201	Principles of Financial Accounting	<i>None</i>	3
BUSS 210	Introduction to Business	<i>None</i>	3
COMP 127	Office Applications	<i>None</i>	3
BUSS 302	Principles of Marketing	<i>None</i>	3
BUSS 303	Principles of Finance	<i>ACCT 201</i>	3
BUSS 307	Business Law I	<i>None</i>	3
BUSS 312	Organizational Theory & HR Management	<i>None</i>	3
ECON 101	Principles of Microeconomics	<i>None</i>	3



## 9.4. Master of Business Administration

VIU's Master of Business Administration (MBA) program enables students to gain knowledge in the core Business areas of Management, Finance, Marketing, Accounting, and decision-making. The program provides students with high quality, professional education in Business Administration, thereby qualifying students for more diverse career 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; and
- Provide individuals the capacity and the discipline necessary for continuous learning.

### Concentrations of the MBA Program

There are eleven (11) different areas of concentration in our MBA program.

- |                                       |                                      |
|---------------------------------------|--------------------------------------|
| 1. Accounting                         | 7. International Business Management |
| 2. Entrepreneurship                   | 8. International Finance             |
| 3. Global Logistics                   | 9. Marketing Management              |
| 4. Health Care Management             | 10. Mass Media and Public Relations  |
| 5. Hospitality and Tourism Management | 11. Project Management               |
| 6. Human Resource Management          |                                      |

This degree is earned by completing the program course requirements of 36 credit hours at 3 credit hours per course, beyond the prerequisite courses.

### 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, and who have not completed the equivalency of the four courses listed below are required to take the following MBA Program Prerequisite Courses:

Code	Course Title	Course Prerequisite	Credits
ECON 101	Principles of Microeconomics	<i>None</i>	3
STAT 200	Introduction to Statistics	<i>None</i>	3
ACCT 201	Principles of Financial Accounting	<i>None</i>	3
BUSS 303	Principles of Finance	<i>ACCT 201</i>	3
ENGL 120 <sup>†</sup>	Academic Writing	<i>None</i>	3

<sup>†</sup>*This requirement is added effective with Spring 2015 semester.*

These program prerequisites can be taken at the same time. Some or all of these prerequisites may be waived at the Dean’s discretion. Students also have an option of testing out of these courses or provide other evidence of content knowledge through certifications, successful completion similar courses, or training certificates.

**MBA Core Courses: (21 Credit Hours)**

Core Courses provide students with the skills and knowledge that all managers need. Every MBA student must complete the following seven (7) Core Courses:

Code	Course Title	Course Prerequisite	Credits
MBA 500	Managerial Communication	<i>None</i>	3
MBA 511	Managerial Accounting and Finance	<i>ACCT 201, BUSS 303</i>	3
MBA 512	Project & Cost Management	<i>STAT 200</i>	3
MBA 513	Organizational Behavior & Human Resource Management	<i>None</i>	3
MBA 514	Marketing Management	<i>None</i>	3
MBA 515	Business Statistics	<i>STAT 200</i>	3
MBA 516	Strategic Management and Organizational Leadership	<i>None</i>	3

**MBA Concentration Courses: (9 Credit Hours)**

Students must specialize in one of the concentrations listed below during the second year of their study. Students must choose three (3) courses (9 credit hours) from the Concentration Courses. All concentration courses are CPT eligible.

**1. Accounting:**

Code	Course Title	Course Prerequisite	Credits
MBA 605	Auditing	<i>MBA 511</i>	3
MBA 608	Financial Reporting and Decision Making	<i>None</i>	3
MBA 610	Taxation of Business Entities	<i>MBA 511</i>	3
MBA 611	Business Ethics and Law	<i>None</i>	3
MBA 636	Managerial Accounting	<i>MBA 511</i>	3
MBA 654	Accounting Information Systems	<i>None</i>	3

## 2. Entrepreneurship:

Code	Course Title	Course Prerequisite	Credits
MBA 630	Entrepreneurship	<i>MBA 516</i>	3
MBA 637	Business Innovation	<i>MBA 516</i>	3
MBA 633	Business Planning and Development	<i>MBA 516</i>	3
MBA 634	Operations Management	<i>MBA 515</i>	3
MBA 638	Entrepreneurial Finance and Venture Capital	<i>MBA 516</i>	3

## 3. Global Logistics:

Code	Course Title	Course Prerequisite	Credits
MBA 611	Business Ethics and Law	<i>None</i>	3
MBA 616	International Marketing	<i>MBA 513</i>	3
MBA 617	Import & Export Management	<i>None</i>	3
MBA 628	Global Sourcing and Logistics	<i>None</i>	3
MBA 634	Operations Management	<i>MBA 515</i>	3

## 4. Health Care Management:

Code	Course Title	Course Prerequisite	Credits
MBA 640	The Health Services System	<i>None</i>	3
MBA 641	Economics of Health Care & Policy	<i>MBA 511</i>	3
MBA 642	Financial Management of Health Institutions	<i>MBA 511</i>	3
MBA 643	Legal Aspects of Health Care	<i>None</i>	3

## 5. Hospitality & Tourism Management:

Code	Course Title	Course Prerequisite	Credits
MBA 552	Hospitality and Tourism Management	<i>None</i>	3
MBA 553	Event Planning and Management	<i>MBA 512</i>	3
MBA 554	Marketing for Hospitality and Tourism	<i>MBA 514</i>	3
MBA 555	Legal Aspects of Hospitality and Tourism	<i>None</i>	3
MBA 556	Accounting, Budgeting and Cost Controls: Hospitality and Tourism	<i>MBA 511</i>	3
MBA 557	Management of IT in Hospitality and Tourism	<i>None</i>	3
MBA 558	HR Management in the Hospitality and Tourism Industries	<i>MBA 513</i>	3

## 6. HR Management:

Code	Course Title	Course Prerequisite	Credits
MBA 523	HR Law	<i>None</i>	3
MBA 536	Labor Relations	<i>None</i>	3
MBA 538	Compensation and Benefits	<i>None</i>	3
MBA 551	Conflict Resolution	<i>None</i>	3
MBA 611	Business Ethics and Law	<i>None</i>	3

## 7. International Business Management:

Code	Course Title	Course Prerequisite	Credits
MBA 611	Business Ethics and Law	<i>None</i>	3
MBA 612	International Management	<i>MBA 513</i>	3
MBA 613	Enterprise Resource Planning	<i>MBA 512</i>	3
MBA 614	International Finance	<i>MBA 511</i>	3
MBA 615	International Strategy	<i>MBA 516</i>	3
MBA 616	International Marketing	<i>MBA 513</i>	3
MBA 617	Import & Export Management	<i>None</i>	3
MBA 634	Operations Management	<i>MBA 515</i>	3

## 8. International Finance:

Code	Course Title	Course Prerequisite	Credits
MBA 611	Business Ethics and Law	<i>None</i>	3
MBA 614	International Finance	<i>MBA 511</i>	3
MBA 618	International Economics & Trade	<i>MBA 511</i>	3
MBA 620	Long-Term Financial Decisions	<i>MBA 511</i>	3
MBA 621	Trading & Risk Management	<i>MBA 511</i>	3

## 9. Marketing Management:

Code	Course Title	Course Prerequisite	Credits
MBA 611	Business Ethics and Law	<i>None</i>	3
MBA 616	International Marketing	<i>MBA 513</i>	3
MBA 622	Marketing Research	<i>MBA 515</i>	3
MBA 623	Sales Management	<i>MBA 513</i>	3
MBA 624	Advertising & Promotion	<i>None</i>	3
MBA 625	Effective Negotiations	<i>None</i>	3
MBA 626	Consumer Behavior	<i>MBA 513</i>	3

## 10. Mass Media and Public Relations:

Code	Course Title	Course Prerequisite	Credits
COMM 600	Writing & Editing the News (Introduction to News Editorial Journalism)	<i>None</i>	3
COMM 610	News Editing	<i>COMM 600</i>	3
COMM 605	Media Ethics	<i>None</i>	3
COMM 620	Politics, Journalism, & Business	<i>None</i>	3
COMM 625	Media Relations	<i>None</i>	3
COMM 630	International Journalism	<i>None</i>	3
COMM 635	Mass Media & Society	<i>None</i>	3
COMM 641	Media Economics	<i>None</i>	3
COMM 643	U.S. Press History	<i>None</i>	3
COMM 645	The Development & Use of New Media Technology	<i>None</i>	3
COMM 647	The Movies: Film & Video Criticism	<i>None</i>	3
COMM 649	Small Group & Team Communications	<i>None</i>	3

## 11. Project Management:

Code	Course Title	Course Prerequisite	Credits
PMP 605	Project Management Systems	<i>None</i>	3
PMP 610	Quality Project Management Practices	<i>None</i>	3
PMP 615	Risk Project Management	<i>None</i>	3
PMP 620	Contract & Procurement Management	<i>None</i>	3
PMP 623	Leading Projects Across Cultural, Corporate, & Global Boundaries	<i>None</i>	3

### MBA Integration Course: (3 credit hours)

Students must take a course that integrates and synthesizes MBA education, and facilitates the transition from the academic to the professional business world.

Code	Course Title	Course Prerequisite	Credits
MBA 627*	Advanced Business Project	All Core, 1 <sup>st</sup> Semester Concentration	3

*\*Internship/CPT Eligible with approval per Dean*

### MBA Elective Course: (3 credit hours)

Students must take one (1) additional course from any of the concentrations or they may take one (1) of the following courses:

Code	Course Title	Course Prerequisite	Credits
MBA 600	Business Residency	None	3
MBA 631	Current Topics in Business	None	3
MBA 633	Business Planning and Development	MBA 516	3
MBA 560	Graduate Internship I	None	3
MBA 660	Graduate Project Internship II	None	3
CAR 600	Career Planning & Management	None	3

### Pre-MBA Program

Students who have earned their Bachelor's degree with less than 120 undergraduate credit hours can be given conditional admission to the MBA program, provided they enroll in and successfully complete the remaining credit hours needed to equal 120, by selecting from the undergraduate courses offered at VIU. Among the 120 required credit hours, the MBA Program Prerequisite Courses (ECON 101, STAT 200, ACCT 201, BUSS 303 and ENGL 120) must be fulfilled. Students must consult their academic advisor before choosing classes. Successful completion of the 120 credit hours, including the four MBA Program Prerequisite Courses, will allow students to complete the undergraduate credit requirement and enter into the MBA program.

## 9.5. Masters of Science in Accounting Degree

The Masters of Science in Accounting (MAC) degree program is designed to provide mastery of both technical and operational competencies for students and professionals with financial, accounting, management, and general business backgrounds who are seeking positions in Accounting.

VIU's MAC degree focuses on in-depth education in one the most important business fields – accounting. Emphasis of the courses is on financial and managerial accounting, taxation, and auditing fields as well as

distinctiveness of international accountancy, accounting information systems, ethical and legal issues in accountancy.

New financial regulations, globalization of businesses, and pressure for organizations to be more fiscally responsible and transparent drive the need for more skilled accountants and auditors. Various agencies and organizations in the US and internationally are in constant need of professional accountants to successfully maintain their business operations. Governmental agencies, private enterprises, multinational corporations, international organizations, non-profits and start-ups are looking for employees with professional skills in financial and managerial accountancy, especially those with an understanding of ethical and legal issues in the global financial environment.

Career paths for individuals who earn a Master's degree in Accounting vary based on individual experiences and skills. Robert Haft International reports a continued need for accounting professionals with knowledge of International Financial Reporting Standards (IFRS). The US Bureau of Labor Statistics estimates that occupations in accounting and financial operations will continue to grow by 18% creating upwards of 1.2 million new jobs. The Master's Degree in Accounting will meet these challenges by preparing students to be successful and competitive in pursuing careers in accounting fields. VIU's Master's Degree in Accounting is designed to develop competencies in major focus areas of the Accounting Professional Certification including auditing, accounting information and business environments, taxation and financial accounting and reporting, accounting regulations, and ethics. This program also provides the opportunity to take an extra course, beyond the degree requirement, on preparation for the CPA exam to become a Certified Professional Accountant.

The Masters of Science in Accounting Degree program is earned by completing the program course requirements of 30 semester credits and 6 semester credits of thesis work beyond the program prerequisite courses.

### **MS in Accounting Program Prerequisites**

If an applicant does not have previous business and/or management background, finance and accounting experience and his/her Bachelor's Degree is not related to business and management, is required to take MS in Accounting Program Prerequisite courses (4 courses, 12 credits) as:

<b>Code</b>	<b>Course Title</b>	<b>Course Prerequisite</b>	<b>Credits</b>
STAT 200	Introduction to Statistics	<i>None</i>	3
ACCT 201	Principles of Financial Accounting	<i>None</i>	3

ACCT 202	Principles of Managerial Accounting	<i>ACCT 201</i>	3
BUSS 303	Principles of Finance	<i>ACCT 201</i>	3
ENGL 120 <sup>†</sup>	Academic Writing	<i>None</i>	3

<sup>†</sup>*This requirement will take effect from Spring 2015 semester.*

These program prerequisites are co-requisites and may be taken at the same time. Some or all of these prerequisites can be waived at the Dean's discretion.

### **Masters of Science in Accounting Degree Requirements**

VIU's Master of Science in Accounting Degree requires 36 academic credits, consists of two study areas that develop core competency in accounting field, and additional necessary knowledge and skills to become an accountant. If desired, an MS in Accounting graduate can take an additional course aimed at successful preparation for obtaining the professional certification as a Certified Professional Accountant (CPA).

<b>Area</b>	<b># of Courses</b>	<b>Credit Hours</b>
Core courses	7	21
Elective courses	3	9
Thesis courses	2	6
Total	12	36

### **Accounting Core courses (7 courses, 21 Credits)**

This set of courses provides basic concept, analysis and fundamental knowledge in auditing, taxation, financial reporting, business ethics and information systems within accounting field. Every MAC student must complete the following seven (7) courses:

<b>Code</b>	<b>Course Title</b>	<b>Course Prerequisite</b>	<b>Credits</b>
MBA 511	Managerial Accounting and Finance	<i>ACCT 201, BUSS 303</i>	3
MBA 605	Auditing	<i>MBA 511</i>	3
MBA 608	Financial Reporting and Decision Making	<i>None</i>	3
MBA 610	Taxation of Business Entities	<i>MBA 511</i>	3
MBA 611	Business Ethics and Law	<i>None</i>	3
MBA 654	Accounting Information Systems	<i>None</i>	3
ACCT 600	Cost Accounting	<i>MBA 511</i>	3



### Accounting Elective courses (3 courses, 9 Credits)

To expand the knowledge and broaden the experience and skills in accounting field, students are required to take additional courses from a list of provided courses. Every MAC student must choose and complete three elective courses (9 credits) from the list below:

Code	Course Title	Course Prerequisite	Credits
MBA 614	International Finance	<i>MBA 511</i>	3
MBA 620	Long-term Financial Decisions	<i>MBA 511</i>	3
MBA 621	Trading and Risk Management	<i>MBA 511</i>	3
ACCT 601	Advanced Financial Accounting	<i>MBA 511</i>	3
ACCT 602	International Accounting	<i>MBA 511</i>	3
ACCT 603	Contemporary Topics in Accountancy	<i>MBA 511</i>	3

### Accounting Thesis courses (2 courses, 6 Credits)

Accountants are widely employed throughout practically every industry and every area of employment. Often serving as the essential source for financial data critical to the organization's ultimate success, accountants may provide financial insights which serve as the primary factor in making all other decisions. Through the thesis process, students will have an opportunity to demonstrate their ability to integrate accounting practices, various business models, and business operational procedures for the purpose of maintaining an organization's fiscal, legal, and ethical stability as well as actualize their understanding through imperial research.

Code	Course Title	Course Prerequisite	Credits
ACCT 698	Master Thesis I	<i>Completion of 5 Core &amp; Dean's Approval</i>	3
ACCT 699	Master Thesis II	<i>ACCT 698</i>	3

### OPTIONAL: CPA professional preparation course (3 credits)

To obtain in-depth professional preparation for passing the Certified Professional Accountant (CPA) exam, students may consider taking an additional course. The requirement for taking this course is the completion of MS in Accounting Core Curriculum.

Code	Course Title	Course Prerequisite	Credits
ACCT 650	CPA Exam preparation	<i>All ACCT Core</i>	3

## 9.6. Masters of Science in Project Management Degree

VIU's Master of Science in Project Management (MPM) degree is designed to provide mastery of both technical and operational competencies for professionals with diverse backgrounds seeking leadership positions as a project manager.

The MPM is intended to prepare working project managers to manage projects within the context of their organizational strategic objectives with emphasis on decision-making processes, ethics, communication, globalization and analytical frameworks.

Emphasis is placed on project progressive elaboration strategies and application theory used to monitor and control project scope, costs, risks, schedules, quality, human resources, communications, procurement and contracts with the ultimate goal of achieving project objectives in terms of on-time deliverables and within budget with an added focus on:

- Real-world project case studies including lab exercises and practicum to help students' master competencies to oversee and manage complete projects in diverse industries.
- Techniques on how to manage relationships between the project manager, project team and stakeholders, while emphasizing project priorities within the context of the triple constraints of scope, time and cost.
- Preparing students for the Project Management Professional (PMP) exam with courses that emphasize project management competencies.

Career paths for individuals who earn a MPM vary based on individual experiences and skills, and according to a study published in October 2008 by the Anderson Economic Group, an average of 1.2 million project management positions across several industries will need to be filled each year through 2016. Project management skills are applicable to a growing range of industries including:

- Consulting management
- Construction and housing industries
- Government including all branches and other interface organizations
- Information systems and management
- Healthcare and financial industries
- Non-Governmental Organizations (NGO's)
- Commercial organizations
- Public relations

VIU will enable students to be competitive through academic studies, seminars, and tours. Our qualified and experienced faculty and Career Center will help connect them to various internship and job opportunities.

Through case studies, first-hand accounts from some of today's most successful project managers, and success strategies from faculty members who are seasoned project management practitioners, the MPM degree prepares students with the relevant skills needed to become successful project managers in the industry, effectively preparing students to become leaders in this competitive industry. Research and industry advisers, have noted that the industry will need project managers who can partner with the government, understand various market requirements, cultural implications, address environmental challenges, work with people, and collaborate with private sector businesses. The areas are covered in VIU's core course curriculum.

The Capstone course in Project Management is the culminating experience for the future project management graduates. Students combine academic and experiential learning to develop project requirements and create project management plans for a new project, which will be judged by professors, business leaders and professionals in project management. This program also provides the opportunity to take an extra course, beyond the degree requirement, on preparation for the Project Management Professional credential exam.

The MPM degree program is earned by completing the program course requirements of 30 semester credit hours and 6 semester credit hours of thesis, beyond the program prerequisite courses.

### MPM Program Prerequisites

If an applicant does not have previous business background and project management experience, and his/her Bachelor's Degree is not related to business and management is required to take MPM Program Prerequisite courses as:

Code	Course Title	Course Prerequisite	Credits
ECON 101	Principles of Microeconomics	<i>None</i>	3
STAT 200	Introduction to Statistics	<i>None</i>	3
ACCT 201	Principles of Financial Accounting	<i>None</i>	3
BUSS 303	Principles of Finance	<i>ACCT 201</i>	3
ENGL 120 <sup>†</sup>	Academic Writing	<i>None</i>	3

<sup>†</sup>*This requirement is added effective Spring 2015 semester.*

These program prerequisites are co-requisites and may be taken at the same time. Some or all of these prerequisites can be waived at the Dean's discretion.

### MPM Degree Requirements

MS in Project Management requires 36 academic credit hours, and consists of three areas of study that develop necessary knowledge and skills to

become a Project Manager. If desired, an MS in Project Management graduate can take an additional course aimed at successful preparation for obtaining the professional certification as a Project Management Professional (PMP).

Area	# of Courses	Credit Hours
General Management Core courses	4	12
Project Management Core courses	6	18
Thesis courses	2	6
<b>Total</b>	<b>12</b>	<b>36</b>

### General Management Core courses (4 courses, 12 Credits)

General Management Core courses provide students with the skills and knowledge that all project managers need including accounting, finance, organizational behavior, marketing and leadership. Every MPM student must complete the following four (4) courses:

Code	Course Title	Course Prerequisite	Credits
MBA 511	Managerial Accounting and Finance	<i>ACCT 201, BUSS 303</i>	3
MBA 512	Project & Cost Management	<i>STAT 200</i>	3
MBA 513	Organizational Behavior & HR Management	<i>None</i>	3
MBA 514	Marketing Management	<i>None</i>	3

### Project Management Core courses (6 courses, 18 Credits)

Project Management Core courses offer students the familiarity and skills in managing projects, evaluating risks, handling contractual and procurement activities and analyzing advanced projects management practices. Every MPM student must complete the following six (6) courses:

Code	Course Title	Course Prerequisite	Credits
PMP 605	Project Management Systems	<i>None</i>	3
PMP 610	Quality Project Management Practices	<i>None</i>	3
PMP 615	Risk Project Management	<i>None</i>	3
PMP 620	Contract and Procurement Management	<i>None</i>	3
PMP 623	Leading Projects Across Cultural, Corporate, and Global Boundaries	<i>None</i>	3
PMP 625	Advanced Project Management Practices	<i>PMP 605</i>	3

## Project Management Thesis Course (2 courses, 6 credits)

The project management concept is commonly integrated across many disciplines. As a project manager, it is important to have a working understanding of various industries. Through the thesis process, students will have an opportunity to demonstrate their ability to integrate people, processes, and technology for the purpose of understanding an organization's mission and vision as well as actualize their understanding through imperial research.

Code	Course Title	Course Prerequisite	Credits
PMP 698	Master Thesis I	5 Core Courses & Dean's approval	3
PMP 699	Master Thesis II	PMP 698	3

## OPTIONAL: PMP Exam Preparation (3 credits)

To obtain in-depth professional preparation for passing the Project Management Professional (PMP) exam, students may consider taking an additional course. The requirement for taking this course is the completion of Project Management Core Curriculum.

Code	Course Title	Course Prerequisite	Credits
PMP 650	PMP Exam Preparation	PMP 605, 610, 615	3

## 9.7. Graduate Certificate in Project Management

VIU's Graduate Certificate in Project Management is built on the principles, core processes and knowledge areas found in the Project Management Body of Knowledge (PMBOK). This graduate certificate addresses the challenges and skills sets required to be successful as a project managers. The certificate program is taught by the same VIU professors that are experienced practitioners and taught leaders in project management. Students in the certificate program gain in-depth analytical skills, stakeholder communication techniques, strategic planning and implementation skills, as well as managerial and leadership insight to ensure that projects are completed on budget, on time, and within scope.

The VIU Certificate in Project Management is uniquely different from the Master's Degree in Project Management or the MBA with a concentration in Project Management in two areas: The focus of a Graduate Certificate in Project Management is on strategic outcomes rather than organizational strategic outcomes, and certificate courses are aligned principally to the core processes and knowledge areas found in the Project Management Body of Knowledge (PMBOK).

Career paths for individuals who earn a certificate in project management vary based on individual experiences and skills. According to a study published in October 2008 by the Anderson Economic Group, an average of 1.2 million project management positions across several industries will need to be filled each year through 2016. Project management skills are applicable sort by a growing range of industries including:

- Consulting management
- Construction and housing industries
- Government: including all branches and other interface organizations
- Information systems and management
- Healthcare and financial industries
- Non-Governmental Organizations (NGO's)
- Commercial organizations
- Public relations

VIU will help students be competitive through academic studies, seminars, and tours. Our experienced faculty and Career Center will work to help connect students to various internship and job opportunities.

Through case studies, first-hand accounts from some of today's most successful project managers, and success strategies from faculty members who are seasoned project management practitioners, VIU's Graduate Certificate in Project Management prepares students with the relevant skills needed to become successful project managers. Research and industry advisers have noted that the industry will need project managers who can partner with the government, understand various market requirements and cultural implications, address environmental challenges, work with people, and collaborate with private sector businesses. All of these areas are covered in VIU's core course curriculum.

## Graduate Certificate in Project Management Courses

Students must take all six (6) courses (18 credit hours).

Code	Course Title	Course Prerequisite	Credits
PMP 605	Project Management Systems	<i>None</i>	3
PMP 610	Quality Project Management Practices	<i>None</i>	3
PMP 615	Risk Project Management	<i>None</i>	3
PMP 620	Contract and Procurement Management	<i>None</i>	3
PMP 625	Advanced Project Management Practices	<i>PMP 605</i>	3
PMP 650	PMP Exam Preparation	<i>PMP 605, 610, 615</i>	3

## 10. SCHOOL OF COMPUTER INFORMATION SYSTEMS

### 10.1. Bachelor of Science in Computer Science

The curriculum for the Bachelor of Science in Computer Science degree 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 applications and best practices.

The program provides a blend of theory and applications, preparing students for a variety of Computer Science careers in industry, government, and academia; and to develop the foundation for continuing education and growth in the field of Computer Science.

#### BCS Program Objective

VIU's BCS program educates and trains students to create and implement solutions for information systems-based needs and problems in research, commercial, financial, governmental, or other types of organizations. The approach of this degree program is to integrate theoretical and practical aspects of the computing science and technology.

VIU's BCS 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 or specialization is associated with this degree, but students have a large selection of electives to choose from in the final year based on their specific areas of interest.

Specifically, the BCS program graduates will be able to:

- Use a variety of sources and means to maintain currency with the principal categories of computing tools and frameworks;
- Design appropriate software system and service structures in response to application needs, and organizational environment based on the available pool of components, tools and services;
- Make appropriate design choices as the result of analysis regarding system and service properties;
- Select appropriately among competing technologies and technical approaches on the basis of sound evaluation;
- Analyze social and other external impacts along with relevant legal, regulatory, ethical and professional issues in business and technical decision-making; and
- Selectively develops depth of expertise, exercising a conscious process of critical reflection and learning.

## BCS Degree Requirements

The Bachelor of Science in Computer Science requires 40 courses: twelve (12) Common Academic Curriculum Courses (CAC), eighteen (18) Professional Core Courses and ten (10) Elective Courses.

Area		Number of Courses	Credit Hours
Common Academic Curriculum		12	36
Professional Core Courses	a) Fundamental Core (FC) 7 courses – 21 credit hours	18	54
	b) Programming Core (PC) 4 courses – 12 credit hours		
	c) Application Core (AC) 7 courses – 21 credit hours		
Elective Courses		10	30
<b>Total</b>		<b>40</b>	<b>120</b>

### Professional Core Courses

The eighteen (18) Professional Core Courses belong to three categories: Fundamental Courses (7 courses), Programming Courses (4 courses) and Application Courses (7 courses).

#### a) Fundamental Courses (7 courses – 21 Credit Hours)

Code	Course Title	Course Prerequisite	Credits
CMP 110	Introduction to Computing	<i>None</i>	3
CMP 120	Programming Logic	<i>None</i>	3
CMP 130	Ethical, Societal and Legal Aspects of Computing	<i>None</i>	3
CMP 230	Discrete Mathematical Methods for Computing	<i>None</i>	3
CMP 250	Computer Architecture	<i>CMP 110</i>	3
CMP 260	Operating Systems	<i>CMP 110</i>	3
CMP 270	Essentials of Networking	<i>CMP 110</i>	3

#### b) Programming Courses (4 Courses – 12 Credit Hours)

Code	Course Title	Course Prerequisite	Credits
CMP 210	Programming I	<i>CMP 120</i>	3
CMP 220	Programming II	<i>CMP 120</i>	3



CMP 330	Data Structures and Algorithm Analysis	<i>CMP 120</i>	3
CMP 340	Principles of Programming Languages	<i>CMP 120</i>	3

**c) Application Courses (7 Courses – 21 Credit Hours)**

Code	Course Title	Course Prerequisite	Credits
CMP 343	Computer Security Principles	<i>CMP 270</i>	3
CMP 350	Database Concepts	<i>None</i>	3
CMP 360*	Web Development Methods	<i>CMP 120</i>	3
CMP 375	Human-Computer Interaction	<i>None</i>	3
CMP 440	Software Engineering	<i>CMP 220 or CMP 330</i>	3
CMP 498	Capstone Project I	<i>All 300-Level core courses</i>	3
CMP 499	Capstone Project II	<i>CMP 498</i>	3

*\*Internship CPT qualified / course.*

**Elective Courses: (10 courses – 30 Credit Hours)**

Students are also required to take ten (10) Elective Courses from the following list:

Code	Course Title	Course Prerequisite	Credits
CMP 353*	Application Software Security	<i>CMP 343</i>	3
CMP 355	Programming with C/C++	<i>CMP 120</i>	3
CMP 365	Information Technology Project & Service Management	<i>All core courses</i>	3
CMP 373	Operating Systems Security	<i>CMP 343</i>	3
CMP 389	Independent Study	<i>All FC courses, Dean's approval</i>	3
CMP 391	Internship Level I	<i>Dean's approval</i>	3
CMP 392	Internship Level II	<i>Dean's approval</i>	3
CMP 420*	Usability Evaluation and Interface Development	<i>CMP 375</i>	3
CMP 443*	Network Security	<i>CMP 343</i>	3
CMP 445*	Distributed Systems	<i>CMP 250 or CMP 260</i>	3

CMP 463*	Computer Forensics	<i>CMP 343</i>	3
CMP 465	Theory of Computation	<i>CMP 330 or CMP 220</i>	3
CMP 466*	Programming for Mobile Devices	<i>CMP 330 or CMP 220 or CMP 360</i>	3
CMP 467*	Database Systems for Web Applications	<i>CMP 350</i>	3
CMP 471*	Special Topics in Computer Science	<i>All FC courses</i>	3
CMP 472*	Special Topics in Information Technologies and Systems	<i>All FC courses</i>	3
CMP 489	Independent Study	<i>All FC courses, Dean's approval</i>	3
CMP 491	Internship Level III	<i>Dean's approval</i>	3
CMP 492	Internship Level IV	<i>Dean's approval</i>	3
CAR 100	Career Planning & Management	<i>None</i>	3

*Internship CPT qualified / course.*

## 10.2. Master of Science in Computer Science

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 professor in which the student gains an understanding of an area of current research and contributes to it.

### MCS Program Objective

The main objective of VIU's MCS program is to provide a deep understanding of computer science theory and applications. The program aims to equip the student with the knowledge and skills that enable her/him to identify and solve problems in specific areas using analytical and critical thinking skills; communicate effectively using visual, mathematical and/or language skills in the modes of oral and/or written presentation; develop a

macro-vision understanding that the world is a set of related systems and that problem solving contexts do not exist in isolation; and contribute to cross-functional teams, including geographically dispersed teams. Each MCS specialization will have its own specialization-specific objective, which is given in the relevant part of this document.

The curriculum design provides all MCS degree holders with a core set of knowledge. Furthermore, to make students more employable, the program offers students a set of courses (reinforced with practical experience) in a particular area within Computer Science (CS) as a specialization. A particular MCS specialization allows a student to concentrate in a specific area for which there is demand and to achieve mastery of in the area. These graduates will have the following skills, knowledge, and values:

- A core of CS and technology knowledge;
- Integration of CS concepts, principles and applications to solve real-world problems;
- Communication, interpersonal, and team skills;
- Analytical and critical thinking skills;
- Specific skills leading to a career depending on the specialization studied;
- Make ethical professional decisions and practice ethical professional behavior.

In the MCS program, a student must opt to pursue one specialization from the choice of the following seven specializations available:

1. *Computer Animation and Gaming;*
2. *Cybersecurity;*
3. *Data Management;*
4. *Intelligent Systems;*
5. *Networking;*
6. *Software Applications Development;*
7. *Software Engineering.*

Students graduating from the MCS program should be prepared to provide leadership in the Computer Science field. The MCS program prepares students for productive long-term 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. Graduates of the 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 for success 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. In some cases, the program prerequisite courses may have course prerequisites to be taken before enrolling in the program prerequisite courses. Thus to be successful, students must have a background in the following areas:

Code	Course Name	Course Prerequisite	Credits
CMP 220	Programming II	<i>CMP 120<sup>†</sup></i>	3
CMP 230	Discrete Mathematical Methods for Computing	<i>None</i>	3
CMP 250	Computer Architecture	<i>CMP 110<sup>†</sup></i>	3
CMP 260	Operating Systems	<i>CMP 110<sup>†</sup></i>	3
CMP 270	Essentials of Networking	<i>CMP 110<sup>†</sup></i>	3
CMP 330	Data Structures and Algorithm Analysis	<i>CMP 120<sup>†</sup></i>	3
CMP 350	Database Concepts	<i>none</i>	3

<sup>†</sup> *Students who pass a standardized examination for this course will have this course waived.*

These program prerequisites are co-requisites and may be taken simultaneously with the master's degree courses. Some or all of these prerequisites may be waived at the Academic Advisor's discretion.

## MCS Degree Requirements

The MCS degree will be earned by completing the program course requirements of 36 credit hours, beyond the program prerequisite courses. To qualify for the MCS degree, students must meet all credit requirements, as described below.

VIU's MCS program is generally completed within two years of full time study. It consists of seven (5) core courses (15 credits), five (5) specialization elective courses (15 credits) and two (2) other electives. The

specialization electives allow a student to concentrate in a specific area for which there is demand and to achieve knowledge depth in that area. The two other (exit) electives give a student the opportunity to integrate and apply the knowledge and skills studied so far to real-world situations/problems through a capstone project, internship or a master's thesis. The specialization elective courses provide an opportunity for students to develop and fine-tune specific computing skills according to their areas of interest.

Area	Number of Courses	Credit Hours
Core courses	5	15
Specialization Elective courses	5	15
Other Electives	2	6
<b>Total</b>	<b>12</b>	<b>36</b>

### **MCS Core Courses: (5 Courses – 15 Credits)**

Each candidate must satisfactorily complete the following five (5) core courses (15 credits):

Code	Course Name	Course Prerequisite	Credits
CMP 511	Computer Architecture and Implementation	<i>CMP 250</i>	3
CMP 556	Database Management Systems I	<i>CMP 350</i>	3
CMP 560	Software Engineering	<i>none</i>	3
CMP 561	Design and Analysis of Algorithms	<i>CMP 220 or CMP 330</i>	3
CMP 641	Operating Systems	<i>CMP 260</i>	3

The description of the courses can be found on page 206 of this Catalog, under the [Course Descriptions](#) section.

### **MCS Specialization Courses: (5 courses - 15 Credit Hours)**

Students must select one of the specializations listed below during the second year of their study. Students must choose five (5) courses (15 credit hours) from the Specializations Elective Courses.

#### **1. Computer Animation and Gaming**

The objective of this specialization is to equip students with in-depth knowledge and skills that will enable them to conceptualize, design and implement computer graphics and animation programs that meet certain objective criteria.

Code	Course Name	Course Prerequisite	Credits
CMP 582	Computer Graphics	<i>CMP 561</i>	3

CMP 583	Computer Animation	<i>CMP 561</i>	3
CMP 584	Human-Computer Interface Design	<i>CMP 561</i>	3
CMP 585*	Design of Interactive Multimedia	<i>None</i>	3
CMP 586*	Computer Vision	<i>CMP 582</i>	3
CMP 587*	Game Design and Programming	<i>CMP 582</i>	3
CMP 588*	Special Topics Computer Animation and Gaming	<i>Dean's approval</i>	3

## 2. Cybersecurity

The objective of this specialization is to equip the students with in-depth knowledge skills that will enable them to identify, develop, and implement effective and efficient defense mechanisms to secure organization networks and information resources to support organizational goals.

Code	Course Name	Course Prerequisite	Credits
CMP 558	Network and Information Security	<i>CMP 550/ CMP 562</i>	3
CMP 562	Computer Networks	<i>CMP 270</i>	3
CMP 630*	Network Security Audit and Forensics	<i>CMP 558</i>	3
CMP 643*	Database Security and Data Protection	<i>CMP 556/ CMP 553</i>	3
CMP 644	Intrusion Detection and Prevention Systems	<i>CMP 558</i>	3
CMP 645*	Security Management	<i>CMP 558</i>	3
CMP 647*	Wireless and Mobile Security	<i>CMP 558</i>	3
CMP 648*	Special Topics in Cybersecurity	<i>Dean's approval</i>	3

\* *Internship / CPT qualified course.*

## 3. Data Management

The objective of this specialization is to equip the student with the knowledge and skills to collect, organize, store, manipulate, analyze, secure, and communicate structured and unstructured data; in order to integrate information technology solutions and business processes to meet the information needs of businesses and other enterprises.

Code	Course Name	Course Prerequisite	Credits
CMP 622	Database Management Systems II	<i>CMP 556</i>	3
CMP 624	Data Warehousing	<i>CMP 556</i>	3
CMP 625	Text Analytics	<i>CMP 556</i>	3

CMP 626	Distributed Databases	CMP 556	3
CMP 627*	Data Mining	CMP 556	3
CMP 628*	Special topics in Data Management	Dean's approval	3
CMP 643*	Database Security and Data Protection	CMP 556/ CMP 553	3

\* Internship / CPT qualified course.

#### 4. Intelligent Systems

The objective of this specialization is to equip students with in-depth knowledge skills that will enable them to apply artificial intelligence (AI), machine learning and intelligent systems techniques to solve real-world problems.

Code	Course Name	Course Prerequisite	Credits
CMP 621	Artificial Intelligence	None	3
CMP 652	Natural Language Processing	CMP 561 CMP 621	3
CMP 653	Machine Learning	CMP 621	3
CMP 654*	Adaptive Learning Systems	CMP 621	3
CMP 655*	Intelligent Agents	CMP 621	3
CMP 658*	Special Topics Intelligent Systems	Dean's approval	3

\* Internship / CPT qualified course.

#### 5. Networking

The objective of this specialization is to equip the students with a comprehensive understanding of the network and Internet architecture, network design and implementation, network performance analysis, network management, network security, and emerging trends in networking technology. The program is designed to equip students with extensive hands-on experience in order to analyze, design, procure, manage, and implement state-of-the art computer networking solutions and technologies.

Code	Course Name	Course Prerequisite	Credits
CMP 558	Network and Information Security	CMP 550 or CMP 562	3
CMP 562	Computer Networks	CMP 270	3
CMP 602	Network Design and Implementation	CMP 562	3
CMP 603*	Network management	CMP 558	3
CMP 604*	Cloud Computing	CMP 558	3

CMP 608*	Special Topics Networking	<i>Dean's approval</i>	3
CMP 647*	Wireless and Mobile Security	<i>CMP 558</i>	3
CMP 665*	Virtualization Technologies	<i>CMP 558, CMP 641</i>	3

\* Internship / CPT qualified course.

## 6. Software Applications Development

The objective of this specialization is to equip the students with a comprehensive understanding of advanced software applications development using modern program paradigms and tools. The program is designed to equip students with extensive hands-on experience in order to analyze, design, implement and test software applications that meet the business objectives of an organization using techniques such as design patterns, component-based architectures, web services, service-oriented architectures and emerging technologies.

Code	Course Name	Course Prerequisite	Credits
CMP 573	Compiler Construction	<i>CMP 561</i>	3
CMP 632	Requirements Engineering	<i>CMP 560</i>	3
CMP 636	Trends in Software Applications Development	<i>CMP 632</i>	3
CMP 650*	Software Design and Construction	<i>CMP 560</i>	3
CMP 661*	Software Testing	<i>CMP 561, CMP 650</i>	3
CMP 663*	Web Applications Development	<i>CMP 553/ CMP 561</i>	3
CMP 664*	Mobile Applications Design & Development	<i>CMP 553/ CMP 561</i>	3
CMP 618*	Special Topics in Software Applications Development	<i>Dean's approval</i>	3

\* Internship / CPT qualified course.

## 7. Software Engineering

The objective of this specialization is to equip the student with the knowledge and skills to effectively carry out requirements engineering, design and construct high quality software, software testing, maintenance, configuration and management to meet the business needs of an enterprise in a highly dynamic and competitive business environment.

Code	Course Name	Course Prerequisite	Credits
CMP 632	Requirements Engineering	<i>CMP 560</i>	3



CMP 635*	Software Quality and Process Improvement	CMP 560	3
CMP 637	Software Engineering Management	CMP 560	3
CMP 638*	Special Topics in Software Engineering	Dean's approval	3
CMP 650*	Software Design and Construction	CMP 560	3
CMP 661*	Software Testing	CMP 561, CMP 650	3
CMP 662*	Software Maintenance & Configuration Management	CMP 650	3

\* Internship / CPT qualified course.

### MCS Other Elective Courses: (2 Courses – 6 Credits)

The student must select two courses from the list of courses below or from any other specialization electives. Students can only enroll in the Capstone project course of their chosen specialization.

Code	Course Name	Course Prerequisite	Credits
CMP xxx	Elective from any specialization	<i>Varies</i>	3
CMP 551	Research Methods	<i>None</i>	3
CMP 589	Computer Animation and Gaming Capstone Project	<i>All core, four specialization elective courses</i>	3
CMP 609	Networking Capstone Project	<i>All core courses, four specialization courses.</i>	3
CMP 619	Software Applications Development Capstone Project	<i>All core, four specialization elective courses</i>	3
CMP 629	Data Management Capstone Project	<i>All core courses, four specialization courses</i>	3
CMP 639	Software Engineering Capstone Project	<i>All core courses, four specialization courses</i>	3
CMP 649	Cybersecurity Capstone Project	<i>All core, four specialization courses</i>	3
CMP 659	Intelligent Systems Capstone Project	<i>All core, four specialization courses</i>	3
CMP 591	Graduate Internship Level I	<i>All core courses, one specialization elective course, Dean's approval</i>	3

CMP 691	Graduate Internship Level II	<i>All core courses, two specialization elective courses, Dean's approval</i>	3
CMP 696	Independent Study I	<i>Dean's approval</i>	3
CMP 697	Independent Study II	<i>Dean's approval</i>	3
CMP 698	Master's Thesis I	<i>All core, two specialization elective courses, academic advisor's approval.</i>	3
CMP 699	Master's Thesis II	<i>CMP 698</i>	3
CAR 600	Career Planning & Management	<i>None</i>	3

## Pre-MCS Program

Students who have earned their bachelor's degree with less than 120 undergraduate credits can be given conditional admission to the MCS program, provided they enroll in and successfully complete the remaining credits by selecting from the bachelor of computer science (BCS) undergraduate courses offered at VIU. Among the 120 required credits, the MCS program prerequisite courses must be fulfilled. Students must consult their academic advisor before choosing the pre-MCS courses who will advise them on the appropriate course selections from VIU's BCS program while complying with MCS program prerequisites. Successful completion of the pre-MCS courses will allow these students to complete the undergraduate credits requirement of 120, and enter into the MCS program.

### 10.3. Master of Science in Information Systems

The Master of Science in Information Systems (MIS) is designed to prepare students for positions in Information Systems and related fields. 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 Objective

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 main objective of the MIS program is to provide a comprehensive understanding of information systems in organizations. The program aims to equip the student with the knowledge and skills that enable her/him to focus on integrating information technology solutions and business processes to meet the information needs of businesses and other enterprises, enabling them to achieve their objectives in an effective and efficient way. The program also aims to equip students with the knowledge and skills to identify and solve problems using analytical and critical thinking skills; communicate effectively using visual, mathematical and/or language skills in the modes of oral and/or written presentation; develop a macro-vision understanding that the world is a set of related systems and that problem solving contexts do not exist in isolation; and contribute to cross-functional teams, including geographically dispersed teams.

The curriculum design provides all MIS degree holders with a core set of knowledge. Furthermore, to make students more employable, the program offers students a related set of courses (reinforced with practical experience) in a particular focus area within information systems as a *specialization*. A particular MIS specialization allows a student to concentrate in a specific area for which there is demand and to achieve breadth and depth in that area. Each MIS specialization has its own specific objective, which is given in the relevant section of this catalog. Students graduating from the MIS program should be prepared to provide leadership in the information systems field. These graduates will have the following skills, knowledge, and values:

- A core of IS management and technology knowledge;
- An understanding of the integration of IS and business foundations;
- A broad business and real world perspective;
- Communication, interpersonal, and team skills;
- Analytical and critical thinking skills;
- Specific skills leading to a career depending on the specialization studied;
- Make ethical professional decisions and practice ethical professional behavior.

In the MIS program, a student must opt to pursue one specialization from the following seven specializations available:

1. *Business Intelligence and Data Analytics;*
2. *Cybersecurity;*
3. *Data Management;*
4. *Enterprise Project Management;*

5. *Health Informatics;*
6. *Information Assurance;*
7. *Knowledge Management.*

The MIS program is designed to support both traditional and emerging career opportunities. The Career paths for the MIS graduates include:

- Data administration
- Systems integration
- Networking, telecom, and infrastructure
- Management of sourcing and global projects
- IT project management
- Analysis of information systems development projects
- Cybersecurity
- IT consulting for projects that include a substantial dependence on information systems
- Academia as an instructor at a college or university teaching information systems-related courses
- Research and development of information technologies and related products and services

VIU's MIS program is generally completed within two years of full time study. It consists of five (5) core courses (15 credits), five (5) specialization elective courses (15 credits) and two (2) other electives. The specialization electives allow a student to concentrate in a specific area for which there is demand and to achieve breadth and depth in that area. The two other electives give a student the opportunity to integrate and apply the knowledge and skills studied so far to real-world situations/problems through a capstone project, internship or a master's thesis. The specialization elective courses provide an opportunity for students to develop and fine-tune specific computing skills according to their areas of interest.

## **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 business administration and information technology need to take some or all of the prerequisite courses before they begin work on the core courses. In some cases, the program prerequisite courses may have course prerequisites to be taken before enrolling in the program prerequisite courses.

<b>Code</b>	<b>Course Name</b>	<b>Course Prerequisite</b>	<b>Credits</b>
CMP 350	Database Concepts	<i>None</i>	3
ACCT 201	Principles of Financial Accounting	<i>None</i>	3

BUSS 312	Organizational Theory & HR Management	<i>None</i>	3
<b><i>Also one of the following courses:</i></b>			
CMP 330	Data Structures and Algorithm Analysis	<i>CMP 120<sup>†</sup></i>	3
CMP 340	Principles of Programming Languages	<i>CMP 120<sup>†</sup></i>	3
CMP 355	Programming with C/C++	<i>CMP 120<sup>†</sup></i>	3

<sup>†</sup>*Students who pass a standardized examination for this course will have this course waived.*

These program prerequisites are co-requisites and may be taken at the same time as some of the MIS courses. Some or all of these prerequisites may be waived at the Dean's discretion.

### **MIS Degree Requirements**

The MIS degree will be earned by completing the program course requirements of 36 credit hours, beyond the program prerequisite courses.

<b>Area</b>	<b>Number of Courses</b>	<b>Credit Hours</b>
Core Courses	5	15
Specialization Elective Courses	5	15
Other Electives	2	6
<b>Total</b>	<b>12</b>	<b>36</b>

### **MIS Core Courses: (5 Courses – 15 Credits)**

The 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 and other skills relevant to working in cross-functional teams.

Each candidate must satisfactorily complete the following five (5) core courses (15 credits):

<b>Code</b>	<b>Course Name</b>	<b>Course Prerequisite</b>	<b>Credits</b>
CMP 550	IT Infrastructure	<i>None</i>	3
CMP 553	Analysis, Modeling and Design	<i>None</i>	3
CMP 570	Enterprise Information Systems	<i>CMP 550 or CMP 556</i>	3
CMP 612*	IT Project Management	<i>None</i>	3
CMP 620*	IT Governance	<i>None</i>	3

The description of the courses can be found on page 206 of this Catalog, under the [Course Descriptions](#) section.

### **MIS Specialization Courses: (5 courses - 15 Credit Hours)**

Students must select one of the specializations listed below during the second year of their study. Students must choose five (5) courses (15 credit hours) from the specializations elective courses.

#### **1. MIS: Business Intelligence and Data Analytics**

The objective of this specialization is to equip the student with the knowledge and skills to collect, organize, store, manipulate, analyze, and mine very large volumes of structured and unstructured data using information technology tools in order to support marketing, financial decision making and to give an enterprise a competitive advantage.

<b>Code</b>	<b>Course Name</b>	<b>Course Prerequisite</b>	<b>Credits</b>
CMP 556	Database Management Systems I	<i>CMP 350</i>	3
CMP 624	Data Warehousing	<i>CMP 556</i>	3
CMP 681	Enterprise Analytics	<i>CMP 556</i>	3
CMP 682*	Big Data Analytics	<i>CMP 556</i>	3
CMP 684*	Management Decision Modeling	<i>None</i>	3
CMP 685*	Advanced Big Data Analytics	<i>CMP 682</i>	3
CMP 688*	Special Topics Business Intelligence and Data Analytics	<i>Dean's approval</i>	3

\* *Internship / CPT qualified course.*

#### **2. MIS: Cybersecurity**

The objective of this specialization is to equip the students with in-depth knowledge skills that will enable them to identify, develop, and implement effective and efficient defense mechanisms to secure organization networks and information resources to support organizational goals.

<b>Code</b>	<b>Course Name</b>	<b>Course Prerequisite</b>	<b>Credits</b>
CMP 558	Network and Information Security	<i>CMP 550 or CMP 562</i>	3
CMP 562	Computer Networks	<i>CMP 270</i>	3
CMP 630*	Network Security Audit and Forensics	<i>CMP 558</i>	3
CMP 643*	Database Security and Data Protection	<i>CMP 553 or CMP 556</i>	3
CMP 644	Intrusion Detection and Prevention Systems	<i>CMP 558</i>	3

CMP 645*	Security Management	CMP 558	3
CMP 647*	Wireless and Mobile Security	CMP 558	3
CMP 648*	Special Topics in Cybersecurity	Dean's approval	3

\* Internship / CPT qualified course.

### 3. MIS: Data Management

The objective of this specialization is to equip the student with the knowledge and skills to collect, organize, store, manipulate, analyze, secure, and communicate structured and unstructured data; in order to integrate information technology solutions and business processes to meet the information needs of businesses and other enterprises.

Code	Course Name	Course Prerequisite	Credits
CMP 556	Database Management Systems I	CMP 350	3
CMP 622	Database Management Systems II	CMP 556	3
CMP 624	Data Warehousing	CMP 556	3
CMP 625	Text Analytics	CMP 556	3
CMP 626	Distributed Databases	CMP 556	3
CMP 627*	Data Mining	CMP 556	3
CMP 628*	Special Topics in Data Management	Dean's approval	3
CMP 643*	Database Security and Data Protection	CMP 556 or CMP 553	3

### 4. MIS: Enterprise Project Management

The objective of this specialization is to equip the student with the knowledge and skills to manage the time, budget, personnel and other resources required in IT projects in large enterprises.

Code	Course Name	Course Prerequisite	Credits
CMP 513	Risk Management and Control	CMP 612	3
CMP 514	Virtual Organizations	CMP 612	3
CMP 515*	Enterprise Program Management	CMP 612	3
CMP 516	IT Investment Economics	CMP 513	3
CMP 518*	Special Topics Enterprise Project Management	Dean's approval	3
CMP 680	Organizational and Social Dimensions of Computing	None	3

\* Internship / CPT qualified course.

## 5. MIS: Health Informatics

The objective of this specialization is to equip the students with in-depth knowledge skills that will enable them to efficiently and effectively collect, organize, store, manipulate, analyze, and secure healthcare information systems and delivery systems, using information technology tools in order to support the organizational goals of healthcare systems.

Code	Course Name	Course Prerequisite	Credits
CMP 554	Healthcare Information Systems	<i>CMP 550 or CMP 570</i>	3
CMP 555	Healthcare Data Management	<i>CMP 553</i>	3
CMP 557*	Healthcare Delivery Models	<i>CMP 570</i>	3
CMP 670	Legal, Ethical and Social Issues in Healthcare	<i>None</i>	3
CMP 666*	Healthcare Economics	<i>None</i>	3
CMP 667	Biostatistics	<i>None</i>	3
CMP 668*	Special Topics Health Informatics	<i>Dean's approval</i>	3

\* Internship / CPT qualified course.

## 6. MIS: Information Assurance

The objective of this specialization is to equip the students with in-depth knowledge skills that will enable them to identify, develop, and implement effective and efficient defense mechanisms to secure organization networks and information resources to support organizational goals.

Code	Course Name	Course Prerequisite	Credits
CMP 558	Network and Information Security	<i>CMP 550 or CMP 562</i>	3
CMP 559	Introduction to Information Assurance	<i>CMP 550</i>	3
CMP 593	Security Policy, Law, and Ethics	<i>None</i>	3
CMP 594	Risk Management and Disaster Recovery Planning	<i>None</i>	
CMP 598*	Special Topics Information Assurance	<i>Dean's approval</i>	3
CMP 630*	Network Security Audit and Forensics	<i>CMP 558</i>	3
CMP 643*	Database Security and Data Protection	<i>CMP 553 or CMP 556</i>	3
CMP 644	Intrusion Detection and Prevention Systems	<i>CMP 558</i>	3

\* Internship / CPT qualified course.



## 7. MIS: Knowledge Management

The objective of this specialization is to equip the student with the knowledge and skills to collect, organize, store, manipulate, analyze, secure, and communicate structured and unstructured organizational knowledge to meet the businesses needs of an organization and for the organization to remain competitive.

Code	Course Name	Course Prerequisite	Credits
CMP 556	Database Management Systems I	<i>CMP 350</i>	3
CMP 624	Data Warehousing	<i>CMP 556</i>	3
CMP 625	Text Analytics	<i>CMP 556</i>	3
CMP 640*	Decision Support and Business Intelligence	<i>CMP 556</i>	3
CMP 675*	Knowledge Management and the Learning Organization	<i>None</i>	3
CMP 676*	Digital Document Analysis	<i>None</i>	3
CMP 678*	Special Topics Knowledge Management	<i>Dean's approval</i>	3
CMP 680	Organizational and Social Dimensions of Computing	<i>None</i>	3

\* *Internship / CPT qualified course.*

### MIS: Other Elective Courses: (2 Courses – 6 Credits)

The student must select two courses from the list below or from any other specialization. Students can only enroll in the Capstone project course of their chosen specialization.

Code	Course Name	Course Prerequisite	Credits
CMP xxx	Elective from any specialization	<i>Varies</i>	3
CMP 551	Research Methods	<i>None</i>	3
CMP 509	Health Informatics Capstone Project	<i>All core, four specialization elective courses</i>	3
CMP 519	Enterprise Project Management Capstone Project	<i>All core, four specialization courses</i>	3
CMP 599	Information Assurance Capstone Project	<i>All core, four specialization courses</i>	3
CMP 629	Data Management Capstone Project	<i>All core, four specialization courses.</i>	3
CMP 649	Cybersecurity Capstone Project	<i>All core, four specialization courses</i>	3

CMP 679	Knowledge Management Capstone Project	<i>All core, four specialization courses</i>	3
CMP 689	Business Intelligence and Data Analytics Capstone Project	<i>All the core, four specialization courses.</i>	3
CMP 591	Graduate Internship Level I	<i>All core courses, one specialization elective course, Dean's approval</i>	3
CMP 691	Graduate Internship Level II	<i>All core courses, two specialization elective courses, Dean's approval</i>	3
CMP 696	Independent Study I	<i>Dean's approval</i>	3
CMP 697	Independent Study II	<i>Dean's approval</i>	3
CMP 698	Master's Thesis I	<i>All core, two specialization elective courses, academic advisor's approval.</i>	3
CMP 699	Master's Thesis II	<i>CMP 698</i>	3
CAR 600	Career Planning & Management	<i>None</i>	3

## Pre-MIS Program

Students who have earned their Bachelor's degree with less than 120 undergraduate credits can be given conditional admission to the MIS program, provided they enroll in and successfully complete the remaining credits by selecting from the bachelor of computer science (BCS) undergraduate courses offered at VIU. Among the 120 required credits, the MIS program prerequisite courses must be fulfilled. Students must consult their academic advisor or the Dean before choosing the pre-MIS courses who will advise them on the appropriate course selections from VIU's BCS program while complying with MIS program prerequisites. Successful completion of the pre-MIS courses will allow these students to complete the undergraduate credit requirement of 120, and enter into the MIS program.

## 10.4. Master of Science in Information Systems Management

The Master of Science in Information Systems Management (MISM) has been designed to address the urgent needs of hiring managers in the information systems area with regard to the skill sets of information systems managers. The graduates will be able to manage the in-house and outsources development of information systems and perform effectively as both producer and consumer of information systems services. Program

graduates will demonstrate professional competencies that will make them valuable contributors in cross-functional teams, able to keep their skills fresh as the industry develops, with a clear understanding of their roles as responsible professionals in a complex business, policy and social context. Program graduates will be responsible and ethical professionals who understand the economic, organizational, policy and social dimensions of their work in this dynamic and complex field.

### **MISM Program Objectives**

The program objectives of the Master of Science in Information Systems Management fall in three general categories: Technical, organizational and cross-cutting knowledge, skills and dispositions. Upon completion of the program, the graduates will be able to:

#### **I. Technical Domain**

- Use a variety of sources and means to maintain currency with the principal categories of business information systems and software infrastructure tools and frameworks.
- Design appropriate software system and service structures in response to application needs, organizational environment and the available components, tools or services.
- Make appropriate design choices as the result of analysis regarding system and service properties

#### **II. Organizational Domain**

- Manage the in-house and outsources development of information systems and perform effectively as both producer and consumer of information systems services.
- Manage business processes through a process of analysis, design and optimization in response to organizational needs.
- Employ best practices in planning, budgeting, scheduling and leading information systems projects and programs.
- Employ best practices in evaluating, engaging and managing third party providers.

#### **III. Crosscutting Domain**

- Analyze social and other external impacts along with relevant legal, regulatory, ethical and professional issues in business and technical decision-making.
- Communicate effectively with technical, business and user/customer audiences.
- Develop depth in a selected area of expertise.

## MISM Program Prerequisites

All new MISM students need certain basic skills to succeed in the MISM program. Students who do not have the requisite background in business administration and information technology need to take some or all of the prerequisite courses before they begin work on the Core Courses. In some cases, the program prerequisite courses may have course prerequisites to be taken before enrolling in the program prerequisite courses.

Code	Course Title	Course Prerequisite	Credits
CMP 120 <sup>†</sup>	Programming Logic	<i>None</i>	3
CMP 350	Database Concepts	<i>None</i>	3
BUSS 301	Principles of Management	<i>None</i>	3
BUSS 210	Introduction to Business	<i>None</i>	3

<sup>†</sup> *Students who pass a standardized examination for this course will have this course waived.*

## MISM Degree Requirements

The program consists of seven (7) Core Courses and five (5) Elective courses. The elective courses provide the opportunity for the students to develop further competencies covered in the core courses, based on their area of interest.

Area	Number of Courses	Credit Hours
Core courses	7	21
Elective courses	5	15
<b>Total</b>	<b>12</b>	<b>36</b>

## MISM Core Courses (7 courses – 21 credits)

Code	Course Title	Course Prerequisite	Credits
CMP 551	Research Methods	<i>None</i>	3
CMP 552	Information Systems	<i>None</i>	3
CMP 553	Analysis, Modeling and Design	<i>None</i>	3
CMP 610	Managing Information System Development	<i>CMP 552 or CMP 553</i>	3
CMP 611*	Global Information System Development	<i>CMP 552 or CMP 553</i>	3
CMP 620*	IT Governance	<i>None</i>	3
CMP 680	Organizational and Social Dimensions of Computing	<i>None</i>	3

## MISM Elective Courses (5 courses – 15 credits)

Code	Course Title	Course Prerequisite	Credits
CMP 556	Database Management Systems I	<i>CMP 350</i>	3
CMP 558	Network and Information Security	<i>CMP 550 or CMP 562</i>	3
CMP 560	Software Engineering	<i>None</i>	3
CMP 570	Enterprise Information Systems	<i>CMP 550 or CMP 556</i>	3
CMP 591	Graduate Internship Level I	<i>All core courses, Dean's approval</i>	3
CMP 612*	IT Project Management	<i>None</i>	3
CMP 613*	Technology and Development of E-Business	<i>None</i>	3
CMP 614*	Management Information Systems in Supply -Chain Management	<i>None</i>	3
CMP 630*	Network Security Audit and Forensics	<i>CMP 558</i>	3
CMP 650*	Software Design and Construction	<i>CMP 560</i>	3
CMP 672*	Special Topics in Information Systems	<i>Dean's approval</i>	3
CMP 691	Graduate Internship Level II	<i>All core courses, Dean's approval</i>	3
CMP 696	Independent Study I	<i>Dean's approval</i>	3
CMP 697	Independent Study II		3
CMP 698	Master's Thesis I	<i>All core courses, academic advisor's approval</i>	3
CMP 699	Master's Thesis II	<i>CMP 698</i>	3
CAR 600	Career Planning & Management	<i>None</i>	3

\**Internship / CPT qualified course. All 600-level CMP elective courses in the MISM program are CPT eligible for the students enrolled in the MISM program.*

### Pre-MISM Program

Students who have earned their Bachelor's degree with less than 120 undergraduate credit hours can be given conditional admission to the MISM program, provided they enroll in and successfully complete the remaining credit hours by selecting from the bachelor of computer science (BCS) undergraduate courses offered at VIU. Among the 120 required

credit hours, the MISM program prerequisite courses must be fulfilled. Students must consult their academic advisor before choosing the Pre-MISM courses who will advise them on the appropriate course selections from VIU's BCS program while complying with MISM program prerequisites. Successful completion of the Pre-MISM courses will allow these students to complete the undergraduate credit hour requirement of 120, and enter into the program.

## **10.5. Master of Science in Information Technology**

The Master of Science in Information Technology (MIT) program prepares individuals for leadership roles in the IT industry. The program provides knowledge and skills across an entire range of topics in the industry – computer networking, software development, database technologies, computer architecture, IT governance and strategy, Web development, information assurance, ethics, etc.

The core of the program is focused on building a foundation of critical thinking skills with which to make professional judgments and design and implement solutions aligned with business needs. The MIT program builds these skills through a solid understanding of theoretical methods, principles, and tools and an examination of fundamental information technology issues and processes.

Faculty with both academic and industry backgrounds also provide practical perspective. Real-world problems and opportunities with software intensive systems are explored, and methods to evaluate, adopt and take advantage of emerging technologies are studied. MIT students will also be working closely with fellow IT professionals, completing applicable assignments and projects within teams.

### **MIT Program Objectives**

The program objectives fall in two general categories: technical and organizational. Upon completion of the program, graduates will be able to:

#### **1. In the technical domain:**

- Utilize a methodological approach to system design and implementation.
- Develop architectural solutions for computer systems and associated technologies.
- Develop applications using database technologies.
- Implement and maintain networking & system infrastructure.
- Apply problem solving skills in web site development, web-database integration, and network and system administration.
- Develop depth in a selected area of expertise.

#### **2. In the organizational domain:**

- Contribute to business processes through a process of analysis, design and optimization in response to organizational needs.
- Interact effectively within the organization.
- Communicate effectively in oral, written and graphical modes.

### MIT Program Prerequisites

All new MIT students need certain basic skills to succeed in the MIT program. Students who do not have the requisite background in computing need to take some or all of the prerequisite courses before they begin work on the Core Courses. In some cases, the program prerequisite courses may have course prerequisites to be taken before enrolling in the program prerequisite courses.

Code	Course Title	Course Prerequisite	Credits
CMP 220	Programming II	CMP 120 <sup>†</sup>	3
CMP 230	Discrete Mathematical Methods for Computing	None	3
CMP 250	Computer Architecture	CMP 110 <sup>†</sup>	3
CMP 260	Operating Systems	CMP 110 <sup>†</sup>	3
CMP 270	Essentials of Networking	CMP 110 <sup>†</sup>	3

<sup>†</sup>Students who pass a standardized examination for this course will have this course waived.

### MIT Degree Requirements

The program consists of seven (7) Core Courses and five (5) Elective courses. The elective courses provide the opportunity for the students to develop further competencies covered in the core courses, based on their area of interest.

Area	Number of Courses	Credit Hours
Core courses	7	21
Elective courses	5	15
<b>Total</b>	<b>12</b>	<b>36</b>

### MIT Core Courses (7 courses – 21 credits)

Code	Course Title	Course Prerequisite	Credits
CMP 511	Computer Architecture and Implementation	CMP 250	3
CMP 540	Information Technology Fundamentals and Management	None	3
CMP 553	Analysis, Modeling and Design	None	3
CMP 556	Database Management Systems I	CMP 350	3

CMP 559	Introduction to Information Assurance	<i>CMP 550</i>	3
CMP 562	Computer Networks	<i>CMP 270</i>	3
CMP 663*	Web Applications Development	<i>CMP 553 or CMP 561</i>	3

*\*Internship / CPT qualified course.*

### MIT Elective Courses (5 courses – 15 credits)

Code	Course Title	Course Prerequisite	Credits
CMP 570	Enterprise Information Systems	<i>CMP 550 or CMP 556</i>	3
CMP 620*	IT Governance	<i>None</i>	3
CMP 630*	Network Security Audit and Forensics	<i>CMP 558</i>	3
CMP 641	Operating Systems	<i>CMP 260</i>	3
CMP 650*	Software Design and Construction	<i>CMP 560</i>	3
CMP 664*	Mobile Applications Design and Development	<i>CMP 553 or CMP 561</i>	3
CMP 665*	Virtualization Technologies	<i>CMP 558, CMP 641</i>	3
CMP 674*	Special Topics in Information Technology	<i>Dean's approval</i>	3
CMP 680	Organizational and Social Dimensions of Computing	<i>None</i>	3
CMP 591	Graduate Internship Level I	<i>All core courses, Dean's approval</i>	3
CMP 691	Graduate Internship Level II	<i>Dean's approval</i>	3
CMP 696	Independent Study	<i>Dean's approval</i>	3
CMP 697	Independent Study	<i>Dean's approval</i>	3
CMP 698	Master's Thesis I	<i>All core courses, academic advisor's approval</i>	3
CMP 699	Master's Thesis II	<i>CMP 698</i>	3
CAR 600	Career Planning & Management	<i>None</i>	3

*\*Internship / CPT qualified course.*

### Pre-MIT Program

Students who have earned their Bachelor's degree with less than 120 undergraduate credit hours can be given conditional admission to the MIT program, provided they enroll in and successfully complete the remaining



credit hours by selecting from the bachelor of computer science (BCS) undergraduate courses offered at VIU. Among the 120 required credit hours, the MIT program prerequisite courses must be fulfilled. Students must consult their academic advisor before choosing the Pre-MIT courses who will advise them on the appropriate course selections from VIU's BCS program while complying with MIT program prerequisites. Successful completion of the Pre-MIT courses will allow these students to complete the undergraduate credit hour requirement of 120, and enter into the program.

## **10.6. Master of Science in Software Engineering**

The Master of Science in Software Engineering (MSE) program prepares students to become Software Engineering professionals. Graduates are prepared to address the global need for professionals that apply computer science, engineering, and mathematical principles to design, develop, test and maintain software. The core of the program is focused on building a foundation of critical thinking skills on which to make professional judgments.

This program builds these thinking skills through a solid understanding of theoretical concepts, principles, and tools; and coverage of the fundamental software development issues and processes. Topics covered include: requirements engineering, software design and construction, verification, testing, maintenance, software process improvement, project management, quality assurance, etc. Faculty with both academic and industry backgrounds also provide practical perspectives. Real-world problems and opportunities with software intensive systems are explored, and methods to evaluate, adopt and take advantage of emerging technologies are learned. Students of the Master of Science in Software Engineering program will also be working closely with fellow software professionals, completing applicable assignments and projects within teams.

### **MSE Program Objectives**

The program objectives fall in three general categories: technical, organizational and cross-cutting knowledge, skills and dispositions. Upon completion of the program, the graduates will be able to:

#### **I. In the technical domain:**

- Apply emerging software development technologies to build robust software solutions.
- Understand the relationship between software engineering and systems engineering and be able to apply systems engineering principles and practices in the engineering of software.
- Reconcile conflicting project objectives, finding acceptable compromises within limitations of cost, time, knowledge, risk, existing systems, and organizations.

- Analyze a current significant software technology, articulate its strengths and weaknesses, compare it to alternative technologies, and specify and promote improvements or extensions to that technology.

## II. In the organizational domain

- Manage the in-house and outsource development of software projects.
- Contribute to business processes through a process of analysis, design and optimization in response to organizational needs.

## III. In the cross-cutting domains:

- Analyze social and other external impacts along with relevant legal, regulatory, ethical and professional issues in business and technical decision-making.
- Communicate effectively with technical, business and user/customer audiences.
- Develop depth in a selected area of expertise.

## MSE Program Prerequisites

All new MSE students need certain basic skills to succeed in the MSE program. Students who do not have the requisite background in computing concepts or programming need to take some or all of the prerequisite courses before they begin work on the Core Courses. In some cases, the program prerequisite courses may have course prerequisites to be taken before enrolling in the program prerequisite courses.

Code	Course Title	Course Prerequisite	Credits
CMP 220	Programming II	<i>CMP 120<sup>†</sup></i>	3
CMP 230	Discrete Mathematical Methods for Computing	<i>None</i>	3
CMP 330	Data Structures and Algorithm Analysis	<i>CMP 120<sup>†</sup></i>	3
CMP 340	Principles of Programming Languages	<i>CMP 120<sup>†</sup></i>	3

<sup>†</sup> *Students who pass a standardized examination for this course will have this course waived.*

## MSE Degree Requirements

The program consists of seven (7) Core Courses and five (5) Elective courses. The elective courses provide the opportunity for the students to develop further competencies covered in the core courses, based on their area of interest.

Area	Number of Courses	Credit Hours
Core courses	7	21
Elective courses	5	15
<b>Total</b>	<b>12</b>	<b>36</b>

### MSE Core Courses (7 courses – 21 credits)

Code	Course Title	Course Prerequisite	Credits
CMP 551	Research Methods	<i>None</i>	3
CMP 553	Analysis, Modeling and Design	<i>None</i>	3
CMP 560	Software Engineering	<i>None</i>	3
CMP 610	Managing Information System Development	<i>CMP 552/ CMP 553</i>	3
CMP 650*	Software Design and Construction	<i>CMP 560</i>	3
CMP 660	Issues and Trends in Software Engineering	<i>CMP 560</i>	3
CMP 669*	Software Engineering Project	<i>CMP 560, CMP 610, CMP 650</i>	3

### MSE Elective Courses (5 courses – 15 credits)

Code	Course Title	Course Prerequisite	Credits
CMP 556	Database Management Systems I	<i>CMP 350</i>	3
CMP 558	Network and Information Security	<i>CMP 550/ CMP 562</i>	3
CMP 611*	Global Information System Development	<i>CMP 552/ CMP 553</i>	3
CMP 621	Artificial Intelligence	<i>None</i>	3
CMP 627*	Data Mining	<i>CMP 556</i>	3
CMP 640*	Decision Support and Business Intelligence	<i>CMP 556</i>	3
CMP 661*	Software Testing	<i>CMP 561, CMP 650</i>	3
CMP 662*	Software Maintenance & Configuration Management	<i>CMP 650</i>	3
CMP 663*	Web Applications Development	<i>CMP 553/ CMP 561</i>	3
CMP 664*	Mobile Applications Design and Development	<i>CMP 553/ CMP 561</i>	3

CMP 665*	Virtualization Technologies	CMP 558, CMP 641	3
CMP 673*	Special Topics in Software Engineering	Dean's approval	3
CMP 680	Organizational and Social Dimensions of Computing	None	3
CMP 591	Graduate Internship Level I	All core courses,	3
CMP 691	Graduate Internship Level II	Dean's approval	3
CMP 696	Independent Study I	Dean's approval	3
CMP 697	Independent Study II	Dean's approval	3
CMP 698	Master's Thesis I	All core courses, academic advisor's approval	3
CMP 699	Master's Thesis II	CMP 698	3
CAR 600	Career Planning & Management	None	3

\* Internship / CPT qualified course.

### Pre-MSE Program

Students who have earned their Bachelor's degree with less than 120 undergraduate credit hours can be given conditional admission to the MSE program, provided they enroll in and successfully complete the remaining credit hours by selecting from the bachelor of computer science (BCS) undergraduate courses offered at VIU. Among the 120 required credit hours, the MSE program prerequisite courses must be fulfilled. Students must consult their academic advisor before choosing the Pre-MSE courses who will advise them on the appropriate course selections from VIU's BCS program while complying with MSE program prerequisites. Successful completion of the Pre-MSE courses will allow these students to complete the undergraduate credit hour requirement of 120, and enter into the program.

### 10.7. Graduate Certificate in Business Intelligence

In a knowledge-intensive economy, success depends on an organization's ability to understand trends in its data and exploit it to generate intelligence to gain and maintain competitive advantages. The Graduate Certificate in Business Intelligence (BI) program is designed to meet the overwhelming need of the industry to transform raw data and information into business intelligence that is used to drive efficiency, maximize the technology investment and strengthen customer relationships.

VIU's Graduate Certificate in Business Intelligence enables managers and system/business analysts to understand how information can be accessed from corporate databases and data warehouses, and how models can be built for a broad variety of decision problems. The modeling techniques

that are covered in the program range from traditional statistical models and optimization models to new techniques.

### Graduate Certificate in BI Program Objectives

Graduates of this program will be able to:

- Understand the importance of business intelligence
- Identify factors that can impact organizational competitive capability
- Discuss how to manage information more effectively than competitors
- Identify the importance of informational quality and timeliness
- Use business analytics to improve business processes

### Graduate Certificate in BI Program Prerequisites

All new students in this certificate program need certain basic skills before they can enroll in the program. Students who do not have the requisite background in business administration and information technology need to take some or all of the prerequisite courses before they begin studying the courses in the program. In some cases, the program prerequisite courses may have course prerequisites to be taken before enrolling in the program prerequisite courses.

Code	Course Title	Course Prerequisite	Credits
CMP 120 <sup>†</sup>	Programming Logic	<i>None</i>	3
CMP 350	Database Concepts	<i>None</i>	3
BUSS 301	Principles of Management	<i>None</i>	3
BUSS 210	Introduction to Business	<i>None</i>	3

<sup>†</sup> *Students who pass a standardized examination for this course will have this course waived.*

### Graduate Certificate in BI Degree Requirements

The program consists of four (4) Core Courses and two (2) Elective courses. The elective courses provide the opportunity for the students to develop further competencies covered in the core courses, based on their area of interest.

Area	Number of Courses	Credit Hours
Core courses	4	12
Elective courses	2	6
<b>Total</b>	<b>6</b>	<b>18</b>

### Graduate Certificate in BI Core Courses

Code	Course Title	Course Prerequisite	Credits
CMP 553	Analysis, Modeling and Design	<i>None</i>	3
CMP 556	Database Management Systems I	<i>CMP 350</i>	3

CMP 614	Management Information Systems in Supply Chain Management	<i>None</i>	3
CMP 640*	Decision Support and Business Intelligence	<i>CMP 556</i>	3

### Graduate Certificate in BI Elective Courses

Code	Course Title	Course Prerequisite	Credits
CMP 558	Network and Information Security	<i>CMP 550/ CMP 562</i>	3
CMP 591	Graduate Internship Level I	<i>All core courses, Dean's approval</i>	3
CMP 620*	IT Governance	<i>None</i>	3
CMP 630*	Network Security Audit and Forensics	<i>CMP 558</i>	3

\* *Internship / CPT qualified course.*

## 10.8. Graduate Certificate in Information Systems

The Graduate Certificate in Information Systems (IS) 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.

Information systems professionals design, implement and deploy software solutions that are the driving force in every organization. This program accommodates students just beginning to explore the field and those with a thorough understanding of computerized information systems. Practical applications are emphasized throughout the program.

VIU's Graduate Certificate in IS 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, and management of information systems and the underlying technology in organizations.

### Graduate Certificate in IS Program Objectives

VIU's Graduate Certificate in Information Systems teaches students the significance of an effective information system for any organization and the creation and execution of an information system for achieving an organization's objectives. 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. Upon the completion of the program, the students will be able to:

- Enable IT process automation from problem detection through resolution;
- Select and implement methodologies and techniques to solve business problems;
- Support the organizational decision making process;
- Evaluate technologies for suitability in the business context;
- Integrate technologies, products and services into cohesive systems.

Graduates of this program can anticipate the following types of careers:

- System/Programmer/Business Analyst;
- Database designer;
- Systems manager;
- Information systems director.

VIU's Graduate Certificate in IS program is generally completed within two years full time. It consists of four (4) Core Courses (12 credit hours) and two (2) Elective Courses (6 credit hours).

### **Graduate Certificate in IS Program Prerequisites**

All new students of IS Graduate Certificate program, need certain basic skills in order to succeed in the program. Students who do not have the requisite background in business administration and information technology need to take some or all of the prerequisite courses before they begin studying the Core Courses. In some cases, the program prerequisite courses may have course prerequisites to be taken before enrolling in the program prerequisite courses.

<b>Code</b>	<b>Course Title</b>	<b>Course Prerequisite</b>	<b>Credits</b>
CMP 350	Database Concepts	<i>None</i>	3
<b><i>One of the following course:</i></b>			
CMP 330	Data Structures and Algorithm Analysis	<i>CMP 120<sup>†</sup></i>	3
CMP 340	Principles of Programming Languages	<i>CMP 120<sup>†</sup></i>	3
CMP 355	Programming with C/C++	<i>CMP 120<sup>†</sup></i>	3

<sup>†</sup>*Students who pass a standardized examination for this course will have this course waived.*

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

## Graduate Certificate in IS Program Degree Requirements

This certificate will be earned by completing the program course requirements of 18 credit hours, beyond the program prerequisite courses.

Area	Number of Courses	Credit Hours
Core courses	4	12
Elective courses	2	6
<b>Total</b>	<b>6</b>	<b>18</b>

## Graduate Certificate in IS Core Courses:

The Core Courses provide students with the essential skills and knowledge needed by all information systems professionals. Each candidate must satisfactorily complete the following four (4) Core Courses (12 credit hours):

Code	Course Title	Course Prerequisite	Credits
CMP 552	Information Systems	<i>None</i>	3
CMP 553	Analysis, Modeling and Design	<i>None</i>	3
CMP 556	Database Management Systems I	<i>CMP 350</i>	3
CMP 570	Enterprise Information Systems	<i>CMP 550 or CMP 556</i>	3

## Graduate Certificate in IS Elective Courses

In addition to Core Courses, students are required to choose two (2) additional Elective Courses according to their interests from the following:

Code	Course Title	Course Prerequisite	Credits
CMP 558	Network and Information Security	<i>CMP 550/ CMP 562</i>	3
CMP 591	Graduate Internship Level I	<i>All core courses, Dean's approval</i>	3
CMP 640*	Decision Support and Business Intelligence	<i>CMP 556</i>	3
CMP 680	Organizational and Social Dimensions of Computing	<i>None</i>	3



## **10.9. Graduate Certificate in Information Systems Management**

The Graduate Certificate in Information Systems Management (ISM) develops students' abilities to conceptualize and manage the design and implementation of high-quality information systems. The curriculum focuses on the concepts, methods and practical applications of information systems in the global workplace.

Graduates of the Graduate Certificate in ISM will be able to manage the in-house and outsourced development of information systems and perform effectively as both producer and consumer of information systems services. Program graduates will demonstrate professional competencies that will make them valuable contributors and managers of cross-functional global teams working together in implementing change processes and innovation in the organizations by introducing, managing, and updating new and existing information systems.

### **Graduate Certificate in ISM Program Objectives**

The program objectives of the Graduate Certificate in ISM fall in two general categories: technical, and organizational. Upon completion of the program, the graduates will be able to:

#### **I. Technical Domain**

- Use a variety of sources and means to maintain currency with the principal categories of business information systems and software infrastructure tools and frameworks.
- Make appropriate design choices as the result of analysis regarding system and service properties

#### **II. Organizational Domain**

- Manage the in-house and outsources development of information systems and perform effectively as both producer and consumer of information systems services.
- Manage business processes through a process of analysis, design and optimization in response to organizational needs.
- Employ best practices in planning, budgeting, scheduling and leading information systems projects and programs.
- Employ best practices in evaluating, engaging and managing third party providers.

### **Graduate Certificate in ISM Program Prerequisites**

All new students in this certificate program need certain basic skills in order to succeed in the program. Students who do not have the requisite background in business administration and information technology need to take some or all of the prerequisite courses before they begin studying the courses in the program. In some cases, the program prerequisite courses

may have course prerequisites to be taken before enrolling in the program prerequisite courses.

Code	Course Title	Course Prerequisite	Credits
CMP 120	Programming Logic	<i>None</i>	3
CMP 350	Database Concepts	<i>None</i>	3
BUSS 301	Principles of Management	<i>None</i>	3
BUSS 210	Introduction to Business	<i>None</i>	3

### Graduate Certificate in ISM Degree Requirements

The program consists of four (4) Core Courses and two (2) Elective courses. The elective courses provide the opportunity for the students to develop further competencies covered in the core courses, based on their area of interest.

Area	Number of Courses	Credit Hours
Core courses	4	12
Elective courses	2	6
<b>Total</b>	<b>6</b>	<b>18</b>

### Graduate Certificate in ISM Core Courses

Code	Course Title	Course Prerequisite	Credits
CMP 552	Information Systems	<i>None</i>	3
CMP 553	Analysis, Modeling and Design	<i>None</i>	3
CMP 610	Managing Information System Development	<i>CMP 552/ CMP 553</i>	3
CMP 611*	Global Information System Development	<i>CMP 552/ CMP 553</i>	3

### Graduate Certificate in ISM Elective Courses

Code	Course Title	Course Prerequisite	Credits
CMP 591	Graduate Internship Level I	<i>All core courses, Dean's approval</i>	3
CMP 612*	IT Project Management	<i>None</i>	3
CMP 614	Management Information Systems in Supply-Chain Management	<i>None</i>	3
CMP 620*	IT Governance	<i>None</i>	3
CMP 630*	Network Security Audit and Forensics	<i>CMP 558</i>	3

\* *Internship / CPT qualified course.*

## 10.10. Graduate Certificate in Information Technology Audit & Compliance

Businesses today operate in complex technology-based environments. To ensure efficiency and accuracy in information systems and for prevention of fraudulent practices, businesses require their information systems and processes to be audited. Stakeholders need assurance of confidentiality, integrity and availability of data. VIU's Graduate Certificate in Information Technology Audit and Compliance (ITAC) courses enables students to learn security concepts and understand how IT-related risks can be minimized through security and control measures. Students will also develop an understanding of major regulatory requirements.

### Graduate Certificate in ITAC Program Objectives

Upon completion of the program, the graduates will be able to:

- Assess risks to information and information systems
- Perform audit planning, information collection techniques and forms of evidence
- Understand nature and frameworks on corporate governance for IT
- Evaluate the applicability of the components and processes of miscellaneous regulatory documents, and methodologies
- Perform access controls, process controls and internal audits

### Graduate Certificate in ITAC Program Prerequisites

All new students in this certificate program need certain basic skills in order to succeed in the program. Students who do not have the requisite background in business administration and information technology need to take some or all of the prerequisite courses before they begin studying the courses in the program. In some cases, the program prerequisite courses may have course prerequisites to be taken before enrolling in the program prerequisite courses.

Code	Course Title	Course Prerequisite	Credits
CMP 120	Programming Logic	<i>None</i>	3
CMP 350	Database Concepts	<i>None</i>	3
BUSS 301	Principles of Management	<i>None</i>	3
BUSS 210	Introduction to Business	<i>None</i>	3

### Graduate Certificate in ITAC Degree Requirements

The program consists of four (4) Core Courses and two (2) Elective courses. The elective courses provide the opportunity for the students to develop further competencies covered in the core courses, based on their area of interest.

Area	Number of Courses	Credit Hours
Core courses	4	12
Elective courses	2	6
<b>Total</b>	<b>6</b>	<b>18</b>

### Graduate Certificate in ITAC Core Courses

Code	Course Title	Course Prerequisite	Credits
CMP 552	Information Systems	<i>None</i>	3
CMP 558	Network and Information Security	<i>CMP 550/ CMP 562</i>	3
CMP 620*	IT Governance	<i>None</i>	3
CMP 630*	Network Security Audit and Forensics	<i>CMP 558</i>	3

*\*Internship / CPT qualified course.*

### Graduate Certificate in ITAC Elective Courses

Code	Course Title	Course Prerequisite	Credits
CMP 553	Analysis, Modeling and Design	<i>None</i>	3
CMP 570	Enterprise Information Systems	<i>CMP 550 or CMP 556</i>	3
CMP 591	Graduate Internship Level I	<i>All core courses, Dean's approval</i>	3
CMP 640*	Decision Support and Business Intelligence	<i>CMP 556</i>	3

*\* Internship / CPT qualified course.*

## 11. SCHOOL OF EDUCATION

The School of Education's mission is to provide a diverse and practical preparation for graduates to serve in roles of instructional design and delivery, educational leadership, and social change. The School provides a world-class education from faculty who are experts in the field of education.

The curricula offered within the School of Education encompass its core mission, which is achieved through the following learning outcomes that are incorporated into each program:

- A. Engage in critical thinking and innovative problem solving for successful leadership in a variety of educational organizations.
- B. Communicate and collaborate with stakeholders in an effective and professional manner.
- C. Create meaningful and supportive learning environments with a focus on student success.
- D. Conduct action research and develop curricula, course content, and assessment tools to meet the needs of students and communities.
- E. Creatively utilize technology skills to achieve learning objectives in a variety of modern teaching environments.
- F. Demonstrate expertise in content areas including secondary instruction and/or language instruction.

The School of Education offers graduate-level programs in Education, Applied Linguistics, and Teaching English to Speakers of Other Languages.

### 11.1. Master of Education

#### Program Description and Objectives

The School of Education at VIU is designed to prepare future educators for leading roles in the growing field of education. Graduates from the M.Ed. programs will be able to effectively address challenges and possibilities in their roles as successful teachers, educators, and leaders of their communities worldwide. This program can be completed within four (4) semesters of full-time study.

The outcomes of the program are interwoven throughout all courses within each major. Students are expected to make progress toward meeting these outcomes throughout their program of study. The learning outcomes are to:

1. Develop learner environments reflective of best practices for teaching and learning, secondary learners, and culturally responsive pedagogy creating optimal student achievement opportunities.

2. Serve as independent researchers with the ability to action research as well as assess and implement research and best practices associated with effective pedagogical practices for secondary learners.
3. Effectively collaborate with others as well as lead the collaborative process for the purpose of better meeting the needs of their student population and the communities in which they serve.
4. Serve as leaders in developing and designing teaching and learning opportunities which are effective and generate learner motivation and academic success.
5. Foster teaching and learning environments that are respectful and inclusive as well as reflective of the needs, feelings, and cultural values of the student population and communities they are serving.
6. Develop, design, and implement assessment and evaluation strategies which are authentic and encompass student characteristics such as their cognitive abilities, cultural values, and academic abilities.

**Program Mission:**

The mission of the Education program at Virginia International University is to enable professional educators to effectively serve in culturally diverse and technologically enhanced educational environments by empowering them with the skills and attributes associated with problem solvers, critical thinkers, and scholars in order to facilitate learning and academic achievement for secondary students and others they may serve.

**Program-Specific Admission Requirements:**

Admission to the program does not require any previous course work in education. A bachelor's degree or equivalent in any field and evidence of sufficient English language proficiency are required for admission. Candidates are also required to submit a minimum of one official recommendation, an academic statement of purpose and a resume or curriculum vitae.

**Program-Specific Graduation Requirements:**

All candidates for graduation are required to submit a formal Summative Teaching Portfolio, the details of which include: Part A-Career Preparation; Part B-Two Writing Samples; Part C-Concentration Application; and Part D-The Practicum Experience. The required minimum cumulative GPA for this program is 3.0. The program consists of following group of courses.

**Accreditation:** Virginia International University is an accredited institution of higher learning holding national accreditation through the Accrediting Council for Independent Colleges and Schools (ACICS), and certified to operate by the Virginia State Council of Higher Education for Virginia

(SCHEV). Additionally, information on accreditation can be found in the Accreditation and Certifications section of this catalog.

### Program Structure

VIU's M.Ed. Program offers three Content Area Concentrations: Secondary Science, Secondary Mathematics, and English for Speakers of Other Languages (ESOL). The M.Ed. degree can be earned by completing the program course requirements of 39 credit hours. The program consists of nine (9) Core courses, two (2) Content Area courses, and one (1) Elective course.

Area	Number of Courses	Credit Hours
Core courses	9	30
Content Area courses	2	6
Elective courses	1	3
<b>Total</b>	<b>12</b>	<b>39</b>

The M.Ed. program requires the completion of a Practicum within the student's subject area. The practicum is worth 6 credit hours and works towards meeting the requirements of the Virginia Department of Education's required supervised classroom experience.

***NOTE:** Please note that this program does not provide the licensure required to teach grades K-12 in American public schools. In order to obtain teacher licensure, please contact the respective state Department of Education to determine eligibility and requirements.*

#### 11.1.1 M.Ed. with concentration in ESOL Education

##### ESOL Education Core Courses (Must take all 9 courses)

Code	Course Title	Course Prerequisite	Credits
EDUC 500	Introduction to Education and Educational Research	<i>None</i>	3
EDUC 503	Educational Psychology for Secondary Students	<i>None</i>	3
EDUC 508	Motivational Theory and Classroom Management	<i>None</i>	3
EDUC 511	Diversity and Multicultural Education	<i>None</i>	3
EDUC 521	Instructional Methods for Special Education	<i>None</i>	3
EDUC 532	Secondary Curriculum and Instruction	<i>None</i>	3
EDSL 610	Content Area Reading and Writing	<i>None</i>	3

EDSL 620	Approaches to Assessments for Teaching and Learning	<i>None</i>	3
EDSL 686	Education Practicum	<i>EDUC 500, EDUC 503, EDUC 508, EDUC 511, EDUC 521, EDUC 532</i>	6

### ESOL Education Concentration Courses (Must take 2 courses)

Code	Course Title	Course Prerequisite	Credits
APLX 530	Language Teaching Methods	<i>None</i>	3
APLX 615	Pedagogical Grammar for Communicative Classrooms	<i>None</i>	3

### 11.1.2 M.Ed. with concentration in Math Education

#### Math Education Core Courses (Must take all 9 courses)

Code	Course Title	Course Prerequisite	Credits
EDUC 500	Introduction to Education and Educational Research	<i>None</i>	3
EDUC 503	Educational Psychology for Secondary Students	<i>None</i>	3
EDUC 508	Motivational Theory and Classroom Management	<i>None</i>	3
EDUC 511	Diversity and Multicultural Education	<i>None</i>	3
EDUC 521	Instructional Methods for Special Education	<i>None</i>	3
EDUC 532	Secondary Curriculum and Instruction	<i>None</i>	3
EDMA 610	Content Area Reading and Writing	<i>None</i>	3
EDMA 620	Approaches to Assessments for Teaching and Learning	<i>None</i>	3
EDMA 686	Education Practicum	<i>EDUC 500, EDUC 503, EDUC 508, EDUC 511, EDUC 521, EDUC 532</i>	6



**Math Education Concentration Courses (Must take 2 courses)**

Code	Course Title	Course Prerequisite	Credits
EDMA 600	Effective Teaching and Learning for Secondary Mathematics	<i>None</i>	3
EDMA 605	Advanced Approaches for Teaching Secondary Mathematics	<i>EDMA 600</i>	3

**11.1.3 M.Ed. with concentration in Science Education****Science Education Core Courses (Must take all 9 courses)**

Code	Course Title	Course Prerequisite	Credits
EDUC 500	Introduction to Education and Educational Research	<i>None</i>	3
EDUC 503	Educational Psychology for Secondary Students	<i>None</i>	3
EDUC 508	Motivational Theory and Classroom Management	<i>None</i>	3
EDUC 511	Diversity and Multicultural Education	<i>None</i>	3
EDUC 521	Instructional Methods for Special Education	<i>None</i>	3
EDUC 532	Secondary Curriculum and Instruction	<i>None</i>	3
EDSC 610	Content Area Reading and Writing	<i>None</i>	3
EDSC 620	Approaches to Assessments for Teaching and Learning	<i>None</i>	3
EDSC 686	Education Practicum	<i>EDUC 500, EDUC 503, EDUC 508, EDUC 511, EDUC 521, EDUC 532</i>	6

**Science Education Concentration Courses (Must take 2 courses)**

Code	Course Title	Course Prerequisite	Credits
EDSC 600	Effective Teaching and Learning for Secondary Science	<i>None</i>	3
EDSC 605	Advanced Approaches for Teaching Secondary Science	<i>EDSC 600</i>	3

### M.Ed. Elective Course Options (Must take 1 course)

Code	Course Title	Course Prerequisite	Credits
<b>Educational Technology</b>			
EDTC 571	Instructional Technologies for Learning	<i>None</i>	3
EDTC 573	Emerging and Assistive Technology	<i>EDTC 571</i>	3
<b>Curriculum, Instruction, and Assessment</b>			
EDUC 565	Contemporary Issues in Education and Assessment	<i>None</i>	3
EDUC 567	Improving Instruction Through Inquiry Practices	<i>EDUC 565</i>	3
<b>Educational Leadership and Policy</b>			
EDUC 593	Introduction to Educational Policy	<i>None</i>	3
EDUC 597	Partnerships for School Success	<i>EDUC 593</i>	3

## 11.2. Master of Science in Applied Linguistics Program Description and Objectives

The School of Education at VIU offers courses in the field of Education that are designed to prepare future educators for leading roles in the growing field of education. Graduates from the MS in Applied Linguistics (MS in APL) will be able to work as educators and consultants in a broad array of educational institutions that provide services to provide services to learners from differing linguistic and cultural backgrounds. Graduates of the MS in Applied Linguistics program can serve in these institutions as second language instructors, researchers, program administrators, intercultural communications specialists or second language technology specialists. All of these areas are increasingly in high demand and will continue to grow as the field of Linguistics expands into new areas of technology and intercultural interactions.

The outcomes of the program are interwoven throughout all courses within their major. Students are expected to make progress towards meetings these outcomes throughout their program of study. The learning outcomes are to:

1. Understand the theoretical nature of language and models of language acquisition.
2. Understand principles of language learning, including current conceptual and theoretical issues and trends.
3. Utilize critical thinking skills to problem solve issues faced by language learner inside and outside of the classroom.

4. Understand second language teaching principles applicable across all languages of instruction and study.
5. Develop original research and address topics in the field based upon personal observation, reflection and research.
6. Demonstrate the ability to develop technologically integrated courses and curricula focused on student learning outcomes and individual needs.
7. Demonstrate use of proper academic communication, ethics and professionalism.

**Program Mission:** The mission of the Master of Science in Applied Linguistics (MS Applied Linguistics) Degree Program is to enable professional educators and administrative leaders to effectively serve in culturally diverse and technologically enhanced educational environments by providing them with the theoretical knowledge and practical skills necessary in the modern-language program or school.

**Program-Specific Admission Requirements:** Admission to the program does not require any previous coursework in pedagogy or language studies. A bachelor's degree or equivalent in any field and evidence of sufficient English language proficiency are required for admission. Candidates are also required to submit a minimum of one official recommendation, an academic statement of purpose and a resume or curriculum vitae.

**Program-Specific Graduation Requirements:** All candidates for graduation are required to submit a formal Summative Concentration Portfolio, the details of which include: Part A-Career Preparation; Part B-Two Writing Samples; Part C-Concentration Application; and Part D-Internship Experience. Students must demonstrate proficiency in at least one other language other than English prior to graduation from the program. Proficiency can include a minimum of an intermediate level by demonstrating graduation from a secondary or post-secondary program whose primary language was a language other than English, taking a graduate course in a language other than English, proficiency as demonstrated by completion of a recognized proficiency exam (TOEFL, IELTS, etc.), obtaining an intermediate level in a foreign or second language as demonstrated by completion of coursework from an accredited institution, or as deemed by the Director of the School of Education. The required minimum cumulative GPA for this program is 3.0. The program consists of following group of courses.

**Accreditation:** Virginia International University is an accredited institution of higher learning holding accreditation through the Accrediting Council for Independent Colleges and Schools (ACICS) that is certified to operate by the Virginia State Council of Higher Education for Virginia (SCHEV). Additionally, information on accreditation can be found in the Accreditation and Certifications section of this catalog.

**Optional Master’s Thesis Track:** Students wishing to further explore research on an original area of interest should consider electing to complete an optional thesis. The thesis is not required of Applied Linguistic students but will serve as a personalized and distinguishing mark on the Graduate Degree from the University. Students intending to continue their education in a Ph.D. program should consider the thesis option as one of several ways to demonstrate their research potential. Students electing to take the Thesis Track must supply their fully developed thesis prior to the conferral of the degree.

### Program Structure

This program can be completed within four (4) semesters of full-time study. A total of 36 credits (12 courses) are required for graduation.

Area	Number of Courses	Credit Hours
Core Courses	7	21
Concentration Courses	4	12
Elective courses	1	3
<b>Total</b>	<b>12</b>	<b>36</b>

**NOTE:** Please note that this program does not provide the licensure required to teach grades K-12 in American public schools. In order to obtain teacher licensure, please contact the respective state Department of Education to determine eligibility and requirements.

### MS in APL Core Courses (7 courses – 21 credits)

VIU’s MS in Applied Linguistics Program provides a comprehensive core, which is required for all students enrolled in the degree program. The MS in Applied Linguistics degree consists of seven courses (21 credit hours) in the core program.

Code	Course Title	Course Prerequisite	Credits
APLX 500	Introduction to Language and Applied Linguistics	None	3
APLX 510	Introduction to Language Acquisition	None	3
APLX 530	Language Teaching Methods	None	3
APLX 540	Language Curriculum and Materials Design	None	3
APLX 550	Language Assessment	None	3
APLX 572	Technologies for Language Learning	None	3
EDUC 640	Introduction to Research Methods	APLX 530, APLX 540	3

### MS in APL Concentration Options (4 courses – 12 credits)

VIU's MS in Applied Linguistics Program offers three Concentrations: Multilingual Education, Program Management, and Educational Technology. Students enrolled in the MS in Applied Linguistics Degree Program are required to complete four courses (12 hours) in one of the Concentrations.

Code	Course Title	Course Prerequisite	Credits
<b>Concentration in Multilingual Education (Must take 4)</b>			
APLX 520	Introduction to Multilingualism	<i>None</i>	3
APLX 615	Pedagogical Grammar for Communicative Classrooms	<i>None</i>	3
APLX 630	Sociolinguistics in the Classroom	<i>None</i>	3
APLX 666	Internship in Multilingual Education	<i>Advisor's approval, 18 credits</i>	3
<b>Concentration in Program Management (Must take 4)</b>			
APLX 635	Intercultural Communication	<i>None</i>	3
EDUC 590	Program Administration	<i>APLX 530, APLX 540<sup>3</sup></i>	3
EDUC 595	Program Development and Evaluation	<i>APLX 530, APLX 540<sup>4</sup></i>	3
EDUC 667	Internship in Program Management	<i>Advisor's approval, 18 credits</i>	3
<b>Concentration in Educational Technology (Must take 4)</b>			
EDUC 574	Materials Development for Online Learning	<i>APLX 572</i>	3
EDUC 575	Online Teaching Principles and Practices	<i>APLX 572</i>	3
EDUC 576	Course Design for the Virtual Classroom	<i>APLX 572</i>	3
EDUC 668	Internship in Educational Technology	<i>Advisor's approval, 18 credits</i>	3

### MS in APL Elective Course Options (1 course – 3 credits)

The Program offers several elective options for students in the program. Students are required to take 1 course (3 credit hours).

---

<sup>3</sup> Can be a co-prerequisite and be concurrently enrolled.

<sup>4</sup> Can be a co-prerequisite and be concurrently enrolled.

Code	Course Title	Course Prerequisite	Credits
APLX 520	Introduction to Multilingualism	<i>None</i>	3
APLX 615	Pedagogical Grammar for Communicative Classrooms	<i>None</i>	3
APLX 620	Teaching Pronunciation	<i>None</i>	3
APLX 623	Teaching Multiliteracy	<i>None</i>	3
APLX 630	Sociolinguistics in the Classroom	<i>None</i>	3
APLX 635	Intercultural Communication	<i>None</i>	3
APLX 655	Special Topics in Applied Linguistics	<i>Advisor's approval</i>	3
APLX 699	Master's Thesis Research	<i>EDUC 640<sup>5</sup>, Advisor's approval</i>	3
EDUC 574	Materials Development for Online Learning	<i>APLX 572</i>	3
EDUC 590	Program Administration	<i>APLX 530, APLX 540<sup>6</sup></i>	3
MBA 513	Organization Behavior and HR Management	<i>Advisor's approval, 18 credits</i>	3
MBA 514	Marketing Management	<i>Advisor's approval, 18 credits</i>	3
MBA 516	Strategic Management and Organizational Leadership	<i>Advisor's approval, 18 credits</i>	3
MBA 624	Advertising and Promotion	<i>Advisor's approval, 18 credits</i>	3

**Master's Thesis Track:** Students electing to complete the optional Thesis Track must be on track for successful completion and must meet all other program requirements prior to conferral of the degree. Students must be in good academic standing at the time of registration for the thesis and must remain in good standing throughout the time enrolled in the thesis course (typically the final semester of study). VIU's MS in Applied Linguistics Program, with the optional thesis, requires completion of APLX 699 as the Elective Course option for a minimum of three credits.

---

<sup>5</sup> Can be a co-prerequisite and be concurrently enrolled.

<sup>6</sup> Can be a co-prerequisite and be concurrently enrolled.

## 11.3. Master of Arts in TESOL

### Program Description and Objectives

VIU's MA in TESOL (Teaching English to Speakers of Other Languages) program prepares 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 solid linguistic and pedagogical base for teaching English to speakers of other languages. Students will also gain valuable classroom experience through observation and supervised teaching. Graduates from VIU's MATESOL 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.

The outcomes of the program are interwoven throughout all courses within their major. Students are expected to make progress towards meeting these outcomes throughout their program of study. The learning outcomes are to:

1. Understand the theoretical nature and structure of human language.
2. Understand the principles of language learning including current conceptual and theoretical trends.
3. Understand language teaching principles, curriculum and program design.
4. Utilize critical thinking skills to problem solve second language learner and classroom issue.
5. Demonstrate use of proper academic communication, ethics and professionalism.

### Program Mission:

The mission of the TESOL program at Virginia International University is to effectively educate and enable students to be successful and knowledgeable language teachers in a wide variety of contexts and among diverse student populations in the US and abroad by equipping them with the skills, knowledge, and experience to contribute and excel in an innovative and collaborative work environment.

### Program-Specific Admission Requirements:

Admission to the program does not require any previous course work in pedagogy or language studies. A bachelor's degree or equivalent in any field and evidence of sufficient English language proficiency are required for admission. Candidates are also required to submit a minimum of one official recommendation, an academic statement of purpose and a resume or curriculum vitae.

### Program-Specific Graduation Requirements:

All candidates for graduation are required to submit a formal Summative Concentration Portfolio, the details of which include: Part A-Career Preparation; Part B-Two Writing Samples; Part C-Concentration Application; and Part D-Internship Experience. The required minimum cumulative GPA for this program is 3.0.

**Accreditation:** Virginia International University is an accredited institution of higher learning holding accreditation through the Accrediting Council for Independent Colleges and Schools (ACICS) that is certified to operate by the Virginia State Council of Higher Education for Virginia (SCHEV). Additionally, information on accreditation can be found in the Accreditation and Certifications section of this catalog.

### Program Structure

This program can be completed within four (4) semesters of full-time study. A total of 36 credit hours (12 courses) are required for graduation. The program consists of seven (7) Core courses (21 credit hours) and five Elective courses (15 credit hours).

Area	Number of Courses	Credit Hours
Core courses	7	21
Elective courses	5	15
Total	12	36

**NOTE:** Please note that this program does not provide the licensure required to teach grades K-12 in American public schools. In order to obtain teacher licensure, please contact the respective state Department of Education to determine eligibility and requirements.

### MA in TESOL Core Courses (7 courses – 21 credits)

The Core courses provide the students with the skills and knowledge needed by all TESOL professionals (a strong background in language teaching methodology, understanding of the nature of human language and the structure of English, and familiarity with the basic principles of language acquisition, testing, assessment, and curriculum design). The TESOL Practicum course (APLX 665) gives the students a chance to observe experienced teachers, to reflect on and formulate their ideas about teaching and learning, and to gain classroom experience through supervised teaching.

Code	Course Title	Course Prerequisite	Credits
APLX 500	Introduction to Language and Applied Linguistics	None	3
APLX 510	Introduction to Language Acquisition	None	3



APLX 530	Language Teaching Methods	<i>None</i>	3
APLX 540	Language Curriculum and Materials Design	<i>None</i>	3
APLX 550	Language Assessment	<i>None</i>	3
APLX 615	Pedagogical Grammar for Communicative Classrooms	<i>None</i>	3
APLX 665	TESOL Practicum	<i>APLX 530<sup>7</sup></i>	3

### MA in TESOL Elective Courses (5 courses – 15 credits)

The Elective courses provide an opportunity for students to develop specific skills and interests. The Practicum course gives the students an opportunity to practice and apply their newly acquired skills and knowledge, or to research an issue or a problem that arose from their teaching experience or prior course work. Students who plan to become language program administrators are strongly encouraged to take courses related to program administration or general business operations and principles. For this purpose students may choose to take up to two courses shared with the School of Business as program electives in addition to the Program Administration course offered by the department. These courses are open only to second-year MATESOL students; permission to register must be obtained from the deans of School of Education and School of Business, and all prerequisite regulations must be complied with. Students can only register for those courses that are cross-listed for TESOL students in each given semester.

Code	Course Title	Course Prerequisite	Credits
APLX 620	Teaching Pronunciation	<i>None</i>	3
APLX 623	Teaching Multiliteracy	<i>None</i>	3
APLX 630	Sociolinguistics in the Classroom	<i>None</i>	3
APLX 635	Intercultural Communication	<i>None</i>	3
APLX 572	Technologies for Language Learning	<i>None</i>	3
APLX 655	Special Topics in Applied Linguistics	<i>Advisor's approval</i>	3
BUSS 301	Principles of Management	<i>Advisor's approval, 18 credits</i>	3
BUSS 302	Principles of Marketing	<i>Advisor's approval, 18 credits</i>	3

<sup>7</sup> Can be a co-prerequisite and be concurrently enrolled.

BUSS 312	Organizational Theory & HR Management	<i>Advisor's approval, 18 credits</i>	3
EDUC 590	Program Administration	<i>APLX 530, APLX 540<sup>8</sup></i>	3
EDUC 640	Introduction to Research Methods	<i>APLX 530, APLX 540</i>	3

## 11.4. Graduate Certificate in TESOL

### Program Description and Objectives:

The Graduate Certificate 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 concepts of language acquisition and language pedagogy, and gain valuable classroom experience through observation and supervised teaching. 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.

The outcomes of the program are interwoven throughout all courses within their major. Students are expected to make progress towards meetings these outcomes throughout their program of study. The learning outcomes are to:

1. Understand the theoretical nature and structure of human language.
2. Understand the principles of language learning including current conceptual and theoretical trends.
3. Understand Language teaching principles, curriculum and program design.
4. Utilize critical thinking skills to problem solve second language learner and classroom issues.
5. Demonstrate use of proper academic communication, ethics and professionalism.

### Program Mission:

The mission of the TESOL program at Virginia International University is to effectively educate and enable students to be successful and knowledgeable language teachers in a wide variety of contexts and among diverse student populations in the US and abroad by equipping them with the skills, knowledge, and experience to contribute and excel in an innovative and collaborative work environment.

---

<sup>8</sup> Can be a co-prerequisite and be concurrently enrolled.

**Program-Specific Admission Requirements:**

Admission to the program does not require any previous course work in pedagogy or language studies. A bachelor's degree or equivalent in any field and evidence of sufficient English language proficiency are required for admission. Candidates are also required to submit a minimum of one official recommendation, an academic statement of purpose and a resume or curriculum vitae.

**Accreditation:** Virginia International University is an accredited institution of higher learning holding accreditation through the Accrediting Council for Independent Colleges and Schools (ACICS) that is certified to operate by the Virginia State Council of Higher Education for Virginia (SCHEV). Additionally, information on accreditation can be found in the Accreditation and Certifications section of this catalog.

**Program-Specific Graduation Requirements:**

All candidates for graduation are required to submit a formal Summative Teaching Portfolio, the details of which include: Part A-Career Preparation; Part B-Two Writing Samples; Part C-Concentration Application; and Part D-The Practicum Experience. The required minimum cumulative GPA for this program is 3.0.

**Program Structure:**

This program can be completed within two (2) semesters of full-time study. A total of 18 credit hours (6 courses) are required for graduation. The program consists of four (4) Core courses (12 credit hours) and two (2) Elective courses (6 credit hours).

Area	Number of Courses	Credit Hours
Core courses	4	12
Elective courses	2	6
<b>Total</b>	<b>6</b>	<b>18</b>

**NOTE:** Please note that this program does not provide the licensure required to teach grades K-12 in American public schools. In order to obtain teacher licensure, please contact the respective state Department of Education to determine eligibility and requirements.

Graduate Certificate in TESOL students must take one in each of the following core areas, for a total of 12 credit hours:

- Language Structure (either APLX 500 or APLX 615)
- Language Acquisition (APLX 510)
- Language Teaching Methodology (APLX 530)
- Language Teaching Practicum (APLX 665)

The courses listed below can be taken in any order with the exception of APLX 665 TESOL Practicum which must be taken either together with or after APLX 530 Language Teaching Methods.

Code	Course Title	Course Prerequisite	Credits
APLX 500	Introduction to Language and Applied Linguistics	<i>None</i>	3
OR			
APLX 615	Pedagogical Grammar for Communicative Classrooms	<i>None</i>	3
AND ALL OF THE FOLLOWING			
APLX 510	Introduction to Language Acquisition	<i>None</i>	3
APLX 530	Language Teaching Methods	<i>None</i>	3
APLX 665	TESOL Practicum	<i>APLX 530<sup>9</sup></i>	3

In addition, student must take two Elective courses in the areas of particular interest to them, for a total of 6 credits. Any of the MA in TESOL courses can be taken to satisfy this requirement except for the courses listed with the course code corresponding to the shared business courses (codes including BUSS).

Code	Course Title	Course Prerequisite	Credits
APLX 540	Language Curriculum and Materials Design	<i>None</i>	3
APLX 550	Language Assessment	<i>None</i>	3
APLX 572	Technologies for Language Learning	<i>None</i>	3
APLX 620	Teaching Pronunciation	<i>None</i>	3
APLX 623	Teaching Multiliteracy	<i>None</i>	3
APLX 630	Sociolinguistics in the Classroom	<i>None</i>	3
APLX 635	Intercultural Communication	<i>None</i>	3
APLX 655	Special Topics in Applied Linguistics	<i>Advisor's approval</i>	3
EDUC 590	Program Administration	<i>APLX 530, APLX 540<sup>10</sup></i>	3
EDUC 640	Introduction to Research Methods	<i>APLX 530, APLX 540</i>	3

<sup>9</sup> Can be a co-prerequisite and be concurrently enrolled.

<sup>10</sup> Can be a co-prerequisite and be concurrently enrolled.

## 12. SCHOOL OF PUBLIC & INTERNATIONAL AFFAIRS

### 12.1. Master of Science in International Relations

#### Program Description and Objectives

In an increasingly interdependent world, it is important for professionals to have an understanding of the complex issues that go beyond our own borders. Virginia International University's Master of Science in International Relations (MIR) is a graduate-level degree that arms students with the tools to not only understand the implications of global issues in today's world, but also trains graduates to work in a dynamic and fast-paced environment in a professional setting.

Graduates from VIU's MIR Program will be able to build careers in a variety of settings including but not limited to international organizations such as the World Bank, IMF, or United Nations; Non-Profit organizations, Federal and Local Government Agencies, multi-national corporations, Non-Governmental Organizations, Intergovernmental Organizations, Humanitarian Organizations, News Outlets, and many more.

The program objectives of the MIR are designed to enable graduates to be successful in the multitude of employment positions that an MIR degree will garner including, government, international organizations, non-governmental organizations, and many more. Upon completion of the program, the graduates will be able to:

- I. Exhibit global awareness & sensitivity to other cultures
- II. Demonstrate a thorough knowledge of the theory and of international relations,
- III. Exhibit ethical conduct while maintaining awareness of the large responsibilities of serving the global community
- IV. Comprehend, critically analyze, and evaluate trends and developments in the fields of international politics, economics, culture, communication, and law.

#### Program Prerequisites

Applicants seeking admission to the MS in International Relations Program, who have no political science or international affairs background, and whose Bachelor's Degrees did not include the following courses are required to take MIR program prerequisites.

Code	Course Name	Course Prerequisite	Credits
GOVT 120	Comparative Government	<i>None</i>	3
STAT 200	Introduction to Statistics	<i>None</i>	3

**One of the following courses:**

ENGL 113	English Composition and Rhetoric	<i>None</i>	3
ENGL 120	Academic Writing	<i>None</i>	3

**Program Structure**

The program consists of seven (7) Core Courses and students have the choice any three (3) Concentration courses as well as two (2) Elective courses. The elective courses provide the opportunity for the students to develop further competencies covered in the core courses, based on their area of interest.

Area	Number of Courses	Credit Hours
Core courses	7	21
Concentration Courses	3	9
Elective courses	2	6
<b>Total</b>	<b>12</b>	<b>36</b>

**MIR Core Courses (7 courses – 21 credits)**

The Core Courses provide the students with the skills and knowledge needed by all International Relations professionals.

Code	Course Title	Course Prerequisite	Credits
GOVT 505	Research Methods	<i>None</i>	3
GOVT 510	Theories of International Relations	<i>None</i>	3
GOVT 520	International Security	<i>None</i>	3
GOVT 618	International Economics & Trade	<i>MBA 511/ Dean's Approval</i>	3
GOVT 632	Comparative Politics	<i>GOVT 510</i>	3
GOVT 711	Globalization	<i>GOVT 510</i>	3
GOVT 790	Advanced Research Project	<i>A minimum of 15 credits from GOVT 505, GOVT 510, GOVT 520, GOVT 632, GOVT 618, GOVT 711</i>	3

**MIR Concentration Courses (3 courses – 9 credits)**

The Master of International Relations at VIU offers 3 concentrations for students to choose from. Students must complete a minimum of 9 credit

hours of concentration courses to be awarded a degree in International Relations.

### MIR in International Economic Development

Code	Course Title	Course Prerequisite	Credits
GOVT 530	Democratization	<i>None</i>	3
GOVT 633	Politics of Development Aid	<i>None</i>	3
GOVT 650	Policy Making in a Global Context	<i>None</i>	3
GOVT 651	International Economics & Politics	<i>MBA 511/ GOVT 618</i>	3
GOVT 652	International Industrial Development Strategies	<i>MBA 511/ GOVT 618</i>	3

### MIR in International Business

Code	Course Title	Course Prerequisite	Credits
GOVT 612	International Management	<i>GOVT 505</i>	3
GOVT 613	Enterprise Resource Planning	<i>GOVT 505</i>	3
GOVT 614	International Finance	<i>GOVT 505</i>	3
GOVT 615	International Strategy	<i>GOVT 510</i>	3
GOVT 616	International Marketing	<i>GOVT 510</i>	3
GOVT 617	Import & Export Management	<i>None</i>	3
GOVT 634	Operations Management	<i>GOVT 618</i>	3

### MIR Elective Courses (2 courses – 6 credits)

Students may choose any two of the following elective courses, or any combination of elective courses from the concentration courses listed above, in addition to the three (3) courses required to complete the concentration.

Code	Course Title	Course Prerequisite	Credits
GOVT 540	International Law	<i>None</i>	3
GOVT 551	Conflict Resolution	<i>None</i>	3
GOVT 625	Effective Negotiations	<i>None</i>	3
GOVT 631	Intercultural Communication	<i>None</i>	3
GOVT 635	Intelligence & Foreign Policy	<i>GOVT 510</i>	3
GOVT 665	Graduate Internship I	<i>Dean's Approval</i>	3
GOVT 666	Graduate Internship II	<i>Dean's Approval</i>	3
GOVT 713	Fundamentals of US Economic Policy	<i>GOVT 618</i>	3

GOVT 745	Topics in International Relations	<i>None</i>	3
CAR 600	Career Planning Management	<i>None</i>	3

### **Pre-MIR Program**

Students who have earned their Bachelor’s degree with less than 120 undergraduate credit hours can be given conditional admission to the MIR program, provided they enroll in and successfully complete the remaining credit hours by selecting from the undergraduate courses offered at VIU. Among the 120 required credit hours, the MIR program prerequisite courses must be fulfilled. Students must consult their academic advisor before choosing the Pre-MIR courses who will advise them on the appropriate course selections from VIU’s undergraduate courses while complying with MIR program prerequisites. Successful completion of the Pre-MIR courses will allow these students to complete the undergraduate credit hour requirement of 120, and enter into the program.

## **12.2. Master of Public Administration**

### **Program Description and Objectives**

In an increasingly interdependent world, it is important for professionals to have an understanding of the complex issues that go beyond our own borders. Virginia International University’s Master of Public Administration (MPA) is a graduate-level degree that arms students with the tools to not only understand the implications of global issues in today’s world, but also trains graduates to work in a dynamic and fast-paced environment in a professional setting.

The MPA at Virginia International University is designed to prepare students for a career in public management or related firms. Graduates of the MPA will be able to create solutions to tough financial, leadership, human resource, and project/program management problems. Students will be prepared to manage and connect with a diverse workforce and citizenry in public, private and non-profit structures. Students will be able integrate regional and local considerations to achieve desired outcomes within a complex array of intergovernmental & global fiscal pressures, regulations and the political process

Graduates from VIU’s MPA Program will be able to use their skills in a variety of areas in the DC-Metropolitan area, as well as outside the region and on a global scale. Typical places of employment for individuals with this degree include state and local government agencies, federal government agencies, public agencies, non-profit corporations, and many private and publicly held organizations worldwide.



VIU's MPA degree keeps with the mission of the university in striving to engender intellectual curiosity and critical thinking needed in the global community and in our aim to enable our students to develop a greater awareness and responsiveness to fellow members within and outside of our borders. Public Administration is a field in which these skills are urgently needed on a daily basis

The program objectives of the MPA are designed to enable graduates to be successful in the multitude of employment positions that an MPA degree will garner including, government, organizational management, health care administration, and many more. Upon completion of the program, the graduates will be able to:

- I. Prepare Public Managers to meet the needs and challenges of Public Service
- II. Demonstrate an awareness to and knowledge of the political context of the duties of a public servant
- III. Exhibit ethical conduct while maintaining awareness of the large responsibilities of serving the public interest.
- IV. Develop as professionals who will perform effectively as administrators, analysts, general managers and leaders in public sector and public-oriented organizations.
- V. Garner the skill level and knowledge base of students in the theory and application of new technologies now in use in order to access, analyze and utilize information that is pertinent to the field of Public Administration.

### Program Prerequisites

Applicants seeking admission into the MPA Program, who have no previous business, political science or international affairs background and whose Bachelor degrees did not include the following courses are required to take MPA program prerequisites.

Code	Course Name	Course Prerequisite	Credits
<b>Management Concepts, one of the following two courses</b>			
BUSS 301	Principles of Management	<i>None</i>	3
BUSS 312	Organizational Theory & HR Management	<i>None</i>	3
<b>Economic Concepts, one of the following two courses</b>			
ECON 101	Principles of Microeconomics	<i>None</i>	3
ECON 102	Principles of Macroeconomics	<i>None</i>	3
<b>Academic Writing Skills, one of the following two courses</b>			
ENGL 113	English Composition and Rhetoric	<i>None</i>	3

### MPA Degree Requirements

The program consists of seven (7) Core Courses and students have the choice any three (3) Concentration courses as well as two (2) Elective courses. The elective courses provide the opportunity for the students to develop further competencies covered in the core courses, based on their area of interest.

Area	Number of Courses	Credit Hours
Core courses	7	21
Concentration Courses	3	9
Elective courses	2	6
<b>Total</b>	<b>12</b>	<b>36</b>

### MPA Core Courses (7 courses – 21 credits)

Code	Course Title	Course Prerequisite	Credits
PUAD 505	Research Methods	None	3
PUAD 513	Organizational Theory & HR Management	None	3
PUAD 514	Public Policy Analysis & Implementation	None	3
PUAD 515	Administration in Public & Non-Profit Organizations	None	3
PUAD 608	Financial Reporting & Decision Making	None	3
PUAD 611	Business Ethics & Law	None	3
PUAD 790	Advanced Research Project	A minimum of 15 credits from PUAD 505, PUAD 513, PUAD 514, PUAD 515, PUAD 608, PUAD 611	3

### MPA Concentration Courses (3 courses – 9 credits)

The MPA at VIU will offers 3 concentrations for students to choose from. Students must complete a minimum of 9 credit hours of concentration courses to be awarded a degree in Public Administration

## MPA in Public Management

Code	Course Title	Course Prerequisite	Credits
PUAD 512	Project & Cost Management	<i>STAT 200</i>	3
PUAD 536	Labor Relations	<i>None</i>	3
PUAD 612	International Management	<i>PUAD 513</i>	3
PUAD 613	Enterprise Resource Planning	<i>PUAD 513</i>	3
PUAD 614	Emergency Planning & Preparedness	<i>None</i>	3
CAR 600	Career Planning & Management	<i>None</i>	3

## MPA in Information Systems

Code	Course Title	Course Prerequisite	Credits
PUAD 552	Information Systems	<i>None</i>	3
PUAD 556	Database Management Systems I	<i>None</i>	3
PUAD 610	Managing Information System Development	<i>PUAD 552</i>	3
PUAD 620	IT Governance	<i>PUAD 552</i>	3
PUAD 628	Global Sourcing & Logistics	<i>None</i>	3
CAR 600	Career Planning & Management	<i>None</i>	3

## MPA in Health Care Administration & Public Health

Code	Course Title	Course Prerequisite	Credits
PUAD 640	The Health Services System	<i>None</i>	3
PUAD 641	Economics of Healthcare & Policy	<i>PUAD 505</i>	3
PUAD 642	Financial Management of Healthcare Institutions	<i>PUAD 505</i>	3
PUAD 643	Legal Aspects of Healthcare	<i>None</i>	3
CAR 600	Career Planning & Management	<i>None</i>	3

## MPA Elective Courses (2 courses – 6 credits)

Students may choose any two of the following elective courses, or any combination of elective courses from the concentration courses listed above, in addition to the three (3) courses required to complete the concentration.

Code	Course Title	Course Prerequisite	Credits
------	--------------	---------------------	---------

PUAD 511	Managerial Accounting & Finance	<i>ACCT 201</i>	3
PUAD 520	International Security	<i>None</i>	3
PUAD 538	Compensation & Benefits	<i>None</i>	3
PUAD 551	Conflict Resolution	<i>None</i>	3
PUAD 557	Political Theory	<i>None</i>	3
PUAD 558	Network and Information Security	<i>None</i>	3
PUAD 615	Special Topics in Public Administration	<i>None</i>	3
PUAD 625	Effective Negotiations	<i>None</i>	3
PUAD 630	Public & Private Partnerships	<i>None</i>	3
PUAD 634	Operations Management	<i>PUAD 505</i>	3
PUAD 665	Graduate Internship I	<i>Dean's Approval</i>	3
PUAD 666	Graduate Internship II	<i>Dean's Approval</i>	3

### **Pre-MPA Program**

Students who have earned their Bachelor's degree with less than 120 undergraduate credit hours can be given conditional admission to the MPA program, provided they enroll in and successfully complete the remaining credit hours by selecting from the undergraduate courses offered at VIU. Among the 120 required credit hours, the MPA program prerequisite courses must be fulfilled. Students must consult their academic advisor before choosing the Pre-MPA courses who will advise them on the appropriate course selections from VIU's undergraduate courses while complying with MPA program prerequisites. Successful completion of the Pre-MPA courses will allow these students to complete the undergraduate credit hour requirement of 120, and enter into the program.

## 13. SCHOOL OF LANGUAGE STUDIES

### 13.1. English as a Second Language Program

#### Program Description and 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.

The objectives of the program are to:

- Help students attain their desired level of English language proficiency by providing intensive instruction in all skills; and
- Help students develop strong academic communication skills for the TOEFL examination and successful study at American institutions of higher education.

The program offers instruction at six levels of proficiency (Elementary (0300), Low Intermediate (0400), High Intermediate (0500), Low Advanced (0600), High Advanced (0700) and Bridge to Academic (0800)). Each level can be completed in one term of full-time study. The overall length of the program depends on the initial placement level and on how quickly the student progresses from one level to another.

Each level includes 140 academic hours of classroom instruction per level/term. Each term is 7 weeks long and full-time students receive 20 hours of classroom instruction per week. Students in the Elementary and Low Intermediate level will take two core classes (10 hours/week for each class), Speaking & Listening and Reading & Writing. In the High Intermediate, Low Advanced, and High Advanced level, students will take 3 core classes (6 hours/week for each class) and 1 elective class (2 hours/week). Students in the Bridge to Academic level are able to choose 4 elective classes (5 hours/week for each class).

In addition to the regular ESL classes, students placed in the High Intermediate or higher level are given an option of selecting intensive TOEFL courses, the focus of which is TOEFL iBT preparation. In High Intermediate or Low Advanced level, students take 2 core classes (10 hours/week for each class): TOEFL: Basic Skills for Listening & Reading and TOEFL Basic Skills for Speaking & Writing (High Intermediate); TOEFL: Solid Skills for Listening & Reading and TOEFL: Solid Skills for Speaking & Writing (Low Advanced). Students placed in the High Advanced or Bridge to Academic level are able to take TOEFL classes. Each 7-week term, students take 2 core classes (10 hours/week for each

class), which can be any combination of TOEFL Reading, TOEFL Writing, TOEFL Listening and TOEFL Speaking.

### **Initial Program Placement:**

All new students are required to take a three-part English language proficiency test at VIU to determine appropriate placement in one of the six levels within the program. The placement test includes the following components: an essay writing task (30 minutes), a computer-based test of grammar, vocabulary, and reading skills (1 hour), and 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 attain a near-academic score on all components. Placement tests can be taken only once per term.

### **Program Advancement, Completion, and University Admission**

ESL courses are non-credit-bearing courses. All ESL courses are graded on a pass/fail basis. An average score of 75% and an adequate attendance record are required to pass an ESL class.

Full-time students who pass all their ESL core courses (Levels 0300-0700) receive a certificate of level completion and advance to the next level. Full-time high advanced or 0800 students who pass 75% of the 0800-level courses (3 out of 4 elective courses) and take the Program Exit Test receive a certificate of program completion. The program completion certificate serves as evidence of sufficient English proficiency for admission to VIU's academic programs.

Students who do not pass required courses (all core classes for 0300-0700; 75% of elective courses in 0800) in a given term have the option of retaking the placement test at the end of the term. Those who score at the next level of proficiency receive no certificate of level/program completion but are usually allowed to advance to the next level or exit the program early. This "early exit" does not apply to those who take the test at the end of Term I and intend to start an academic program upon the completion of the ESL program even if they attain a required score for the academic level. They will be required to take one more term of ESL before starting their academic program in Term I.

### **ESL Core Courses**

Courses numbered 0300-0399 are open to Elementary students; courses numbered 0400-0499 are open to Low Intermediate students; 0500-0599 are open to High Intermediate students; courses numbered 0600-0699 are open to Low Advanced students, courses numbered 0700-0799 are open

to High Advanced students; and courses numbered 0800-0899 are open to students at the Bridge to Academic level.

Course Code	Course Name	Term Hours
ESL 0230	Low Elementary Speaking, Listening & Pronunciation	70
ESL 0235	Low Elementary Reading, Writing & Grammar	70
ESL 0330	High Elementary Speaking, Listening & Pronunciation	70
ESL 0335	High Elementary Reading, Writing & Grammar	70
ESL 0430	Low Intermediate Speaking, Listening & Pronunciation	70
ESL 0435	Low Intermediate Reading, Writing & Grammar	70
ESL 0520	TOEFL: Basic Skills for Listening & Reading	70
ESL 0521	TOEFL: Basic Skills for Speaking & Writing	70
ESL 0530	High Intermediate Speaking, Listening & Pronunciation	70
ESL 0535	High Intermediate Reading, Writing & Grammar	70
ESL 0620	TOEFL: Solid Skills for Listening & Reading	70
ESL 0621	TOEFL: Solid Skills for Speaking & Writing	70
ESL 0630	Low Advanced Speaking, Listening & Pronunciation	70
ESL 0635	Low Advanced Reading, Writing & Grammar	70
ESL 0720	TOEFL & Academic Listening	70
ESL 0722	TOEFL & Academic Reading	70
ESL 0730	High Advanced Speaking, Listening & Pronunciation	70
ESL 0735	High Advanced Reading, Writing & Grammar	70

### **ESL Elective Courses:**

Elective Courses appeal to a broad range of interests. Not every course is offered every term. Courses numbered 0200-0299 are open to low elementary students; 0300-0399 are open to high elementary students; courses numbered 0400-0499 are open to low intermediate students; 0500-0599 are open to high intermediate students; courses numbered 0600-0699

are open to low advanced students, courses numbered 0700-0799 are open to high advanced students; and courses numbered 0800-0899 are open to students at the bridge to academic level.

Course Code	Course Name	Term Hours
ESL 0501	Pronunciation: Speak Up	14
ESL 0515	Vocabulary Foundations	14
ESL 0516	English in Action	14
ESL 0525	Walking into American Culture	14
ESL 0526	English through Current Events	14
ESL 0601	Pronunciation: Speak Clearly	14
ESL 0615	Vocabulary Development	14
ESL 0625	Living in American Culture	14
ESL 0626	Stay Informed through News & Current Events	14
ESL 0627	English Through Songs	14
ESL 0701	Pronunciation: Speak Confidently	14
ESL 0702	Speak like an American Professional	14
ESL 0706	Write like an American Professional	14
ESL 0710	Grammar Matters	14
ESL 0716	Vocabulary Expansion	14
ESL 0717	Debate and Controversial Issues	14
ESL 0800	Public Speaking & Presentation Skills	35
ESL 0802	Accent Reduction	35
ESL 0805	English through Popular American Books	35
ESL 0806	Academic Writing & Research Skills	70
ESL 0810	Grammar Workshop & Editing	35
ESL 0815	English through Service Learning	35
ESL 0817	Critical Thinking through News around the World	35
ESL 0821	TOEFL Speaking	70
ESL 0823	TOEFL Writing	70
ESL 0827	Debate & Analysis through American Media	35
ESL 0840	English for Business Professionals	35
ESL 0850	IELTS Preparation	70

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



## 14. SCHOOL OF ONLINE EDUCATION

In addition to regular classroom delivery, VIU offers online courses as an alternative delivery method of instruction. The following degree programs at VIU can also be partially or fully completed online:

### **Graduate Level Programs:**

1. Master of Business Administration (MBA)
2. Master of Science in Accounting (MAC)
3. Master of Science in Project Management (MPM)
4. Master of Science in Computer Science (MCS)
5. Master of Science in Information Systems (MIS)
6. Master of Science in Information Systems Management (MISM)
7. Master of Science in Software Engineering (MSE)
8. Master of Science in Information Technology (MIT)
9. Master of Art in Teaching English to Speakers of Other Languages (MA in TESOL)
10. Master of Education (M.Ed.)
11. Master of Science in Applied Linguistics (MSAPL)
12. Master of Science in International Relations (MIR)
13. Master of Public Administration (MPA)
14. Graduate Certificate in Project Management
15. Graduate Certificate in Business Intelligence
16. Graduate Certificate in Information Systems
17. Graduate Certificate in Information Systems Management
18. Graduate Certificate in Information Technology Audit and Compliance
19. Graduate Certificate in TESOL

### **Undergraduate Level Programs:**

20. Bachelor of Science in Business Administration (BBA)
21. Bachelor of Science in Computer Science (BCS)

### **Non-credit Certificate program**

22. English as Second Language (ESL)

VIU uses Moodle Learning Management System as an online learning platform, and delivers asynchronous online courses. The online courses offered at VIU do not differ in content, expectations, and requirements from the regular face-to-face courses.

The online courses have three (3) credit hours as specified by the program of study. The syllabi, as well as textbook, are similar to those used in face-to-face classes. The online courses follow the 8-week format as described in the Academic Calendar section of this Catalog.

In addition to degree programs, VIU also offers some courses of the English as a Second Language Program online. The ESL online courses

follow a 7-week format. Upon successful completion of the online courses, students receive a Certificate of Course Completion. Please refer to the [ESL Program](#) section on page 188 in this Academic Catalog for details of the program and courses.

The online courses at VIU are completely Internet-based with no face-to-face meetings. Typically, students work independently on their own schedule. Occasionally, synchronous activities are held to allow for the instructor and the students to communicate in real-time. The courses are instructor-led: the instructor leads the online course activities, manages the online forums, and monitors and assesses student progress and performance in the online classroom.

The online courses are very similar to the courses delivered on-campus. The learning objectives are the same for online and on-campus classes. Online sessions typically contain the following elements: session learning objectives, online lectures, and readings, multimedia, text presentations, assignments, threaded discussions, case studies, quizzes, opportunities for collaborative learning and for problem solving. The methods that are used to deliver the online courses typically consist of lectures, discussion forums, research, case studies, and group work. These are supported by selected tools and resources that include, but are not limited to printed materials and resources, video, audio, nonlinear media, reviews and exams, email communication, threaded discussions, blogs, chat, video and teleconferencing.

### 14.1. Academic Calendar for Online Programs

At VIU online courses are offered in an 8-week format in the first and the second halves of the Fall, Spring and Summer semesters. Online ESL courses are completed in 7-week term.

<b>FALL 2014</b>	<b>Fall Aug 25 – Oct 18 (8-week)</b>	<b>Fall II Oct 20 – Dec 13 (8-week)</b>	<b>ESL Fall Aug 25 – Oct 11 (7-week)</b>	<b>ESL Fall II Oct 20 – Dec 13 (7-week)</b>
Registration for Fall 2014 opens	Jul 1	Jul 1	Jul 1	Jul 1
Registration closes <sup>†</sup>	Aug 18	Oct 13	Aug 22	Oct 17
<b>First Day of Classes</b>	<b>Aug 25</b>	<b>Oct 20</b>	<b>Aug 25</b>	<b>Oct 20</b>
Labor Day, VIU is closed	Sep 1	-	Sep 1	-
Last day to add/drop course(s)	Sep 2	Oct 27	Sep 2	Oct 27

Last day to apply for Fall 2014 graduation	Oct 1	Oct 1	-	-
Mid-term progress reporting due by faculty	Sep 22	Nov 17	-	-
Last day to withdraw with a grade of "W"	Sep 26	Nov 21	Sep 19	Nov 14
Thanksgiving break, VIU is closed	-	Nov 27-29	-	Nov 27-29
<b>Last Day of Class (including the final exams)</b>	<b>Oct 18</b>	<b>Dec 13</b>	<b>Oct 11</b>	<b>Dec 13</b>
Grades available on Student Portal	Oct 20	Dec 15	Oct 13	Dec 15
Winter break	-	Dec 24 – Jan 1	-	Dec 24 – Jan 1
Incomplete grade changes due to Registrar	Dec 1	Feb 20	Dec 1	Feb 20

<b>SPRING 2015</b>	<b>Spr. Jan 12 – Mar 7 (8-week)</b>	<b>Spr. II Mar 2 – Apr 25 (8-week)</b>	<b>ESL Spr. Jan 12 - Feb 28 (7-week)</b>	<b>ESL Spr. II Mar 9 - Apr 25 (7-week)</b>
Registration for Spring 2014 opens	Nov 14	Nov 14	Nov 14	Nov 14
Registration closes <sup>†</sup>	Jan 5	Feb 23	Jan 9	Mar 6
<b>First Day of Classes</b>	<b>Jan 12</b>	<b>Mar 2</b>	<b>Jan 12</b>	<b>Mar 9</b>
Last day to add/drop course(s)	Jan 19	Mar 9	Jan 19	Mar 16
Last day to apply for Spring 2015 graduation	Feb 2	Feb 2	-	-
Mid-term progress reporting due by faculty	Feb 9	Mar 30	-	-
Last day to withdraw with a grade of "W"	Feb 13	Apr 3	Feb 6	Apr 3

<b>Last Day of Class (including the final exams)</b>	<b>Mar 7</b>	<b>Apr 25</b>	<b>Feb 28</b>	<b>Apr 25</b>
Grades available on Student Portal	Mar 9	Apr 27	Mar 2	Apr 27
Commencement Ceremony	May 2	May 2	May 2	May 2
Incomplete grade changes due to Registrar	Apr 17	Jun 12	Apr 17	Jun 12

<b>SUMMER 2015</b>	<b>Sumr I May 4 – Jun 27 (8-week)</b>	<b>Sumr II Jun 29 – Aug 22 (8-week)</b>	<b>ESL Sumr I May 4 – Jun 20 (7-week)</b>	<b>ESL Sumr II Jun 30 – Aug 15 (7-week)</b>
Registration for Summer 2014 opens	Apr 1	Apr 1	Apr 1	Apr 1
Registration closes <sup>†</sup>	Apr 27	Jun 22	May 1	Jun 26
<b>First Day of Classes</b>	<b>May 4</b>	<b>Jun 29</b>	<b>May 4</b>	<b>Jun 29</b>
Independence Day, VIU is closed	-	Jul 4	-	Jul 4
Last day to add/drop course(s)	May 11	Jul 6	May 11	Jul 6
Memorial Day, VIU is closed	May 25	-	May 25	-
Mid-term progress reporting due by faculty	Jun 1	Jul 27	-	-
Last day to apply for Summer 2015 graduation	Jun 1	Aug 3	-	-
Last day to withdraw with a grade of "W"	Jun 5	Jul 31	May 29	Jul 24
<b>Last Day of Class (including the final exams)</b>	<b>Jun 27</b>	<b>Aug 22</b>	<b>Jun 20</b>	<b>Aug 15</b>
Grades available on Student Portal	Jun 29	Aug 24	Jun 22	Aug 17
Incomplete grade changes due to Registrar	Aug 7	Oct 9	Aug 7	Oct 9

<sup>†</sup> Late registration fee applies after this date, until the end of course add/drop period.

**NOTE:** The Academic Calendar is subject to change without prior notice. The latest version of the [calendar](#) is available on the VIU website.

## 14.2. Admission Requirements

The admissions requirements for online programs are same as our on ground programs, except for the application fee. There are no additional admission requirements and no admission tests for students taking online courses. Therefore, please refer to [APPLICATION FOR ADMISSION](#) section on page 30 in this catalog.

Prior to registering for online classes, prospective students must be admitted to an academic program of study at VIU. F-1 visa international students must comply with the visa restrictions when taking online courses.

All applicants for the [ESL Online Program](#) must submit proof of a certain level of English language proficiency as indicated in the table below. There are two ways to meet these English language proficiency requirements for ESL online courses:

1. Submit scores for one of the following tests:

<b>Name of Standardized Test</b>	<b>Minimum Scores Required*</b>
TOEFL iBT	50
TOEFL pBT	463
IELTS Academic	Overall band 5.5
PTE Academic	40
ITEP Academic Plus	4

\* Scores must be less than 2 years old. If the student has been studying continuously at a college or university in the United States, s/he may submit an older score that has been accepted at the current school.

2. Complete VIU's ESL placement test, which is available on-ground and online. The ESL placement test will assess the student's English proficiency and determine the appropriate level. Admission is not guaranteed.

## 14.3. Tuition and Fees of Online Courses

This tuition and fee structure is effective with the Fall 2014 academic semester. The following tuition rates apply for fully online students and not for residential students taking online course(s). The tuition does not include the cost of textbooks and other course related materials.

### **Graduate Level Programs:**

<b>Tuition:</b>	\$409 per credit
	\$1,227 per course
	\$3,681 per semester (full-time, 9 credit hours)

**Tuition for Program Prerequisites:** Graduate Students who need to take program pre-requisite courses will pay the Undergraduate tuition rate for those courses required.

**Undergraduate Level Programs:**

**Tuition:** \$325 per credit  
 \$975 per course  
 \$3,900 per semester (full-time, 12 credit hours)

**Non-Credit Certificate program - ESL Program:**

**Tuition:** \$7.80 per hour  
 \$327.60 per 7-week course

**Related Fees:** Some fees are mandatory and due at the time of application or enrollment. There are also services at VIU when it is necessary as student progress through their program of study or required upon their request. All fees are **non-refundable**.

Services Provided	Note	Fee
Application Fee		\$50
Student Services Fee		\$30
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
Transcript Processing Fee	Upon request by the student.	\$10
Graduation Application / Diploma Processing Fee	Fee required of all students graduating when submitting the Graduation Application Form.	\$100

*\* This is different from Online ESL placement test. The English Placement Test determines proficiency level for Academic studies using Accuplacer test.*

**14.4. Online Course Cancellation and Refund Policy**

**Dropping course(s):** If a student elects to drop one or more courses during the add/drop period, 100% of the tuition for the dropped course(s) will be refunded. Students cannot drop courses after the add/drop period. However, a student may withdraw from specific courses with a grade of “W.” The cancellation and refund policy will be applied.

**Leave of absence:** There are no tuition charges if a student submits an approval form for a leave of absence prior to the last day of add/drop period. If a student requests a leave of absence after the last day of the add/drop period, the cancellation and refund policy will be applied.

<b>Time of withdrawal notice</b>	<b>Tuition refund amount*</b>
Up to the last day of add/drop period	100% of the tuition
After the add/drop & through 25% of the session	75% of the tuition
Through 50% of the session	50% of the tuition
Through 75% of the session	25% of the tuition
After 75% of the session	No refund will be issued

*\* Excludes all fees*

A written notice must be submitted to officially withdraw from Virginia International University. The official withdrawal date, for the purpose of a refund calculation, will be taken from the date the written notice is received by VIU.

- a) Notifying the academic coordinator or instructor that you want to drop/withdraw from a course does not officially withdraw a student from a course.
- b) Non-attendance in a course will not constitute a drop/withdrawal.
- c) Students who do not officially drop/withdraw from a course will be financially responsible for the tuition.

No refund will be honored without written notice. Students may download the Online Education Institutional Withdrawal Form from our website or obtain a hard copy from the Registrar's Office. Applicants must submit the Refund Request & Application Cancellation Form within 12 months of the initial application date.

VIU will issue refunds to individuals who have terminated their status as students within 45 days after receipt of a written request. If no payment was made, the University will bill the student for the amount due according to the schedule above.

If a student's financial obligation is not fulfilled, VIU 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, VIU reserves the right to terminate enrollment. Late tuition payments are subject to financial penalties.

## **14.5. Scholarships for Online Education**

### **Scholarship Program Description**

VIU Online strives to make education affordable for all students and offers several scholarships for individuals with unlimited potential. The scholarships are awarded based on academic success, work experience, and exceptional talents. Applicants who successfully complete their admissions

process to VIU Online Education to become fully online students are eligible to apply for an online education scholarship.

## Scholarship Funding

The scholarship awards are supported by generous contributions from individuals and organizations. The Board of Directors and President of VIU approves the allocation of resources for the scholarship program from the annual operating budget during its annual meeting prior to the start of the calendar year. Scholarship is awarded as credit towards tuition and the awards range from \$500.00 to \$2,000.00.

Application: To apply for a scholarship, students need to do the following:

1. Search the scholarship opportunities and determine the scholarships for which they qualify.
2. Review the requirements for the scholarship application.
3. Apply online using the [Online scholarship application form](#).
4. Submit supporting documentation via email ([scholarship@online.viu.edu](mailto:scholarship@online.viu.edu))
5. Once the application form and all the supporting documents are received, the student will receive a confirmation via email from the Scholarship Coordinator.

Document Submission: All submissions must be scanned, color copies of the original document. Samples of these documents may include transcripts, diplomas, certificates, and test scores. Photocopies are NOT considered acceptable documentation. If any document is issued in any language other than English, the applicant must provide both the non-translated copy along with the translation of the document in English. Translated documents must be notarized. If transcripts are issued from the institution in English, students will not be required to submit the transcript in their native language. VIU has the right to request original documentation; submission of fabricated or false documents will result in disqualification from future scholarship application.

NOTE: Documents submitted for scholarship purposes will not be stored by the university. The University is unable to return any document to the applicant.

All applications and supporting documentation must be received by 12:00 PM EST on the day of the application deadline. Late applications will not be accepted.

Online Scholarship Application Deadline	
Semester	Application Period
Fall 2014	Jul 14 – Aug 1
Spring 2015	Nov 24 – Dec 12
Summer 2015	Mar 16 – Apr 3



## **Selection & Announcement**

The scholarship selection process begins immediately after the application period ends.

All applications are initially screened by the Scholarship Coordinator for completion and criteria assessment. Once the application is deemed complete, the application and all related materials are forwarded to the Scholarship Committee members. Each application is reviewed and assessed on an individual basis.

Applicants who meet the requirements for the scholarship to which they applied will be invited for an interview with members of the Scholarship Committee as part of the selection process. The interview will be conducted by phone or video conference.

Scholarship awards will be determined by the Scholarship Committee prior to the first day of classes for the term in which the student applied. Awardees will be notified by email and post mail.

## **Rules and Regulations:**

- 1.) Scholarships will not be awarded to applicants who receive any other type of outside Scholarship (Example: Government scholarships).
- 2.) Cumulative GPA can be rounded one decimal place for eligibility requirements.
- 3.) Students are welcome to apply for up to three types of scholarships per semester, although students are only eligible to be awarded one scholarship per semester.
- 4.) There is no guarantee that a Scholarship Award will be made solely because the applicant is qualified. Eligibility and fulfilment of the scholarship criteria do not guarantee the award of a scholarship.
- 5.) Academic merit holds the greatest weight when reviewing Scholarship Applications. Each application will be reviewed individually and in the case of a tie, the committee will rely on this hierarchy to make their award decisions.
- 6.) Applications will be active only for the term in which they are submitted. If a student would like to be considered for future scholarships, they must submit a new scholarship application packet.
- 7.) If a student is awarded with a scholarship but does not enroll in any class, he/she will miss the scholarship for that term. The scholarship will be applied again to the subsequent term until the scholarship expiration date.
- 8.) Scholarships are awarded as credit toward tuition only. The awarded amount will be divided into six instalments, and the credit will be deducted from the total tuition charged for each course.
- 9.) VIU full-time staff is only eligible to apply for the VIU Staff Workforce Development Scholarship.

## Types of Scholarships Offered

Any student who wishes to be considered for a scholarship must first apply for admission to be enrolled in one of the program in School of Online Education. If accepted, students can apply for the following scholarships:

1. Career Online Scholarships
2. Special Achievement Online Scholarship
3. **Error! Reference source not found.**
4. VIU Staff Workforce Development Scholarship

### 1. Career Online Scholarships

The VIU Career Online Scholarship is awarded to recipients who come to VIU intending to advance their professional skills sets in pursuit of advancing their role in the global workforce. The selection is based upon both academic and career achievements.

Amount: \$500 per academic year – six terms; \$83.50 per course – maximum of one course per term

Eligibility: To be eligible to apply for this scholarship, applicants must meet the following qualifications:

- Eligible applicants should have 3 years of professional work experience.
- This is a graduate level scholarship. Applicants must possess at least a bachelor's degree.
- Applicants must meet a minimum 3.00 (on a 4.0 scale) cumulative GPA requirement.

Application Requirements: Completed applications must include all of the following:

1. [Online scholarship application form](#)
2. Most recent official transcript from colleges, or universities attended. This can be obtained from the registrar's office at these schools (NOTE: Current VIU students do not need to submit VIU transcript. The Scholarship Committee will collect your unofficial transcript from the Registrar's Office).
3. Personal statement of success of at least 500 words describing your background, future goals, education, influential experiences and career objectives. This should be in the form of an essay, not a list of facts.
4. Verification of 3 years of professional work experience (resume, CV, letter of recommendation etc.)

## 2. Special Achievement Online Scholarship

The purpose of the Special Achievement Online Scholarship is to provide tuition assistance to current and prospective students who possess exceptional talents or achievements.

*Amount:* \$1,000 per academic year – six terms; \$167 per course – maximum of one course per term

*Eligibility:* To be eligible to apply for this scholarship, applicants must meet the following criteria:

- Applicant must be able to show significant excellence and experience related to a demonstrated talent, achievement and/or career field.
- Applicants must have a minimum 3.0 (on a 4.0 scale) cumulative GPA.

*Application:* Completed applications must include all of the following:

1. [Online scholarship application form](#)
2. Most recent official transcript from colleges, or universities attended. This can be obtained from the registrar's office at these schools (NOTE: Current VIU students do not need to submit VIU transcript. The Scholarship Committee will collect your unofficial transcript from the Registrar's Office).
3. Personal statement of at least 500 words detailing talent and achievements in essay format. The talent and experiences must be measurable achievements and not just recreational in nature.
4. Official proof of awards, certificates of achievement, licenses, etc. must be provided. Without this proof, the application cannot be considered.

## 3. Presidential Online Scholarship

The Presidential Academic Scholarship is the most prestigious merit based scholarship offered by the university. The selection is based upon exceptional academic achievement as well as the potential for continued success both at the university and in the outside community.

*Amount:* \$2,000 per academic year – six terms; \$167 per course – maximum of two courses per term

*Eligibility:* To be eligible to apply for this scholarship, applicants must meet the following qualifications:

- Applicants must have been enrolled and studied for at least one term at VIU Online.
- Applicants must be in good academic standing and meet a minimum 3.90 cumulative GPA requirement.

Application Requirements: Completed applications must include all of the following:

1. [Online scholarship application form](#)
2. Most recent official transcript from colleges, or universities attended. This can be obtained from the registrar's office at these schools (NOTE: Current VIU students do not need to submit VIU transcript. The Scholarship Committee will collect your unofficial transcript from the Registrar's Office).
3. Personal statement of success of at least 500 words describing your background, future goals, education, influential experiences and career objectives. This should be in the form of an essay, not a list of facts.
4. A letter of recommendation from a faculty member you encountered during your academic experience.
5. Evidence of English Language Proficiency (one of the following):
  - a. *Test Scores:* TOEFL score of at least 90 (iBT) or 577 (pBT); IELTS score of at least 7.0; PTE Academic 62.
  - b. *Transcripts:* Official transcript indicating completion of a minimum of 12 credits from an accredited US post-secondary institution at which the language of instruction was English, including at least one course in English composition, academic writing, or a similar subject. The GPA for the 12 credits must be no lower than B.
  - c. *Degree:* An official degree and transcript(s) from an institution where English was a primary language of instruction, and for which verification is available through the International Handbook of Universities, published and edited by IAU/UNESCO, may be submitted. Additional information may be requested from the applicant's university registrar's office to verify that the instruction was conducted in English.

#### **4. VIU Staff Workforce Development Scholarship**

This scholarship is only available to the full-time employees of the university. Full detail can be found in the Faculty & Staff Handbook.

### **14.6. Technical Requirements**

In order to participate in the online class activities and run VIU's Learning Management System, Moodle, effectively you should, at a minimum, use the following technical components. If you do not follow the suggested requirements, Moodle may still work, but some functionality may be lost.

## System Requirements

Student must have access to a high-speed internet, a personal computer that is up-to-date and maintained. Students taking online courses will also need a microphone, speaker (or earphones), and a webcam. These items can be either built-in or external.

- *For PC Users:*
  - A modem or other device capable of connecting to the Internet. It is possible to connect with a modem, but a high speed connection is strongly .
  - Processor: Core 2 Duo/ equivalent or better processor (Dual Core processor **strongly recommended**)
  - Operating System: Windows XP Service Pack 3 or newer with current updates installed.
  - Memory: 2+ Gigabytes RAM Memory or higher
  - Hard drive: 120 Gigabyte or higher
  - Speaker (built-in or external)
  - Microphone (built-in or external)
  - Monitor with 1024 x 768 pixel resolution or better
- *For Mac Users:*
  - A modem or other device capable of connecting to the Internet. It is possible to connect with a modem, but a high speed connection is **strongly recommended**.
  - Processor: PowerPC G4 or Intel
  - Operating System: OS X 10.4.9 or newer
  - Memory: 2+ Gigabytes RAM Memory or higher
  - Hard drive: 120 Gigabyte or higher
  - Speaker (built-in or external)
  - Microphone (built-in or external)
  - Monitor with 1024 x 768 pixel resolution or better
- *Tablets and Smart Phones:*

Although Moodle works on most tablets and smart phones, some features may not work properly on these devices. We recommend using a PC or Mac as your primary means of access to Moodle.

## Browser Requirements

Firefox is the preferred browser for working in Moodle, whether using a PC or Mac platform. If you are finding you have limited functionality, it is often due to using browsers other than Firefox. Other browsers may be used, but may not support all functionalities in Moodle. All browsers should have JavaScript, Cookies and Pop-ups enabled.

- Mozilla Firefox
- Opera
- Google Chrome
- Microsoft Internet Explorer
- Safari

Please use the latest versions of above mentioned browsers.

## Application Requirements

- Current virus detection software that must be installed and kept up to date
- To view all the resources uploaded to Moodle, Microsoft Office (Word, Excel, and PowerPoint) or an equivalent (e.g. Open Office, LibreOffice) need to be installed
- Java/JRE
- Adobe Acrobat Reader to open and save PDF files
- Adobe Flash Player
- Windows Media Player
- QuickTime Player
- VLC Media Player

Please use the latest versions of above mentioned applications.

## Recommended Hardware Items

The following are examples of products that will meet the hardware needs described above, you are not required to purchase these exact products, nor use the vendors indicated.

- *Headsets:*
  - Logitech Clear Chat Style
  - ClearChat PC Wireless
- *Logitech H330 USB Microphone*

## 14.7. Additional Information

**Identity Verification, Privacy, and Access:** VIU clearly and appropriately states our requirements for the students to have access to the information systems necessary for them to engage in our distance learning program(s). This information is communicated to the students via their VIU email.

VIU will verify identity of the students enrolled in online courses throughout the program by requiring them to maintain updated log in information with a password that only the student knows. Students will use this log in information to access all VIU information systems. From time to time, students may also be asked to participate in a live videoconference that would further serve to verify their identity; if so students will be provided all the information they need to participate in these identity verification sessions in advance.

VIU will protect the students' privacy in the identity verification process by maintaining industry standard information security practices and by adhering to federal and state regulations and legislation such as the Family Educational Rights and Privacy Act.

There are no additional charges or fees associated solely with the verification of student identity.

## 15. COURSE DESCRIPTIONS

*Course credits are shown in parenthesis, e.g., (3 credits), following the course title. Credits are based on class contact (lecture) hours unless otherwise stated. Lecture courses comprise 1 credit for each 15 hours of face to face, 1 credit of for each 30 hours of laboratory, and 1 credit for each 45 hours of practicum/internship. All courses are lecture courses unless otherwise indicated.*

### **ACCT 201: Principles of Financial Accounting (3)**

*Prerequisite: None*

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 Principles of Financial Accounting*

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 Principles of Financial Accounting and COMP 124 Information Technology*

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.

### **ACCT 600: Cost Accounting (3)**

*Prerequisite: MBA 511 Managerial Accounting and Finance Internship/CPT Qualified*

This course focuses on developing knowledge around the principles and practices related to providing management with cost information critical to decision making. Cost accounting is a process of collecting, analyzing, summarizing and evaluating cost of delivery (products or services) with the goal of informing management around alternative decision points. Topics covered include standard costing practices, activity based costing principles, cost-volume-profit analysis, and other key concepts relevant to the cost accounting discipline.

### **ACCT 601: Advanced Financial Accounting (3)**

*Prerequisite: MBA 511 Managerial Accounting and Finance Internship/CPT Qualified*

This course focuses on understanding the available alternatives and correct accounting for complex business transactions and business models. Topics covered will include variable interest entities (e.g. joint venture accounting),

merger and acquisition principles, accounting for multinational corporations, and other subject matter required in an increasingly complex business environment. Case studies will be used in a highly interactive classroom environment will allow students to explore topics in depth.

### **ACCT 602: International Accounting (3)**

*Prerequisite: MBA 511 Managerial Accounting and Finance*

*Internship/CPT Qualified*

As activities and interests of investors, lenders, and companies become increasingly global, accounting professionals are expected to understand and communicate to management the impact of these complexities. This course focuses on developing knowledge and understanding around issues such as international financial reporting standards (IFRS), translation of foreign currency financial statements, analysis of foreign financial statements, and contrasts in multinational auditing and corporate governance. At the end of the course, students will have gained a better understanding of the implications for the accounting professional where international influences impact the daily business transactions of an organization.

### **ACCT 603: Contemporary Topics in Accountancy (3)**

*Prerequisite: MBA 511 Managerial Accounting and Finance*

*Internship/CPT Qualified*

The focus of coursework will be current topics of interest in the technical accounting discipline and the general accounting, finance, and business environment. Students will explore hot button topics which impact the practice of the profession as well as the impact on business organizations. A combination of lecture, case studies, classroom interaction, and student project research and presentation will provide students the opportunity to explore contemporary topics of interest and interpret how issues may influence the practice of accounting.

### **ACCT 650: CPA Exam Preparation (3)**

*Prerequisite: Completion of all core courses of MS in Accounting curriculum*

The focus of this course is to familiarize students with the CPA exam, as administered by the American Institute of Certified Public Accountants (AICPA). The overall exam administration process will be reviewed and each exam section (Auditing and Attestation, Financial Accounting and Reporting, Regulation, and Business Environment and Concepts) will be reviewed to help students understand the subject matter tested. Additionally, students will participate in practice exam sessions aimed at providing for a self-assessment of exam readiness.

### **ACCT 698: Master Thesis I (3)**

*Prerequisite: Completion of at least five Core courses and Dean's or academic advisor's approval.*



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. Thereafter, the student completes the project and writes a thesis. The master's thesis will project will be conducted over a period of two semesters.

### **ACCT 699: Master Thesis II (3)**

*Prerequisite: ACCT 698 Master Thesis I*

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. Thereafter, the student completes the project and writes a thesis. The master's thesis will project will be conducted over a period of two semesters.

### **APLX 500: Introduction to Language and Applied Linguistics (3)**

[Old code: LING 505 and TSL 505]

*Prerequisite: None*

This course is designed to provide students with a general introduction to the scientific study of language. The goal is to familiarize students with linguistic terminology, teaching both the methods of linguistic analysis and how to apply them. The course focuses on an introduction to the nature of the language faculty, speech (including physical and mental aspects), the structure of language (including morphology and general syntax), and how language is used. The course also provides an introduction to language acquisition principles, language processing in the brain as well as language change and variation. For students studying a linguistic concentration, it provides the background needed to succeed in other linguistic courses.

### **APLX 510: Introduction to Language Acquisition (3)**

[Old code: LING 520 and TSL 520]

*Prerequisite: None*

This course introduces students to the main theories of language acquisition and their relevance to language teaching. Students will become familiar with the key concepts that inform the study of L2 acquisition through the review of relevant literature on second language acquisition. The course will also develop students' ability to relate their understanding of how learners acquire second language to language pedagogy.

### **APLX 520: Introduction to Multilingualism (3) [Old code: LING 523]**

*Prerequisite: None*

*Internship/CPT Qualified*

This course provides an introduction to the linguistic theories and methods associated with multilingualism. Students gain perspectives on the similarities and differences between first and additional language acquisition in children and adults. Key areas of the course include models of second language acquisition, multilingual development, sentence processing, aging and the multilingualism brain, social and cultural constraints, motivational constraints, communication disorders, identity and the education of bilinguals.

### **APLX 530: Language Teaching Methods (3)**

[Old code: EDUC 610, LING 510 and TSL 510]

*Prerequisite: None*

This course is an introduction to the modern theories and current practices of second language pedagogy. Students will learn methodologies of lesson planning, skill integration techniques, course and program development and classroom management. This course provides students with a framework to develop course and programmatic curriculum defined by outcomes centered on an integrated approach to language teaching.

### **APLX 540: Language Curriculum and Materials Design (3)**

[Old code: LING 530 and TSL 530]

*Prerequisite: None*

*Internship/ CPT Qualified*

This course introduces the students to a needs-based, learning-centered approach to designing courses. Through needs assessment, students identify curricular goals and course objectives. From these they determine an appropriate syllabus structure, develop a course unit outline, plan and create materials for lessons, determine training needs for course instructors and devise a system of evaluation.

### **APLX 550: Language Assessment (3)**

[Old code: LING 535 and TSL 535]

*Prerequisite: None*

*Internship/ CPT Qualified*

This course examines in depth the major categories of language assessment. The main topics include approaches to evaluating language sub-skills (vocabulary, grammar, pronunciation) and communication skills (speaking, listening, reading, and writing); models of language assessment; examination of standardized tests and their appropriate application; and research-based framework linking assessment to instruction.

### **APLX 572: Technologies for Language Learning (3)**

[Old code: LING 625 and TSL 625]

*Prerequisite: None*

*Internship/ CPT Qualified*

This course examines the use of technology as a teaching tool for the traditional classroom. Students explore methods of implementing technology into the classroom/curriculum and how to discern the efficacy of digital/online resources to provide an engaging and authentic learning environment.

**APLX 615: Pedagogical Grammar for Communicative Classrooms (3)**

[Old code: EDUC 615, LING 515 and TSL 515]

*Prerequisite: None*

*Internship/CPT Qualified*

This course provides an overview of the structure of language drawing upon the theoretical perspective of generative grammar, cognitive sciences, systemic-functional, and corpus linguistics to illuminate how grammar operates at the morphological, syntactic, and discourse levels. The course provides insight into the nature of the human capacity of language via means of a concentrated focus on the structure of language. Students will explore and analyze the internal structure of words, phrases and sentences as well as gain a foundation in understanding how language is structured but also how it is changeable over time.

**APLX 620: Teaching Pronunciation (3)**

[Old code: LING 610 and TSL 610]

*Prerequisite: None*

*Internship/CPT Qualified*

This course is a comprehensive introduction to pronunciation pedagogy. This is a two part course including a theoretical look at the sound system and practical application of phonology/pronunciation in the second language classroom and curriculum. Students will study the anatomy and mechanics of speech as well as principles/practices and realistic resources and technology for application in the classroom.

**APLX 623: Teaching Multiliteracy (3)**

[Old code: LING 618 and TSL 618]

*Prerequisite: None*

*Internship/CPT Qualified*

This course introduces students to the pedagogical approaches to second language reading and writing in the framework of current theoretical perspectives on second language reading and writing processes, practices, and authors. Students gain practical knowledge in the areas of phonemic awareness, vocabulary and text comprehension, tactics for improving reading fluency and teaching writing in contextual exercise.

**APLX 630: Sociolinguistics in the Classroom (3)**

[Old code: LING 600 and TSL 600]

*Prerequisite: None*

*Internship/CPT Qualified*

This course introduces students to theoretical principles governing social and linguistic variation, the methodology used to study it, the patterns and systems that underlie language variation in use, and the ways in which alternations between different language varieties index personal style, social power, and national identity.

### **APLX 635: Intercultural Communication (3)**

[Old code: LING 605 and TSL 605]

*Prerequisite: None*

*Internship/ CPT Qualified*

This course also serves to introduce students to key issues of intercultural communication, core American and foreign cultural concepts, and ways in which culture affects language teaching and learning.

### **APLX 655: Special Topics in Applied Linguistics (3)**

[Old code: LING 550 and TSL 550]

*Prerequisite: Permission from the Academic Dean*

*Internship/ CPT Qualified*

This course covers topics of current interest selected by the faculty before each semester. Special topics courses are developed to cover emerging issues or specialized content not represented in the main curriculum, but deemed to be of special interest to language teaching professionals.

### **APLX 665: TESOL Practicum (3)**

[Old code: TSL 525]

*Prerequisite/ Co-requisite: APLX 530*

*Credit Hour Breakdown: 115 hours of practicum, 15 hours of seminar/lab*

This course is designed to provide an experiential exposure to an actual second language classroom setting. It serves as a practical experience to observe and provide personal and professional development for a student's actual teaching experience applying the skills learned in the program. The course provides opportunity for observation, cooperative planning with a language teaching professional and supervised teaching to an actual class. Additionally, students will fine tune existing skills learned while taking courses in the program through periodic seminars and journal assignments. Throughout the course, students will build a professional teaching portfolio used as the final requirement for graduation from the program.

### **APLX 666: Internship for Multilingual Education (3)**

[Old code: LING 670]

*Prerequisite: Permission of the Dean and a minimum of 18 credits in the program*

*Credit Hour Breakdown: 135 hours of practicum*

This course provides supervised field experience in a setting appropriate to the student's program and career goals. Examples of appropriate experience include (but are not limited to) teaching language courses; assisting a language instructor; developing language teaching materials or tests. The students are expected to work on-site for at least 135 hours; when

the student is the primary instructor of a course, it may be appropriate to count 2 hours of prep and grading for each hour of face-to-face classroom instruction. Students are expected to communicate with the faculty advisor regularly and submit required documentation and projects on time.

**APLX 699: Master's Thesis Research (3)** [Old code: LING 699]

*Prerequisite:* Concurrently enrolled in or successful completion of EDUC 640, good academic standing, and permission of the Academic Dean.

The Master's Thesis provides an opportunity for students to build upon and contribute considerably to existing knowledge in the field. Students shall formalize a specific and specialized topic of interest directly related to their field of study. This shall be done through independent research and empirical analysis on an area deemed to be a problem or needs more extensive consideration.

The purpose of the thesis is to incorporate and integrate knowledge learned throughout the courses in the program of study. Students will work closely with a core faculty member to identify a topic of interest and conduct rigorous review and analysis of the relevant theoretical, empirical and practical knowledge. Students are encouraged to choose topics related to their specific interests including previous experience and or future professional or academic goals.

**ARAB 100: Elementary Arabic I (3)**

*Prerequisite:* Placement or no previous exposure to the language.

This course is an introduction to Arabic grammar, structure, and use. This course uses a communicative approach to language learning integrating speaking, listening, reading, and writing skills. All four skills are embedded in an integrated framework that emphasizes meaningful and purposeful use of language as well as communicative competence. Besides the four language skills, practice will also be provided for higher order thinking skills, such as problem solving and critical thinking. This course provides students with the basic skills and vocabulary required to communicate in a foreign language.

**ARAB 105: Elementary Arabic II (3)**

*Prerequisite:* ARAB 100 or placement

This course is an introduction to Arabic grammar, structure, and use. This course uses a communicative approach to language learning integrating speaking, listening, reading, and writing skills. All four skills are embedded in an integrated framework that emphasizes meaningful and purposeful use of language as well as communicative competence. Besides the four language skills, practice will also be provided for higher order thinking skills, such as problem solving and critical thinking. This course provides students with the basic skills and vocabulary required to communicate in a foreign language. This course expands on basic grammatical structures

learned in Elementary Arabic I while reinforcing production skills and vocabulary building.

### **ARAB 200: Intermediate Arabic I (3)**

*Prerequisite: ARAB 105 or placement*

This course is an intermediate Arabic course using a communicative approach to language learning integrating speaking, listening, reading, and writing skills. All four skills are embedded in an integrated framework that emphasizes meaningful and purposeful use of language as well as communicative competence. Besides the four language skills, practice will also be provided for higher order thinking skills, such as problem solving, and critical thinking. This course provides students with the basic skills and vocabulary required to communicate in a foreign language. This course expands on basic grammatical structures learned in Elementary Arabic II while reinforcing meaningful and purposeful production skills and vocabulary building to emphasize communicative competence. The target language is the primary language of instruction.

### **ARAB 205: Intermediate Arabic II (3)**

*Prerequisite: ARAB 200 or placement*

This course is an intermediate Arabic course using a communicative approach to language learning integrating speaking, listening, reading, and writing skills. All four skills are embedded in an integrated framework that emphasizes meaningful and purposeful use of language as well as communicative competence. Besides the four language skills, practice will also be provided for higher order thinking skills, such as problem solving, and critical thinking. This course provides students with the basic skills and vocabulary required to communicate in a foreign language. This course expands on basic grammatical structures learned in Intermediate Arabic I while reinforcing meaningful and purposeful production skills and vocabulary building to emphasize communicative competence. The target language is the primary language of instruction.

### **ARAB 250: Conversational Arabic I (3)**

*Prerequisite: ARAB 105 or placement*

This course is an intermediate Arabic course and builds upon skills learned in the elementary level. This course provides students with the basic skills and vocabulary required to communicate in a foreign language. This course expands on basic grammatical structures learned in elementary and intermediate Arabic with a focus on oral communication in the target language. The target language is the primary language of instruction.

### **ARAB 300: Advanced Arabic I (3)**

*Prerequisite: ARAB 205 or placement*

This course is an advanced Arabic course using a communicative approach to language learning integrating speaking, listening, reading, and writing

skills. All four skills are embedded in an integrated framework that emphasizes meaningful and purposeful use of language as well as communicative competence. Besides the four language skills, practice will also be provided for higher order thinking skills, such as problem solving, and critical thinking. This course provides students with the skills and vocabulary required to communicate in a foreign language at an advanced level. Students will apply their knowledge of grammar, structure, and use to communicate fluidly and clearly in the target language in meaningful and purposeful activities designed to simulate real-world scenarios. Students will expand their communicative competence skills to be able to apply course content to a final project exemplifying their abilities. The target language is the language of instruction.

### **ARAB 305: Advanced Arabic II (3)**

*Prerequisite: ARAB 300 or placement*

This course is an advanced Arabic course using a communicative approach to language learning integrating speaking, listening, reading, and writing skills. All four skills are embedded in an integrated framework that emphasizes meaningful and purposeful use of language as well as communicative competence. Besides the four language skills, practice will also be provided for higher order thinking skills, such as problem solving, and critical thinking. This course provides students with the skills and vocabulary required to communicate in a foreign language at an advanced level. Students will apply their knowledge of grammar, structure, and use to communicate fluidly and clearly in the target language in meaningful and purposeful activities designed to simulate real-world scenarios. Students will expand their communicative competence skills to be able to apply course content to a final project exemplifying their abilities. The target language is the language of instruction.

### **BIOL 101: General Biology (3)**

[Old code: GEC 124]

*Prerequisite: None*

This course is an introduction to the fundamentals of biology. It includes cell structure, chemistry and function, adaptation, and ecology.

### **BUSS 154: Introduction to Import & Export Management (3)**

*Prerequisite: None*

*Internship / CPT Qualified*

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 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 260: Internship Level I (3)**

*Prerequisite: None*

This course will provide practical training and hands-on experience to undergraduate students working in various areas of business administration. The objective is to expose students to the process and operations of the general business environment. Students will be able to gain insights into general business operations which would enhance their classroom learning in various business disciplines. This three credit hour internships are for students who are expected to work a minimum of 135 hours during the semester. Students are required to attend two meetings/seminars with their faculty advisor to determine learning objectives and assess how well learning objectives are being accomplished.

### **BUSS 261: Internship Level II (3)**

*Prerequisite: None*

This course will provide practical training and hands-on experience to undergraduate students in their more concentrated area of business administration. The objective is to give students practical work experience in a business environment specially related to their undergraduate business contraction area. Students will gain key industry knowledge in specific concentration areas such as international business, marketing, finance, etc. This three credit hour internships are for students who are expected to work a minimum of 135 hours during the semester. Students are required to attend two meetings/seminars with their faculty advisor to determine learning objectives and assess how well learning objectives are being accomplished.

### **BUSS 301: Principles of Management (3)**

*Prerequisite: None (For SED students permission of the advisor and successful completion of 18 credits in the program.)*

This course surveys the theories and practices of management, including quantitative and behavioral approaches.

### **BUSS 302: Principles of Marketing (3)**

*Prerequisite: None (For SED students permission of the advisor and successful completion of 18 credits in the program.)*

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 Principles of Financial Accounting*

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: None*

This course examines operations relative to the legal and regulatory environment of business. Topics include torts, contracts, liability, sales, and forms of doing business.

**BUSS 312: Organizational Theory & HR Management (3)**

*Prerequisite: None (For SED a student permission of the advisor and successful completion of 18 credits in the program.)*

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. The course also 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 314: Corporate Finance (3)**

*Prerequisite: BUSS 303 Principles of Finance*

*Internship / CPT Qualified*

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 Principles of Marketing*

*Internship / CPT Qualified*

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: STAT 200 Introduction to Statistics*

*Internship / CPT Qualified*

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 210 Introduction to Business or BUSS 312 Organizational Theory & HR Management*

*Internship / CPT Qualified*

This course focuses on the international environment and the ways in which businesses adapt to differences in culture, economic systems, and political systems.

**BUSS 348: Public Relations (3)**

*Prerequisite: BUSS 210 Introduction to Business*

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 360: Internship Level III (3)**

*Prerequisite: None*

This course will provide practical training and hands-on experience to undergraduate students in their area of professional interest. The objective is to give students experience and exposure in areas of their specific current and/or future professional interest. Students will be able to work in any key business areas as long as the opportunity clearly aligns to their professional goals. This three credit hour internships are for students who are expected to work a minimum of 135 hours during the semester. Students are required to attend two meetings/seminars with their faculty advisor to determine learning objectives and assess how well learning objectives are being accomplished.

**BUSS 406: Operations Management (3)**

*Prerequisite: STAT 200 Introduction to Statistics*

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 Principles of Management*

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 Principles of Finance*

*Internship / CPT Qualified*

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 Principles of Marketing*

*Internship / CPT Qualified*

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: None*

*Internship / CPT Qualified*

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 Principles of Marketing*

*Internship / CPT Qualified*

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 Principles of Marketing*

*Internship / CPT Qualified*

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 Principles of Marketing*

*Internship / CPT Qualified*

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 Principles of Finance*

*Internship / CPT Qualified*

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 Principles of Marketing*

*Internship / CPT Qualified*

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 210 Introduction to Business*

*Internship / CPT Qualified*

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 Principles of Finance or ECON 101 Principles of Microeconomics*

*Internship / CPT Qualified*

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

**BUSS 456: Project Management (3)**

*Prerequisite: None*

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 460: Internship Level IV (3)**

*Prerequisite: None*

This course will provide practical training and hands-on experience to undergraduate students as related to their area of interest for their senior research project course. The objective is to give students insights and access to information that will help them complete their senior business research

project. Students will be able to work in any area of interest as long as it relates to their current or future conceptual framework of their senior research project. This three credit hour internship is for students who are expected to work a minimum of 135 hours during the semester. Students are required to attend two meetings/seminars with their faculty advisor to determine learning objectives and assess how well learning objectives are being accomplished.

**BUSS 470: Business Law II (3)**

*Prerequisite: BUSS 307 Business Law I*

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: Senior Business Research Project (3)**

*Prerequisite: All Core Courses and first semester senior Concentration Courses*

*Internship / CPT Qualified – Per Approval by the Dean*

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 degree program, culminating in the submission of a final project paper and an oral presentation.

**CAR 100: Career Planning & Management (3)**

*Prerequisite: None*

In-depth exploration and assessment of career values, occupational interests, skills, personality style, work environment preferences; concentration and career exploration; exposure to career and occupational information resources. Students learn and practice job search strategies and tools, including resumes and interviewing skills; decision-making, goal-setting and action planning; and self-marketing techniques for effective career management.

**CAR 600: Career Planning & Management (3)**

*Prerequisite: None*

In-depth exploration and assessment of career values, occupational interests, skills, personality style, work environment preferences; concentration and career exploration; exposure to career and occupational information resources. Students learn and practice job search strategies and tools, including resumes and interviewing skills; decision-making, goal-setting and action planning; and self-marketing techniques for effective career management.

**CHEM 101: General Chemistry (3)**

[Old code: GEC 120]

*Prerequisite: None*

This course introduces the fundamentals of chemistry including atomic and molecular structure, thermo-chemical changes, and conservation of energy.

### **CHIN 100: Elementary Chinese I (3)**

*Prerequisite: Placement or no previous exposure to the language.*

This course is an introduction to Chinese grammar, structure, and use. This course uses a communicative approach to language learning integrating speaking, listening, reading, and writing skills. All four skills are embedded in an integrated framework that emphasizes meaningful and purposeful use of language as well as communicative competence. Besides the four language skills, practice will also be provided for higher order thinking skills, such as problem solving and critical thinking. This course provides students with the basic skills and vocabulary required to communicate in a foreign language. This course expands on basic grammatical structures learned in Elementary Chinese I while reinforcing production skills and vocabulary building.

### **CHIN 105: Elementary Chinese II (3)**

*Prerequisite: CHIN 100 or placement*

This course is an introduction to Chinese grammar, structure, and use. This course uses a communicative approach to language learning integrating speaking, listening, reading, and writing skills. All four skills are embedded in an integrated framework that emphasizes meaningful and purposeful use of language as well as communicative competence. Besides the four language skills, practice will also be provided for higher order thinking skills, such as problem solving and critical thinking. This course provides students with the basic skills and vocabulary required to communicate in a foreign language. This course expands on basic grammatical structures learned in Elementary Chinese I while reinforcing production skills and vocabulary building.

### **CHIN 200: Intermediate Chinese I (3)**

*Prerequisite: CHIN 105 or placement*

This course is an intermediate Chinese course using a communicative approach to language learning integrating speaking, listening, reading, and writing skills. All four skills are embedded in an integrated framework that emphasizes meaningful and purposeful use of language as well as communicative competence. Besides the four language skills, practice will also be provided for higher order thinking skills, such as problem solving, and critical thinking. This course provides students with the basic skills and vocabulary required to communicate in a foreign language. This course expands on basic grammatical structures learned in Elementary Chinese II while reinforcing meaningful and purposeful production skills and vocabulary building to emphasize communicative competence. The target language is the primary language of instruction.

### **CHIN 205: Intermediate Chinese II (3)**

*Prerequisite: CHIN 200 or placement*

This course is an intermediate Chinese course using a communicative approach to language learning integrating speaking, listening, reading, and writing skills. All four skills are embedded in an integrated framework that emphasizes meaningful and purposeful use of language as well as communicative competence. Besides the four language skills, practice will also be provided for higher order thinking skills, such as problem solving, and critical thinking. This course provides students with the basic skills and vocabulary required to communicate in a foreign language. This course expands on basic grammatical structures learned in Intermediate Chinese I while reinforcing meaningful and purposeful production skills and vocabulary building to emphasize communicative competence. The target language is the primary language of instruction.

### **CHIN 250: Conversational Chinese I (3)**

*Prerequisite: CHIN 105 or placement*

This course is an intermediate Chinese course and builds upon skills learned in the elementary level. This course provides students with the basic skills and vocabulary required to communicate in a foreign language. This course expands on basic grammatical structures learned in elementary and intermediate Chinese with a focus on oral communication in the target language. The target language is the primary language of instruction.

### **CHIN 300: Advanced Chinese I (3)**

*Prerequisite: CHIN 205 or placement*

This course is an advanced Chinese course using a communicative approach to language learning integrating speaking, listening, reading, and writing skills. All four skills are embedded in an integrated framework that emphasizes meaningful and purposeful use of language as well as communicative competence. Besides the four language skills, practice will also be provided for higher order thinking skills, such as problem solving, and critical thinking. This course provides students with the skills and vocabulary required to communicate in a foreign language at an advanced level. Students will apply their knowledge of grammar, structure, and use to communicate fluidly and clearly in the target language in meaningful and purposeful activities designed to simulate real-world scenarios. Students will expand their communicative competence skills to be able to apply course content to a final project exemplifying their abilities. The target language is the language of instruction.

### **CHIN 305: Advanced Chinese II (3)**

*Prerequisite: CHIN 300 or placement*

This course is an advanced Chinese course using a communicative approach to language learning integrating speaking, listening, reading, and writing skills. All four skills are embedded in an integrated framework that

emphasizes meaningful and purposeful use of language as well as communicative competence. Besides the four language skills, practice will also be provided for higher order thinking skills, such as problem solving, and critical thinking. This course provides students with the skills and vocabulary required to communicate in a foreign language at an advanced level. Students will apply their knowledge of grammar, structure, and use to communicate fluidly and clearly in the target language in meaningful and purposeful activities designed to simulate real-world scenarios. Students will expand their communicative competence skills to be able to apply course content to a final project exemplifying their abilities. The target language is the language of instruction.

### **CMP 110: Introduction to Computing (3)**

*Prerequisite: None*

This course introduces computer systems, their capabilities, limitations, and applications. Students survey computer concepts with an emphasis on the personal computer and its practical use, including hardware, application and system software, the Internet and World Wide Web, communications, database management, e-commerce, and computers in society.

### **CMP 120: Programming Logic (3)**

*Prerequisite: None*

This course introduces algorithmic thinking and problem solving without focusing on any particular language. Students will learn the basic constructs of programming, including variables, constants, expressions, control structures, functions pointers and arrays, and are introduced to functional, decision-based and iterative processing of data.

### **CMP 130: Ethical, Societal and Legal Aspects of Computing (3)**

*Prerequisite: None*

This course first provides a review of computer systems, applications and the Internet; and thereafter discusses the impacts of technology on society and 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.

### **CMP 210: Programming I (3)**

*Prerequisite: CMP 120*

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 this course is on program development through various programming projects.

### **CMP 220: Programming II (3)**

*Prerequisite: CMP 120*

This course concentrates on the concepts of object oriented programming (OOP) paradigm. Concepts presented are exemplified using a selected object oriented programming language. Topics include: fundamental abstraction, modularity and encapsulation mechanisms in OOP, classes, inheritance, polymorphism, exception handling, concurrent programming, data structures. Students complete a term project that utilizes object oriented programming.

### **CMP 230: Discrete Mathematical Methods for Computing (3)**

*Prerequisite: None*

This course is intended to be a college-level introductory Discrete Mathematics course for either undergraduate 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, Recurrence Relations and Generating Functions.

### **CMP 250: Computer Architecture (3)**

*Prerequisite: CMP 110*

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; micro-programmed control; addressing and memory hierarchies; bus control and timing; hardwired control; parallelism, pipelining; input/output mechanisms, peripheral devices; interrupt systems; software versus hardware trade-offs.

### **CMP 260: Operating Systems (3)**

*Prerequisite: CMP 110*

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; input/output management; deadlock management; interrupt structures, interrupt processing; device management; performance of operating systems; synchronization in a multi-programmed operating systems and with virtual memory management. Formal principles are illustrated with examples and case studies of one or more contemporary operating systems.

### **CMP 270: Essentials of Networking (3)**

*Prerequisite: CMP 110*

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

### **CMP 330: Data Structures and Algorithm Analysis (3)**

*Prerequisite: CMP 120*

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.

### **CMP 340: Principles of Programming Languages (3)**

*Prerequisite: CMP 120*

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

### **CMP 343: Computer Security Principles (3)**

*Prerequisite: CMP 270*

The course is an introduction to computer security. Course topics include: computer security incident response process; computer criminal evidence collection, analysis and handling, email investigation, malicious code investigation, network traffic analysis and router investigation, hacker tools analysis, and computer/network forensic report writing. The course identifies and examines information security threats, information security methods, and implementation approaches used in information technology industry.

### **CMP 350: Database Concepts (3)**

*Prerequisite: None*

This course introduces the fundamental concepts for design and development of database systems. Topics include: review of relational data model and the relational manipulation languages SQL and QBE; integrity constraints; logical database design, dependency theory and normalization; query processing and optimization; transaction processing, concurrency control, recovery, and security issues in database systems; object-oriented

and object-relational databases; distributed databases; emerging database applications.

### **CMP 353: Application Software Security (3)**

*Prerequisite: CMP 343*

*Internship / CPT Qualified*

This course studies the security concepts in developing software applications. Topics include design principles for secure software development, and some of the security issues in current programming and scripting languages, database systems Web servers, as well as issues in web applications security.

### **CMP 355: Programming with C/C++ (3)**

*Prerequisite: CMP 120*

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++.

### **CMP 360: Web Development Methods (3)**

*Prerequisite: CMP 120*

*Internship / CPT Qualified*

This course introduces web development technologies. The topics include: webpage 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, students should be able to employ advanced design techniques to create high impact and highly functional webpages and have hands-on experience in designing a website.

### **CMP 365: Information Technology Project & Service Management (3)**

*Prerequisite: The Program Core courses*

This course introduces the fundamentals of project management, beginning with project definition and culminating in the post-project review. Students learn techniques, terms and guidelines that are used to manage costs, schedules, risk, group dynamics and technical aspects throughout the life cycle of the project. The course also investigates peculiarities of projects when services are outsourced in another department in the organization, domestically, and internationally.

### **CMP 373: Operating System Security (3)**

*Prerequisite: CMP 343*

This course discusses security concepts and issues relative to a wide range of operating systems, as well as existing tools and technologies for setting

up a secure system. Topics include vulnerabilities and risk assessment in operating systems, secure passwords, and trusted operating systems.

### **CMP 375: Human-Computer Interactions (3)**

*Prerequisite: None*

Topics that this course covers include effective, productive information systems, design and evaluation of interactive computer systems, input and output devices, screen layouts, machine design, health issues and ergonomics, and organizational impacts.

### **CMP 389: Independent Study (3)**

*Prerequisites: The Program Fundamental Core courses, and Dean's approval*

This course offers the opportunity and challenge of self-directive, independent study; develops the individual's ability as an independent student; and enables the student to pursue needed study in a field in which appropriate courses are not being offered during a given term.

### **CMP 391: Internship Level I (3)**

*Prerequisite: Dean's approval*

This course provides practical experience through hands on activities for undergraduate students in direct connection with the core courses taken in their program. Students will have the ability to apply theoretical concepts in real life applications, and to extend their knowledge base examples of real life applications. Students are expected to work at least 135 hours per semester. Students are required to attend two meetings/seminars with their faculty advisor to determine learning objectives and assess how well learning objectives are being accomplished.

### **CMP 392: Internship Level II (3)**

*Prerequisite: Dean's approval*

This course provides practical experience through hands on activities for undergraduate students in direct connection with the core courses taken in their program. Students will have the ability to apply theoretical concepts in real life applications, and to extend their knowledge base examples of real life applications. Students are expected to work at least 135 hours per semester. Students are required to attend two meetings/seminars with their faculty advisor to determine learning objectives and assess how well learning objectives are being accomplished.

### **CMP 420: Usability Evaluation and Interface Development (3)**

*Prerequisite: CMP 375*

*Internship / CPT Qualified*

This course surveys methods for evaluating user interfaces. For projects, students will perform a heuristic evaluation, a cognitive walkthrough, a usability test and a comparison study. Class meetings will also introduce,

discuss and occasionally practice additional methods such as user modeling and questionnaires.

### **CMP 440: Software Engineering (3)**

*Prerequisite: CMP 220 or CMP 330*

This course covers the techniques in software design and development. Topics include: modern software engineering practice for long-term, large-scale programming projects; methods for requirements, specification, design, analysis, implementation, verification, and maintenance of large software systems; advanced software development techniques and large project management approaches; project planning, scheduling, resource management, accounting, configuration control, and technical documentation. Students organize, manage and develop a software engineering project.

### **CMP 443: Network Security (3)**

*Prerequisite: CMP 343*

*Internship / CPT Qualified*

This course discusses the network security principles and applications, including authentication applications, IP security, Web security, network management security, wireless security and system security.

### **CMP 445: Distributed Systems (3)**

*Prerequisites: CMP 250 or CMP 260*

*Internship / CPT Qualified*

This course introduces the fundamentals of distributed systems and algorithms. Topics include: distributed systems architecture; input/output 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.

### **CMP 453: Information Assurance and Privacy (3)**

*Prerequisite: CMP 343*

*Internship / CPT Qualified*

This course is an introduction to the various technical and administrative aspects of information security and assurance. This course provides the foundation for understanding the key issues associated with protecting information assets, determining the levels of protection and response to security incidents, and designing a consistent, reasonable information security system, with appropriate intrusion detection and reporting features.

### **CMP 463: Computer Forensics (3)**

*Prerequisite: CMP 343*

*Internship / CPT Qualified*

This course surveys the processes of performing computer crime investigations. The course examines three key areas: the computer technology, investigative techniques and the legal aspects. Students learn how to investigate crime scenes, intrusions, and hacker attacks; gathering and analyzing digital evidence to discover the truth; the technical expertise needed to gather, filter, and authenticate e-evidence for use in court or legal actions with knowledge of relevant laws regarding civil rights, search warrants, and rules of evidence; computer and email forensics, PDA and Blackberry forensics, cell phone and IM forensics.

### **CMP 465: Theory of Computation (3)**

*Prerequisites: CMP 330 or CMP*

This course covers theoretical frameworks of computing 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.

### **CMP 466: Programming for Mobile Devices (3)**

*Prerequisite: CMP 330 or CMP 220 or CMP 360*

*Internship / CPT Qualified*

This programming course is designed to introduce and familiarize the student to programming mobile devices using current platforms and mobile device emulators. An overview of the most common tools and techniques for writing mobile applications are examined, with focus on the development of the user interface and the usability of the application.

### **CMP 467: Database Systems for Web Applications (3)**

*Prerequisite: CMP 350*

*Internship / CPT Qualified*

The student explores the software development life cycle for Web applications. It provides an in-depth coverage on critical Web application development topics combined with technical foundations and hands-on experiences, and implementation of real-world Web applications and secure Web transactions.

### **CMP 471: Special Topics in Computer Science (3)**

*Prerequisites: The Program Fundamental Core courses*

*Internship / CPT Qualified*

This course will cover topics of current interest selected by the faculty. Subjects will be announced before each semester.

### **CMP 472: Special Topics in Information Technologies & Systems (3)**

*Prerequisites: The Program Fundamental Core courses*

*Internship / CPT Qualified*

This course will cover topics of current interest selected by the faculty. Subjects will be announced before each semester.

### **CMP 489: Independent Study (3)**

*Prerequisites: The Program Fundamental Core courses and the Dean's approval*

This course offers opportunity and challenge of self-directive, independent study; develops the individual's ability as an independent student; and enables the student to pursue needed study in a field in which appropriate courses are not being offered during a given term.

### **CMP 491: Internship Level III (3)**

*Prerequisite: Dean's approval*

This course provides practical experience through hands on activities for undergraduate students in direct connection with the core courses taken in their program. Students will have the ability to apply theoretical concepts in real life applications, and to extend their knowledge base examples of real life applications. Students are expected to work at least 135 hours per semester. Students are required to attend two meetings/seminars with their faculty advisor to determine learning objectives and assess how well learning objectives are being accomplished.

### **CMP 492: Internship Level IV (3)**

*Prerequisite: Dean's approval*

This course provides practical experience through hands on activities for undergraduate students in direct connection with the core courses taken in their program. Students will have the ability to apply theoretical concepts in real life applications, and to extend their knowledge base examples of real life applications. Students are expected to work at least 135 hours per semester. Students are required to attend two meetings/seminars with their faculty advisor to determine learning objectives and assess how well learning objectives are being accomplished.

### **CMP 498: Capstone Project I (3)**

*Prerequisite: All 300-Level core courses*

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.

### **CMP 499: Capstone Project II (3)**

*Prerequisite: CMP 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 CMP 498. A written report summarizing the accomplishments of the project and an oral presentation are required in this course.

### **CMP 509: Health Informatics Capstone Project (3)**

*Prerequisite: Completion of the all core courses and four specialization elective courses*

A capstone project that integrates knowledge gained in the classroom with real-world problems that consists of practical work and research in a major area of Health Informatics; including emerging trends and their potential effect on health informatics. Potential areas of work include design or analysis of health informatics systems, programs, or applications; program planning; and policy development.

### **CMP 511: Computer Architecture and Implementation (3)**

*Prerequisite: CMP 250*

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. This course introduces techniques and tools for quantitative analysis, evaluation, and implementation of modern computing systems and their components.

### **CMP 513: Risk Management and Control (3)**

*Prerequisite: CMP 612*

This course examines in detail the planning, organizing, and managing of resources to bring about the successful completion of specific project goals and objectives, within time, budget and scope. Topics covered include scope control, resources management, adhering to project constraints of scope, quality, time and budget; risk assessment and identification, handling and monitoring risks, the tools and techniques for risk mitigation and control; using project management tools to facilitate scheduling, estimating, tracking and controlling the project schedule and costs; communicating project status, developing contingency plans, and incorporating risk and quality factors into project cost and schedules. This course emphasizes a hands-on approach in using project management tools.

### **CMP 514: Virtual Organizations (3)**

*Prerequisite: CMP 612*

This course examines virtual teams and collaborative technologies. The topics covered include the process of virtual teaming, group psychology, group communication theories, group behaviors, design and leadership of meetings, meeting types; information briefing, document writing, focus



group, decision making, requirements gathering, and training; leading, participating in and maintaining geographically distributed development (GDD) projects; survey of current collaboration technologies, and selecting appropriate collaboration technologies.

### **CMP 515: Enterprise Program Management (3)**

*Prerequisite: CMP 612*

*Internship / CPT Qualified*

This course examines how an enterprise coordinates and effectively manages all its IT projects and programs. The topics covered include IT project and program management, the IT program management office, the role of program management, managing stakeholder expectations, program and project governance, organizational change and business process reengineering, global, ethics, and security management.

### **CMP 516: IT Investment Economics (3)**

*Prerequisite: CMP 513*

This course discusses the application of financial analysis and decision-making approaches to assist in making IT investment decisions. The topics covered include break-even analysis, present value (PV) analysis, profitability index (PI), and return on investment (ROI) for different IT investment decisions, cost benefit analysis, outsourcing including outsourcing, off-shoring, offshore management, acquisition management and global perspectives, balanced scorecard, and multi-factor scoring, benchmarking, and IT investment portfolio methods.

### **CMP 518: Special Topics in Enterprise Project Management (3)**

*Prerequisite: Dean's approval*

*Internship / CPT Qualified*

This course will cover topics of current interest, emerging topics and technologies in IT project management selected by the faculty. Topics will be announced before each semester.

### **CMP 519: Enterprise Project Management Capstone Project (3)**

*Prerequisite: All core courses and four specialization courses*

This course consists of a capstone project that integrates and applies concepts previously studied. Best practices in enterprise project management including emerging trends and their potential effect on enterprise project management will be studied.

### **CMP 540: Information Technology Fundamentals & Management (3)**

*Prerequisite: None*

This course provides in-depth coverage of the role of information systems in business organizations, with a focus on their applications and current issues facing managers and users. Lectures, discussions, presentations and

student project work will promote an understanding of the strategic importance of information systems, their impact on people and organizations, the many ways they can improve work practices, and the ways they can improve products and services.

### **CMP 550: IT Infrastructure (3)**

*Prerequisite: None*

This course provides a holistic overview of the IT infrastructure in large enterprises. The topics covered include telecommunications fundamentals including data, voice, image, and video, the concepts, models, architectures, protocols, standards, and security for the design, implementation, and management of digital networks, server architectures, server farms, cluster computing, grid computing and cloud computing; storage area networks and network attached storage, data center design and implementation; the development of an integrated technical architecture (hardware, software, networks, and data) to serve organizational needs in a rapidly changing competitive and technological environment; network, data and application architectures, and enterprise application integration, XML, Web Services (WS), and service oriented architectures (SOA).

### **CMP 551: Research Methods (3)**

*Prerequisite: None*

This course provides knowledge of research methodologies used in management information systems, information systems, information technology, computer science, and other disciplines. The course includes 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.

### **CMP 552: Information Systems (3)**

*Prerequisite: None*

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.

### **CMP 553: Analysis, Modeling and Design (3)**

*Prerequisite: None*

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.

### **CMP 554: Healthcare Information Systems (3)**

*Prerequisite: CMP 550 or CMP 570*

This course examines information systems in the healthcare domain including information architectures, administrative and clinical applications, evidence-based medicine, information retrieval, decision support systems, security and confidentiality, bioinformatics, information system cycles, electronic health records (EHR), key health information systems and standards, and medical devices.

### **CMP 555: Healthcare Data Management (3)**

*Prerequisite: CMP 553*

This course examines healthcare informatics standards for storing and exchanging data in healthcare technology systems. It explores the issues of data representation in healthcare systems, including patient and provider identification, audit trails, authentication, and reconciliation; the design of repositories for electronic health records (EHRs) and computerized provider order entry (CPOE) systems; privacy issues, legislation, regulations, and accreditation standards unique to healthcare. The course also examines the relational model, query formulation using SQL, database design using the entity relational model, normalization, transactions, optimization, backup and recovery, security issues, clinical data warehousing and mining, database administration, the JSON data interchange format, XML as a data model, and internet database environments.

### **CMP 556: Database Management Systems I (3)**

*Prerequisite: CMP 350*

This course provides an introduction to relational models, normalization, query facilities, transactions, indexing, security issues, relational algebra, SQL database design stages, distributed databases, data warehousing, data and database administration, the JSON data interchange format, and Internet database environments. Students will learn about various DBMS software products and multi-user database environments and how they are controlled.

### **CMP 557: Healthcare Delivery Models (3)**

*Prerequisite: CMP 570*

*Internship / CPT Qualified*

The course examines systems of healthcare at a “macro” scale through a variety of readings and classroom discussions. The topics covered include healthcare delivery models, structure, organizations, policy, capital and operating budgets, the budget planning process, and infrastructure

design and strategic planning, and the workforce. Other topics include: vendor evaluation and selection, clinical administration systems, the design and management of integrated delivery systems, and emerging trends in healthcare delivery systems. In addition, students are exposed to the processes of healthcare at a “micro” scale, through field experiences in a variety of healthcare settings such as inpatient wards, emergency department, and outpatient clinics.

### **CMP 558: Network and Information Security (3)**

*Prerequisite: CMP 550 or CMP 562*

This course is an introduction to the key security concepts required for the design, use, and implementation of secure voice and data communications networks, including the Internet. The security topics covered include defense models, authentication and authorization controls including biometrics, firewalls, packet filtering, virtual private networks (VPNs), security policy development, introduction to wireless network security, cloud computing security, disaster planning, backups, and risks mitigation strategies.

### **CMP 559: Introduction to Information Assurance (3)**

*Prerequisite: CMP 550*

The course provides an overview of several related topics in information security and assurance. The topics covered include: security architecture, security models, access control systems and methodology, applications and systems security, operation security, database security, cryptography, physical security, network and Internet security, business continuity planning, security management and law and ethics in information assurance.

### **CMP 560 Software Engineering (3)**

*Prerequisite: None*

The objective of this course is to familiarize students with software application development processes and underlying concepts. Topics covered include Object-Oriented Analysis & Design, Unified Modeling Language, Software Development Life Cycle, Models and Methodologies, Quality Assurance and Improvement, and the basics of tools used for application development such as requirement management tools, version control, modeling, and defect tracking.

### **CMP 561: Design and Analysis of Algorithms (3)**

*Prerequisite: CMP 220 or CMP 330*

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.

### **CMP 562: Computer Networks (3)**

*Prerequisite: CMP 270*

This course examines data communication and computer networks. Topics include interconnection of networks, network hardware and software, reference models, data communication services and network standardization; the OSI and the Internet (TCP/IP) network models; encoding digital and analog signals, transmission media, protocols; circuit, packet, message, switching techniques, internetworking devices, topologies; routing algorithms, routers, switches, bridges, addressing and names; LANs/WANs, Ethernet, IP, TCP, UDP; the application layer protocols: HTTP, TELNET, SMTP, FTP, and SNMP; cloud computing architectures; and the domain name services. The course covers each network layer in details, starting from the physical layer towards the application layer, and includes an introduction to network security topics.

### **CMP 570: Enterprise Information Systems (3)**

*Prerequisite: CMP 550 or CMP 556*

This course provides a process-oriented view of the organization and its relationships with suppliers, customers, and competitors. The topics covered include: processes as vehicles for achieving strategic objectives and gaining a competitive advantage and transforming the organization; process analysis, design, implementation, control and monitoring; processes as a means of achieving compliance; impact of processes on work and work practices; the role and importance of management; the role of enterprise resource planning (ERP), supply chain management (SCM) systems, and customer relationship management (CRM) systems; the process continuum: from structured to unstructured processes; the role of systems in transforming organizations and markets; outsourcing, offshore management, acquisition management and global perspectives.

### **CMP 571: Automata and Formal Languages (3)**

*Prerequisite: None*

This course introduces the fundamental concepts in automata theory and formal languages including grammar, finite automaton, regular expressions, formal language, pushdown automaton, and Turing machines. This course covers properties of these models and various rigorous techniques for analyzing and comparing them using both formalism and examples.

### **CMP 573: Compiler Construction (3)**

*Prerequisite: CMP561*

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, attribute grammars syntax-directed translation schema, type checking, code generation, data flow analysis and code optimization.

### **CMP 582: Computer Graphics (3)**

*Prerequisite: CMP 561*

This course is mainly a study of the design of graphic algorithms. Topics covered include graphics devices and graphics software, 2D primitives such as lines and curves, algorithms for drawing 2D primitives, polygons, scan conversion and other fill methods, primitives attributes, filtering and aliasing, geometric transformations in 2D in homogeneous coordinates, viewing pipeline, hierarchical graphics modeling, the graphics user interfaces, input functions and interaction modes, 3D graphics: object representations through polygonal methods, spline techniques, and octrees, 3D transformations and the 3D viewing pipeline, and algorithms to detect the visible surfaces of a 3D object in both the object space and the image space.

### **CMP 583: Computer Animation (3)**

*Prerequisite: CMP 561*

This course covers computer animation. Topics covered include character animation techniques : key-frame animation, inverse kinematics, facial animation, pd-control, flocking, crowd simulation; motion capture technologies: optical, magnetic, mechanical, gyro-sensors; interpolating values; interpolation-based animation; kinematic linkages; motion capture, physically based animation; fluids: liquids and gases; modeling and animating human figures; facial animation; behavioral animation; special models for animation and using commercial 3-D computer animation packages to create digital artistic works and visualizations.

### **CMP 584: Human-Computer Interface Design (3)**

*Prerequisite: CMP 561*

This course examines some design issues for HCI. Topics covered include: the design of dialogues for interactive systems; widgets, windows, and input devices; client-server model; event-driven programming and callbacks; windowing systems and dialog control; psychological, physiological, linguistic, and perceptual factors; advantages and disadvantages of various interaction techniques, command language syntaxes, and data presentation; and design methodology and guidelines.

### **CMP 585: Design of Interactive Multimedia (3)**

*Prerequisite: None*

*Internship / CPT Qualified*

This course examines the design of interactive multimedia. The topics covered include: multimedia development and theory concepts, hardware components, platforms, authoring tool; the scientific, technical, and cognitive foundations of various media including text; sound, graphics, and video; interface design.

**CMP 586: Computer Vision (3)**

*Prerequisite: CMP 582*

*Internship / CPT Qualified*

Topics covered in this course include: image formation, light and shading, color, linear filters, local Image features, texture, stereopsis, structure from motion, segmentation by clustering, grouping and model fitting, tracking, registration, smooth surfaces and their outlines, range data, learning to classify, classifying images, detecting objects in images, image-based modeling and rendering, looking at people, and image search and retrieval.

**CMP 587: Game Design and Programming (3)**

*Prerequisite: CMP 582*

*Internship / CPT Qualified*

This course provides an in depth study of the tools and techniques used in computer game design and development. Topics covered in this course include: games and video games, design components and processes, game concepts, game worlds, creative and expressive play, character development, storytelling and narratives, user interfaces, gameplay, core mechanics, game balancing, genre of games: action, strategy, adventure, and sports games, role-playing, vehicle simulations, online games, and artificial life and puzzle Games.

**CMP 588: Special Topics in Computer Animation and Gaming (3)**

*Prerequisite: Dean's approval*

*Internship / CPT Qualified*

This course will cover topics of current interest including emerging topics and technologies in computer animation and gaming. Topics will be announced before each semester.

**CMP 589: Computer Graphics and Animation Capstone Project (3)**

*Prerequisite: All core and four specialization elective courses*

This course consists of a capstone project that integrates and applies concepts previously studied. Best practices and appropriate technologies to design, and implement graphics and animation programs are explored, including emerging trends.

**CMP 591: Graduate Internship Level I (3, 135 contact hours)**

*Prerequisite: All core courses, Dean's approval (plus one specialization elective course for MCS & MIS Program students)*

This course represents an opportunity for students receive academic credit through supervised practical training and earn industry experience in an actual work environment. The internship course guides the learning contract established in the beginning of the term, on which students have to report at the end of term. Students are expected to work at least 135 hours per semester. Students are required to attend two meetings/seminars with their faculty advisor to determine learning objectives and assess how well learning objectives are being accomplished.

### **CMP 593: Security Policy, Law, and Ethics (3)**

*Prerequisite: None*

This course is a study of policy, laws and ethics related to information assurance. The information security responsibilities of major domestic and international agencies (such as the NIST, FBI, NSA) are studied. The topics covered include: issues involving information security management within an organization, appropriate organizational policy, plans, and implementation strategies. The course also covers ethical issues, such as monitoring employee computer usage in the workplace, and ethical usage of consumer data.

### **CMP 594: Risk Management and Disaster Recovery Planning (3)**

*Prerequisite: None*

This course focuses on the identification of threats, risks and vulnerabilities in enterprise information systems, as well as disaster recovery planning for business continuity. The course also examines the safeguards and policies necessary to meet the requirements for the protection of data in enterprise systems. The topics covered include: gap analysis, gap closure and countermeasures, disaster recovery planning, incidence response, emergency response, event management, recovery time and recovery point objectives (RTO and RPO), and business continuity planning.

### **CMP 598: Special Topics in Information Assurance (3)**

*Prerequisite: Dean's approval*

*Internship / CPT Qualified*

This course will cover topics of current interest, emerging topics and technologies in information assurance selected by the faculty. Topics will be announced before each semester.

### **CMP 599: Information Assurance Capstone Project (3)**

*Prerequisite: All core courses and four specialization courses*

This course consists of a capstone project that integrates and applies concepts previously studied. Best practices and appropriate technologies to design, implement, manage, evaluate, and further improve information assurance are explored, including emerging trends and their potential effect on information security and assurance.



### **CMP 602: Network Design and Implementation (3)**

*Prerequisite: CMP 562*

This course focuses on the diverse quality of service (QoS) requirements associated with different types of data, application and business, and on designing networks and communication systems appropriately to ensure the high performance requirements that meet the business needs of an organization. Topics covered include: the specific quality of service requirements for different scenarios, the metrics for measuring quality of service, and the factors which affect the performance of a network, including the actual network design and choice of technologies, as well as the extend, patterns and mix of traffic types present. There is particular emphasis on: congestion control, traffic analysis and patterns, performance prediction and network simulation, evaluation of network performance, security, and their manageability.

### **CMP 603: Network Management (3)**

*Prerequisite: CMP 558*

*Internship / CPT Qualified*

This course studies network management including configuration, performance, fault diagnosis and security management. The course has a strong focus and emphasize on security management. Topics covered include: LAN and WAN network management, configuration, fault detection, security, performance, risk assessment and accounting management. The course also emphasizes problem-solving techniques and network management tools based on SNMP.

### **CMP 604: Cloud Computing (3)**

*Prerequisite: CMP 558*

*Internship / CPT Qualified*

Cloud computing has become ubiquitous with many enterprises leveraging the World Wide Web to fulfill various computing needs using a number of models: SaaS, PaaS and IaaS. The topics covered in this course include: origin, enabling technology and key concepts in cloud computing; the unique set of problems and challenges in developing cloud computing applications; the platform, tools, technologies and processes for developing cloud computing applications using an example platform such as Hadoop; and proposing, developing, and running applications for the platforms covered.

### **CMP 608: Special Topics in Computer Networks (3)**

*Prerequisite: Dean's approval*

*Internship / CPT Qualified*

This course will cover topics of current interest, specifically emerging topics and technologies in computer networking selected by the faculty. Topics will be announced before each semester.

### **CMP 609: Networking Capstone Project (3)**

*Prerequisites: All core courses and four specialization courses*

This course consists of a capstone project that integrates and applies concepts previously studied. Best practices and appropriate technologies to design, implement, manage, evaluate, and further improve networks are explored; including emerging trends and their potential effect on networking.

### **CMP 610: Managing Information System Development (3)**

*Prerequisite: CMP 552 or CMP 553*

This course overviews the processes, methods, and techniques to plan, analyze, and design complex Information Systems, within selected existing frameworks. It involves planning, gathering requirements, modeling business needs, creating blueprints for building the system, and managing and organizing resources in these challenging, difficult, complex and expensive activities.

### **CMP 611: Global Information System Development (3)**

*Prerequisite: CMP 552 or CMP 553*

*Internship / CPT Qualified*

This course focuses on the organization of development projects in a the global service marketplace, based on key considerations and best practices in outsourced and offshore development. Students learn the most important issues and practices for both clients and service providers. Topics include legal, economic, cultural and intellectual property issues; 24-hour development; strategic division of labor; quality and process standards, and global human resources.

### **CMP 612: IT Project Management (3)**

*Prerequisite: None*

*Internship / CPT Qualified*

This course provides an in-depth study of project and change management. The topics covered include: managing projects within an organizational context, including the processes related to initiating, planning, executing, controlling, reporting, and closing a project; project integration, scope, time, cost, quality control, and risk management; software size and cost estimation; monitoring progress; version control; assigning work to programmer and other teams; change management, managing the organizational change process; identifying project champions, working with user teams, training, and documentation; the change management role of the IS specialist; the use of sourcing and external procurement; and contracts and managing partner relationships.

### **CMP 613: Technology and Development of E-Business (3)**

*Prerequisite: None*

*Internship / CPT Qualified*

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. 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.

### **CMP 614: Management Information Systems in Supply Chain Management (3)**

*Prerequisite: None*

*Internship / CPT Qualified*

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.

### **CMP 618: Special Topics in Software Applications Development (3)**

*Prerequisite: Dean's approval*

*Internship / CPT Qualified*

This course will cover topics of current interest, specifically emerging topics and technologies in software applications development selected by the faculty. Topics will be announced before each semester.

### **CMP 619: Software Applications Development Capstone Project (3)**

*Prerequisite: All core courses and four specialization courses*

This course consists of a capstone project that integrates and applies concepts previously studied. These concepts include best practices and appropriate technologies to analyze, design, implement, test, evaluate, and further improve software applications development as well as emerging trends.

### **CMP 620: Information Technology Governance (3)**

*Prerequisite: None*

*Internship / CPT Qualified*

This course presents an integrated approach to information technology (IT) governance. It discusses major roadmaps components and IT Governance strategies and frameworks. Topics include strategic alignment of IT with the business, use of assets and resources, delivering on plans and commitments, establishing and/or improving accountability of constituents, managing risk and contingencies, audits, compliance, performance measures and organizational maturity.

### **CMP 621: Artificial Intelligence (3)**

*Prerequisite: None*

This course provides 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.). This 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.

### **CMP 622: Database Management Systems II (3)**

*Prerequisite: CMP 556*

This course covers file structures, indexing, hashing, algorithms for query processing and advanced normalization and denormalization, query optimization, database security, privacy, introduction to data mining and data warehousing, information retrieval, object-relational databases and XML, database performance tuning, spatial and temporal databases, advanced transaction processing and an introduction to distributed databases, introduction to big data and Hadoop, and database administration using Oracle.

### **CMP 624: Data Warehousing (3)**

*Prerequisite: CMP 556*

This course examines the technical skills required to design, implement, and maintain a data warehouse using a DBMS such as Oracle Warehouse Builder. It covers basic data warehousing concepts, data warehousing system design and implementation, gathering data from primary data sources, transforming data, and loading data (ETL) into a DBMS. Students learn how to create a cube using OLAP and analyze cube data using client applications, the typical data warehouse components and architecture.

### **CMP 625: Text Analytics (3)**

*Prerequisite: CMP 556*

This course covers the querying of unstructured textual data, statistical, syntactical, and logical analysis of natural language, thesaurus and dictionary systems, web corpus construction and web corpora, searching strategies and cataloging, and large-scale file structures.

### **CMP 626: Distributed Databases (3)**

*Prerequisite: CMP 556*

This course exclusively focuses on the design and system issues related to distributed database systems. Topics covered include distributed database architectures, design strategies for distributed databases, federated

databases, query processing techniques and algorithms, transaction management and concurrency control concepts as well as reliability and fault tolerance mechanisms are used in such systems. Design and implementation issues related to multi-database systems are discussed as well.

### **CMP 627: Data Mining (3)**

*Prerequisite: CMP 556*

*Internship / CPT Qualified*

This course is an introductory course on data mining. It covers concepts, algorithms, and applications in data warehousing and online analytical processing, 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.

### **CMP 628: Special Topics in Data Management (3)**

*Prerequisite: Dean's approval*

*Internship / CPT Qualified*

This course covers advanced classification methods, cluster analysis, advanced cluster analysis, outlier detection, text analytics, big data and mining trends. It also covers emerging trends, research and developments in data management including data mining, data warehousing, text analytics, and big data. Topics will be announced before each semester.

### **CMP 629: Data Management Capstone Project (3)**

*Prerequisite: Completion of the all Core and four specialization courses*

This course consists of a capstone project that integrates and applies concepts previously studied. Best practices and appropriate technologies to design, implement, manage, evaluate, and further improve databases are explored, including emerging trends and their potential effect on data management.

### **CMP 630: Network Security Audit & Forensics (3)**

*Prerequisite: CMP 558*

*Internship / CPT Qualified*

This course examines computer network forensics. The topics covered include digital evidence concepts relating to a digital crime scene; the identification, preservation, collection, examination, analysis, and presentation of evidence for prosecution purposes; network forensics investigative methodology (OSCAR); sources of network-based evidence; evidence acquisition, packet analysis, statistical flow analysis, and wireless network forensics; network intrusion detection and analysis, event log aggregation, correlation and analysis; and malware forensics. The course also studies auditing and compliance requirements and standards, strategies

for achieving and maintaining the same, and the laws and ethics related to computer forensics and challenges in computer forensics.

### **CMP 632: Requirements Engineering (3)**

*Prerequisite: CMP 560*

The course is an introduction to requirements engineering. The topics covered in this course include domain understanding and requirements elicitation, requirements evaluation, requirements specification and documentation, use of diagrammatic notations, requirements quality assurance through inspections, reviews, validation and verification, requirements evolution, goal-orientation in requirements engineering, modeling system objectives with goal diagrams, risk analysis on goal models, modeling conceptual objects with class diagrams, modeling system agents and responsibilities, modeling system operations, modeling system behaviors, integrating multiple system views and a goal-oriented model-building method in action.

### **CMP 635: Software Quality and Process Improvement (3)**

*Prerequisite: CMP 560*

*Internship / CPT Qualified*

This course is a study of software quality and software process improvement techniques. The topics covered in this course include: software reliability, software quality, verification and validation, ISO 9126 (quality characteristics), ISO 9000 software quality standard, Capability Maturity Models Integration (CMMI) 1 to 5; the Personal Software Process (PSP); and the Team Software Process (TSP) that covers: leadership, teams and team motivation, building teams, managing to plan, maintaining product focus, following the process, managing quality, management support, reporting to management, protecting the team, developing the team, developing team members, and improving team performance.

### **CMP 636: Trends in Software Applications Development (3)**

*Prerequisite: CMP 632*

The course covers the development of software applications using new paradigms and architectural styles as well as well-known paradigms. Topics covered in this course include: Component Based Software Engineering (CBSE): Domain engineering and Component-Based Design, Component Qualification, Component Adaptation, Component Composition and Component Update, the V-Model, the object models: OMG/CORBA, COM/DCOM, JavaBeans, CCM, Testing; Web Service (WS); Service-oriented architecture (SOA): benefits, design concept, principles, types, WS protocols, Programmatic Service Contract, Network Management Architecture, benefits and Challenges, SOA Extensions: SOA, Web 2.0, Services over the Messenger, Mashups, Digital Nervous Systems, etc.

### **CMP 637: Software Engineering Management (3)**

*Prerequisite: CMP 560*

This course is a study of software engineering management issues. The topics covered in this course include: software project planning, project goals and objectives, project policies and standards, process planning, project assumptions and forecasts, project deliverables, project staffing, effort, schedule, and cost estimation, resource allocation, quality management and project plan/budget development and management; risk management: risk management concepts, risk management process, risk management tools, organizational risk management and joint supplier/customer risk management; software project organization and enactment: project organization, project directing, project control, reporting and supplier contract management; review and evaluation; determining closure and closure activities; software engineering measurement: establish and sustain measurement commitment, plan the measurement process, perform the measurement process, and evaluate measurement; and engineering economics: engineering economics fundamentals, for-profit decision-making, not-for-profit decision-making, estimation, risk, and uncertainty and multiple attribute decisions.

### **CMP 638: Special Topics in Software Engineering (3)**

*Prerequisite: Dean's approval*

*Internship / CPT Qualified*

This course will cover topics of current interest. It will cover emerging topics and technologies in software engineering selected by the faculty. Topics will be announced before each semester.

### **CMP 639: Software Engineering Capstone Project (3)**

*Prerequisite: Completion of the all core and four specialization courses*

This course consists of a capstone project that integrates and applies concepts previously studied. It includes the best practices and emerging topics and technologies in software engineering.

### **CMP 640: Decision Support and BI (3)**

*Prerequisites: CMP 556*

*Internship / CPT Qualified*

This course is an introduction to decision support and Business Intelligence. These topics are combined with practical examples and methods from the real world. The topics covered in this course include: decision making, systems, modeling, and support, decision support systems concepts, methodologies, and technologies, modeling and analysis, business intelligence, data warehousing, data mining for business intelligence, business performance management, and text and web mining, collaboration, communication, group support systems, knowledge management, artificial intelligence and expert systems, and management support systems.

### **CMP 641: Operating Systems (3)**

*Prerequisite: CMP 260*

This course discusses the design and implementation of computer operating systems. Topics include operating system structures, functions of the kernel, process management, central processing unit scheduling, deadlocks, memory management, input/output, file system facilities, concurrent processes, security, and integrity.

### **CMP 643: Database Security and Data Protection (3)**

*Prerequisite: CMP 556 or CMP 553*

*Internship / CPT Qualified*

This course examines defense-in-depth strategies for securing database which are constantly under threat especially from SQL injection and other forms of attacks. It also covers mechanisms for securing data at rest and in transit. The topics covered in this course include: current protocols for the secure exchange of data; the Data Encryption Standard and the Advanced Encryption Standard and secure mechanisms for communication; the Public Key Infrastructure (PKI) and the use of digital signatures and certificates for protecting and validating data; firewalls, VPN, IDS/IPS, PKI, patch management, authentication and password security, application security, granular access control, securing database-to-database communications, encryption, privacy, fault tolerance, protection of personal identifiable information (PII), regulations and compliance (SOX, HIPAA, GLBA, etc.), logging, auditing and auditing architectures. Strategies for the physical protection of information assets are also studied.

### **CMP 644: Intrusion Detection and Prevention Systems (3)**

*Prerequisite: CMP 558*

The course studies the theory and implementation of intrusion detection and prevention systems. The topics covered in this course include network-based, host-based, and hybrid intrusion detection; intrusion prevention; attack pattern identification; deployment; response; surveillance; damage assessment; data forensics; attack tracing; system recovery; and continuity of operation (COP). The course also examines penetration testing methodologies, planning and scheduling; vulnerability analysis; penetration testing deliverables and documentation.

### **CMP 645: Security Management (3)**

*Prerequisite: CMP 558*

*Internship / CPT Qualified*

This course focuses on the managerial aspects of information security and assurance. The topics covered in this course include planning for security and contingencies, information security policy, developing the security program, security management models and practices, risk management, protection mechanisms, personnel and security, law and ethics.



### **CMP 647: Wireless and Mobile Security (3)**

*Prerequisite: CMP 558*

*Internship / CPT Qualified*

This course is a study of the wireless and mobile security. The topics in this course include: encryption and cryptographic protocols for wireless and specifications needed for 3GPP: AES, KASUMI, public-key and elliptic curve cryptography, MIMO/OFDMA-based for 4G systems such as Long Term Evolution (LTE), Ultra Mobile Broadband (UMB), Mobile WiMAX or Wireless Broadband (WiBro); intrusion detection systems against worm/virus cyber-attacks; secure routing; authentication on wireless networks; security for handheld devices; real-time wireless security; and security measures for embedded devices.

### **CMP 648: Special Topics in Cybersecurity (3)**

*Prerequisite: Dean's approval*

*Internship / CPT Qualified*

This course will cover topics of current interest, emerging topics and technologies in Cybersecurity selected by the faculty. Topics will be announced before each semester.

### **CMP 649: Cybersecurity Capstone Project (3)**

*Prerequisite: All core and four specialization courses*

This course consists of a capstone project that integrates and applies concepts previously studied. Best practices and appropriate technologies to design, implement, manage, evaluate, and further improve network security are explored; including emerging trends and their potential effect on cybersecurity.

### **CMP 650: Software Design and Construction (3)**

*Prerequisite: CMP 560*

*Internship / CPT Qualified*

This course is an in-depth study of software design and construction. The topics covered in this course include: software design fundamentals; key issues in software design such as concurrency, control and handling of events, distribution of components, error and exception handling and fault tolerance, interaction and presentation, data persistence; architectural structures and viewpoints, architectural styles (macro architectural patterns), design patterns (micro architectural patterns), human computer interface design, families of programs and frameworks; software design quality analysis and evaluation; software structural descriptions (static) and behavioral descriptions (dynamic); software design strategies and methods: general strategies, function-oriented (structured) design, object-oriented design, heuristic methods, formal methods, Component-Based Design (CBD) and SOA; software construction fundamentals: minimizing complexity, anticipating change, constructing for verification, standards in

construction; managing construction, construction methods, construction planning, construction measurement; and practical considerations: construction design, coding, construction testing, construction quality and integration.

### **CMP 651: Advanced Topics in Database Management (3)**

*Prerequisite: CMP 556*

*Internship / CPT Qualified*

This course provides an in-depth study of new developments in database systems and intelligent information systems. The course covers internet databases, data warehousing and online analytical processing, 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.

### **CMP 652: Natural Language Processing (3)**

*Prerequisites: CMP 561 and CMP 621*

The course examines various issues relating to natural language processing. The topics covered in this course include: state of the art in natural language processing (parsing and semantic understanding); formal, context-free, and transformational grammars and parsing; augmented transition networks: problems of complexity, semantics, and context; and deterministic parsing and semantic parsing.

### **CMP 653: Machine Learning (3)**

*Prerequisite: CMP 621*

This course provides an introduction to machine learning and statistical pattern recognition. Topics covered include: supervised learning: generative and discriminative learning, parametric and non-parametric learning, neural networks, and support vector machines; unsupervised learning: k-means clustering, kernel methods, dimensionality reduction; learning theory: bias and variance tradeoffs, and large margins; and adaptive control and reinforcement learning. The course also discusses recent applications of machine learning such as speech recognition, text and web data processing, robotics, autonomous navigation, bioinformatics, and data mining.

### **CMP 654: Adaptive Learning Systems (3)**

*Prerequisite: CMP 621*

*Internship / CPT Qualified*

This course is a study of adaptive learning as an alternative to rule-based schemes for artificial intelligence. The topics covered in this course include: expert systems, fuzzy methods, neural net architectures, and genetic algorithms are examined and compared.

### **CMP 655: Intelligent Agents (3)**

*Prerequisite: CMP 621*

*Internship / CPT Qualified*

This course discusses multi-agent systems concepts, theories, and applications. The topics in this course include: introduction to multi-agent systems (MAS), negotiation in MAS, agent learning, agent communication language (ACL), applications of MAS with examples, agent architectures, agent model and theory, coordination in MAS, agent oriented software engineering techniques, agent oriented programming, agent and grid computing and classification of agents.

### **CMP 658: Special Topics in Intelligent Systems (3)**

*Prerequisite: Dean's approval*

*Internship / CPT Qualified*

This course will cover topics of current interest, emerging topics and technologies in machine intelligence and cognitive science. Topics will be announced before each semester.

### **CMP 659: Intelligent Systems Capstone Project (3)**

*Prerequisite: All core and four specialization courses*

This course consists of a capstone project that integrates and applies concepts previously studied. Best practices and appropriate technologies to design, implement, manage, evaluate, and deploy MAS are explored; including emerging trends.

### **CMP 660: Issues and Trends in Software Engineering (3)**

*Prerequisite: CMP 560*

This course will consider ethical issues relating to various aspects of software development and design. By utilizing case studies students will examine and discuss various topical situations in the realms of information acquisition, access, stewardship, software licensing, intellectual property, safety and reliability.

### **CMP 661: Software Testing (3)**

*Prerequisites: CMP 561 and CMP 650*

*Internship / CPT Qualified*

This course examines software testing issues in software engineering. The topics covered include program testing theory, unit testing, control flow testing, data flow testing, domain testing, system integration testing, system testing categories, functional testing, test generation from a Finite State Machine (FSM), system test design, system test planning and automation, system text execution, acceptance testing, and test team organization, and the IEEE standards for software testing and documentation.

### **CMP 662: Software Maintenance & Configuration Management (3)**

*Prerequisite: CMP 650*

*Internship / CPT Qualified*

This course is an in-depth study of software maintenance & configuration management issues. Topics covered include software maintenance fundamentals; key issues in software maintenance: technical, management issues, maintenance cost estimation and software maintenance measurement; the maintenance process; techniques for maintenance; management of the configuration management (CM) process; configuration identification; configuration control; configuration status accounting and software release management and delivery.

**CMP 663: Web Applications Development (3)**

*Prerequisite: CMP553 or CMP561*

*Internship / CPT Qualified*

This course overviews the processes and techniques for developing software for web applications. The concepts of client-server computing in e-commerce theories of usable graphical user interfaces and models for web-based information retrieval and processing are covered. Students study approaches for evaluating and using various common software tools and languages.

**CMP 664: Mobile Applications Design and Development (3)**

*Prerequisite: CMP553 or CMP561*

*Internship / CPT Qualified*

This course looks at the quickly developing landscape of mobile applications. It focuses on Web-based mobile applications, and thus covers issues of Web service design, mobile platforms, and the specific constraints and requirements of user interface design for limited devices. The course combines a conceptual overview, design issues, and practical development issues.

**CMP 665: Virtualization Technologies (3)**

*Prerequisites: CMP 558 and CMP 641*

*Internship / CPT Qualified*

This course is a study of the virtualization concepts and technologies. The topics covered in this course include virtualization concepts, creating and building virtual machines, deploying virtual workstation software, building guest operating systems, constructing a test environment, partitioning servers, managing virtual servers remotely, data center virtualization, implementing remote management tools, securing virtual machine deployments, and reducing the attack surface. The course emphasizes a hands-on approach to virtualization.

**CMP 666: Healthcare Economics (3)**

*Prerequisite: None*

*Internship / CPT Qualified*

This course examines the economic aspects of healthcare systems. Healthcare is studied as a commodity that has supply and demand

dimensions. Microeconomic methods are used to study markets and resources in health care. The topics studied include: demand for health and medical care services, provider behavior, and function and behavior of insurance markets, government role, financing arrangements, insurance reform, rationing, price regulation, and provider competition. Case studies are used to understand the economic efficiency of example health care systems such as the U.S. health system, the UK National Health Service, etc.

### **CMP 667: Biostatistics (3)**

*Prerequisite: None*

This course examines the fundamental statistical issues in the design of clinical research studies. Its primary emphasis is on understanding the design and analytical methods of clinical research from a statistical perspective. The topics studied include: exploratory data analysis, basic concepts of statistical analysis, construction of hypothesis tests and confidence intervals, the development of statistical methods for analyzing data, development of mathematical models used to relate a response variable to explanatory or descriptive variables, and an introduction to statistical analysis of microarray and genomic studies.

### **CMP 668: Special Topics in Health Informatics (3)**

*Prerequisite: Dean's approval*

*Internship / CPT Qualified*

This course will cover topics of current interest, emerging topics and technologies in Health Informatics selected by the faculty. Topics will be announced before each semester.

### **CMP 669: Software Engineering Project (3)**

*Prerequisite: CMP 560, CMP 610, and CMP 650*

*Internship / CPT Qualified*

This course provides experience in applying software-engineering techniques by giving the students an opportunity to produce software when working in teams under the schedule constraints commonly experienced in industry. Students utilize a software engineering methodology in a team environment in a real-world application. They are involved in all the phases of software development, including project planning, requirements analysis, design, coding, testing, configuration management, quality assurance, documentation, and delivery.

### **CMP 670: Legal, Ethical and Social Issues in Healthcare (3)**

*Prerequisite: None*

The course examines the legal principles, statutes, regulations, and case law related to managing health care organizations and health professionals' practice. It also examines the ethical, and social issues arising in the use of computerized information systems in the delivery of healthcare. Case studies are used to discuss the role of law in the design and implementation of health informatics systems; the U.S. healthcare regulatory environment; and the structure, concepts, and process of decision making on health matters in legislative, administrative, and judicial bodies. Legal health care issues from international perspectives are also studied.

### **CMP 671: Special Topics in Computer Science (3)**

*Prerequisite: Dean's approval*

*Internship / CPT Qualified*

Students may choose to further study the topics in the Computer Science field. 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 survey, lectures/discussions with assigned faculty, project work, and detailed reports.

### **CMP 672: Special Topics in Information Systems (3)**

*Prerequisite: Dean's approval*

*Internship / CPT Qualified*

Students may choose to study the topics further that are in accordance to the MIS program and their interests. Topics can be taken from the domain of information technology and should be of significance with respect to the information technology industry. The study work can comprise literature survey, lectures/discussions with assigned faculty, project work, and detailed reports.

### **CMP 673: Special Topics in Software Engineering (3)**

*Prerequisite: Dean's approval*

*Internship / CPT Qualified*

This course will cover topics of current interest selected by the faculty. Subjects will be announced before each semester.

### **CMP 674: Special Topics in Information Technology (3)**

*Prerequisite: Dean's approval*

*Internship / CPT Qualified*

This course will cover topics of current interest selected by the faculty. Subjects will be announced before each semester.

### **CMP 675: Knowledge Management & the Learning Organization (3)**

*Prerequisite: None*

*Internship / CPT Qualified*

In today's increasingly competitive business environments, where new business practices and products are regularly introduced, organizations need to be innovative to survive. Knowledge management has been recognized as essential for achieving business success and maintaining an organization's competitiveness. This course explores the concept of knowledge and the means by which organizations seek to manage it through formal technological practices and informal social systems. The topics covered include: organizational strategy and knowledge: managing enterprise intelligence, assessing the strategic value of human capital; facilitating knowledge work flows: knowledge based systems for capturing, storing and distributing explicit and tacit knowledge; data governance; and learning and sharing knowledge: group learning, organizational learning, and knowledge transfer through communities of practice (COP).

### **CMP 676: Digital Document Analysis (3)**

*Prerequisite: None*

*Internship / CPT Qualified*

With the ubiquitous use of computer technology and the worlds of paperwork and the web become ever more interdependent, it is becoming increasingly crucial for organizations to find a way to ensure capability, efficiency and security across the totality of their operations by managing the documents properly. This course examines the key issues in document management. The topics covered include: the best practices document management procedures based on ISO standards, application of industry-standard risk management principles related to document control, industry tools and techniques that optimize and streamline project document management, document management systems: capturing paper documents and other digital assets and providing secure storage, document privacy, easy retrieval and archiving, lifecycle administration, and record management.

### **CMP 678: Special Topics in Knowledge Management (3)**

*Prerequisite: Dean's approval*

*Internship / CPT Qualified*

This course will cover topics of current interest, emerging topics and technologies in knowledge management selected by the faculty. Topics will be announced before each semester.

### **CMP 679: Knowledge Management Capstone Project (3)**

*Prerequisite: All core and four specialization courses.*

This course consists of a capstone project that integrates and applies concepts previously studied. Best practices in knowledge management; including emerging trends and their potential effect on knowledge management.

### **CMP 680: Organizational and Social Dimensions of Computing (3)**

*Prerequisite: None*

This course discusses the organizational impact and the social implications, rights and duties related to the actions of computing professionals. It investigates the context in which professionals work, the laws and how they are created, human aspects of running a company, software contracts and liability, intellectual property rights, and the legislation that affects the way in which computers are used or misused. Topics include social, legal, financial, organizational and ethical issues in the context of the information technology industry; the role of professional codes of conduct and ethics; and, key legislation.

### **CMP 681: Enterprise Analytics (3)**

*Prerequisite: CMP 556*

This course examines key issues relating to how an organization can optimize performance, processes, and decisions through big data. The topics covered include: decision making, systems modeling and analysis; decision support systems: concepts, methodologies, and technologies; business intelligence, data warehousing, data mining for business intelligence, return on investments in analytics, business performance management, text and web mining, collaboration, communication, group support systems, knowledge management, applying analytics at production scale, predictive analytics in the Cloud, analytical technology and the business user, organizing analysts, engaging analytical talent, analytics governance, and building a global analytical capability.

### **CMP 682: Big Data Analytics (3)**

*Prerequisite: CMP 556*

*Internship / CPT Qualified*

This course aggregates several key technologies used in manipulating, storing, and analyzing big data. Over the years there has been an accumulation of very large volumes of structured, mostly relational data which has been mined using data warehousing technology for marketing, financial decision making and to gain a competitive advantage. The recent explosion of social media and the ubiquitous usage of computers have created the so called big data which mostly consists of unstructured data in the form of e-mails, web logs, videos, tweets, speech, photographs, and others. The topics covered include: a study of Hadoop and related tools that provide SQL-like access to unstructured data; Hive and Pig; analysis of NoSQL storage solutions like HBase, Oracle NoSQL and Cassandra, for their critical features: speed of reads and writes, data consistency, and ability to scale to extreme volumes; memory resident databases and streaming technologies; statistical analysis methods; and open source frameworks such as Mahout and Open R and other statistical tools. The main goal is to discover intelligence that could represent opportunities, and/or threats in a limited amount of time.



### **CMP 684: Management Decision Modeling (3)**

*Prerequisite: None*

*Internship / CPT Qualified*

This course examines quantitative analysis for management. The topics covered include: probability concepts and applications, decision analysis, regression models and forecasting, inventory control models, linear programming models, transportation and assignment models, integer programming, goal programming, and nonlinear programming, network models, project management, queuing theory models, simulation modeling, Markov analysis, and statistical quality control.

### **CMP 685: Advanced Big Data Analytics (3)**

*Prerequisites: CMP 682*

*Internship / CPT Qualified*

This course discusses advanced topics in big data analytics. The topics covered include: K-Means clustering, association rules, linear and logistic regression, Naïve Bayesian classifier, decision trees, time series analysis, text analysis, using *mapReduce*, Hadoop ecosystem tools, in-database analytics, and advanced SQL techniques.

### **CMP 688: Special Topics in BI & Data Analytics (3)**

*Prerequisite: Dean's approval*

*Internship / CPT Qualified*

This course covers emerging trends, research and developments in BI and big data analytics. Topics will be announced before each semester.

### **CMP 689: BI & Data Analytics Capstone Project (3)**

*Prerequisite: All the core and four specialization courses.*

This course consists of a capstone project that integrates and applies concepts previously studied. Best practices and appropriate technologies for BI and big data analytics, including emerging trends and their potential effect on BI and big data analytics, are studied.

### **CMP 691: Graduate Internship Level II (3, 135 contact hours)**

*Prerequisite: All core courses, Dean's approval (plus two specialization elective courses for MCS & MIS Program students)*

This course offers hands-on experience to students enrolled in the MIS or MCS degrees in a domain close to their main career path intentions. Students are encouraged to pursue projects that would allow them to apply engineering design concepts gained in the classroom, going through all stages of system development, from analysis and design to implementation and testing. This three (3) credit hour project internship is for students who are expected to work a minimum of 135 hours during the semester. Students are required to attend two meetings/seminars with their faculty advisor to determine learning objectives and assess how well learning objectives are being accomplished.

### **CMP 696: Independent Study I (3)**

*Prerequisite: Dean's approval*

This course offers opportunity and challenge of self-directive, independent study; develops the individual's ability as an independent student; and enables the student to pursue needed study in a field in which appropriate courses are not being offered during a given term.

### **CMP 697: Independent Study II (3)**

*Prerequisite: Dean's approval*

This course offers opportunity and challenge of self-directive, independent study; develops the individual's ability as an independent student; and enables the student to pursue needed study in a field in which appropriate courses are not being offered during a given term.

### **CMP 698: Master's Thesis I (3, 135 contact hours)**

*Prerequisite: All core courses, academic advisor approval (plus two specialization elective courses for MIS and MCS students)*

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. Thereafter, the student completes the project and writes a thesis. The master's thesis project will be conducted over a period of two semesters.

### **CMP 699: Master's Thesis II (3, 135 contact hours)**

*Prerequisite: CMP 698*

CMP 699 is a continuation of the course CMP 698: Master's Thesis I. The thesis work can comprise basic research or a practical project.

### **COMM 110: Oral Communication Skills (3) [Old code GEC 103]**

*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 semester.

### **COMM 600: Writing & Editing the News (Introduction to News Editorial Journalism) (3)**

*Prerequisite: None*

*Internship/CPT Qualified*

This course is designed to teach students the craft of basic news writing and editing. Students will learn how to recognize and acquire news information, cultivate sources, conduct effective interviews, and write balanced news and

feature stories. Students will also learn how a newsroom functions and how news is evaluated for consideration and use in a given news cycle. Students enrolled in this course will acquire the basic knowledge necessary for practicing journalism and evaluating news through tested and ethically sound practices.

### **COMM 605: Media Ethics (3)**

*Prerequisite: None*

*Internship/CPT Qualified*

This course will cover a wide variety of ethics issues ranging from fairness in the presentation of news (objectivity versus advocacy), to the problems associated with state-sponsored and managed media, to the murky world of maintaining secrecy to hide from the public potentially embarrassing information, on the one hand, and leaking information to the public to further political goals, on the other hand. The course will also look at the manipulation of photo imagery, censorship, and the invasions of privacy that are a part of routine business activities or intrusive government spying. The course will help students develop a deeper, yet clearer, understanding of the complexities involved in the often unethical media practices of governments, businesses, news, and other mass media practitioners.

### **COMM 610: News Editing (3)**

*Prerequisite: COMM 600: Writing & Editing the News*

*Internship/CPT Qualified*

Before or after all credible journalism is the editor. This course will examine the wide-ranging role of the editor in journalism and the editing techniques that result in award-winning products. Among their many roles, editors: set the editorial calendar for the year, determine content, dictate design, assign stories, provide guidance, critique and correct stories, select illustrations, and determine story placement. Students will not only become cognizant of the work editors do, but learn what editors expect from their writers and how to deliver on those expectations.

### **COMM 620: Politics, Journalism, & Business (3)**

*Prerequisite: None*

A principal subject of journalism is politics, but much of the writing about politics involves the triangular relationship between government, business, and journalists. This course will examine those relationships and demonstrate how businesses may use journalism to mediate their interests in shaping public and legislative opinion. It will also examine how government officials use media in attempts to likewise control public opinion and affect control over business activities. This course will offer students a clear and pragmatic understanding of the relationship between journalists and government, allowing students to be better positioned to derive advantages in that relationship.

### **COMM 625: Media Relations (3)**

*Prerequisite: None*

*Internship/CPT Qualified*

This course will provide an in-depth look at news media operations with a focus primarily on using news outlets to deliver, promote, and manage key business messages. Responding effectively to news media queries and crisis communications management will be principal content elements. All major mass communications media will be covered: print, radio, television, and the Internet, with an emphasis on proactivity. (If resources permit in a particular semester, the course will include a day of media training at a Washington, DC, communications facility.) In addition to learning how to effectively respond to news media queries, students will also be able to plan, deliver, and manage media campaigns.

### **COMM 630: International Journalism (3)**

*Prerequisite: None*

This course will introduce the student to varying philosophical approaches, barriers, and ethical challenges to delivering news on a global basis. Emphasis will be placed on a regional approach to the news with a focus on Western and Eastern Europe; the Middle East; Northern and Sub-Saharan Africa; East, South and Central Asia; Latin America; North America; and the U.K. There will also be some discussion of journalism education and international media controversies.

### **COMM 635: Mass Media & Society (3)**

*Prerequisite: None*

*Internship/CPT Qualified*

The psycho-social effects of mass media are deep and varied. This course will introduce the student to the theories and structures underlying mass communications operations and how those operations affect and shape individual perceptions and social values. Additionally, the clash between traditional and emerging media is changing how news is used, disseminated, and interpreted. The media role in education, propaganda, and the formation of public opinion will be among other topics receiving emphasis in this course, which is designed in part to help students develop a better sense of how they may influence others through their own participations in traditional and emerging mass and social media outlets.

### **COMM 641: Media Economics (3)**

*Prerequisite: None*

This course will provide a comprehensive introduction to the economic context and the current financial practices of mass media companies. Students will learn the economic factors that influence the success or failure of contemporary media operations, as well as the management issues relating to new product development, the development of global markets, and the challenges of business consolidation. Differentiation will be made

between the following industry categories: radio, broadcast TV, cable and satellite TV, motion pictures, music recording, newspapers, magazines, books, and Internet-based outlets.

### **COMM 643: US Press History (3)**

*Prerequisite: None*

The history of the US press (and, by extension, mass media) is in many ways a history of US cultural and intellectual development. This course will examine that history and show how the press has changed and developed through varying economic, political, and technological eras. Emphasis will be placed on how news organizations have managed to survive through changing times and economic conditions, and how intellectual freedom changed with them, especially between the cyclical antipodes of war and peace.

### **COMM 645: The Development & Use of New Media Technology (3)**

*Prerequisite: None*

The clash between traditional and emerging media continues to alter how information and entertainment purveyors reach their audiences, but also how audiences may become active participants in the mass communications process. The development of mass communications technology has led not only to different ways to communicate with and shape audiences, but also to different expectations by the audiences themselves. This course will introduce the student to the technologies that have formed and continue to form the basis for mass media operations, from the development of printing to the emergence and ever-expanding development of electronic media. The course will also focus on helping students to better protect their privacy and the interests of their business activities.

### **COMM 647: The Movies: Film & Video Criticism (3)**

*Prerequisite: None*

Movies – produced with film, video, or hybrid techniques incorporating various types of animation – represent what is arguably the most influential contemporary medium, whether measured in terms of its influence on public opinion, politics, sociology, or sheer entertainment. This course will explore the history of the medium, the variety of its genres, and how films are made and convey meaning through scripting, production, final editing, marketing, and distribution. (Caveat: This is not a hands-on course in scriptwriting or film making.) The course will provide a comprehensive understanding of how movies are made, how to identify the intentions of movie makers, and how to critically review and evaluate movies. As part of the course, students will learn how to write and publish movie reviews.

### **COMM 649: Small Group & Team Communications (3)**

*Prerequisite: None*

Most work today is accomplished through team work. That is as true for mass media organizations as it is for other business organizations. One look on any given day at a major news organization like The Washington Post makes it abundantly clear that teams of writers and editors work on a daily basis to deliver individual stories. This course will focus on the small group dynamics, team building, and structure that make such work successful.

### **COMP 124: Information Technology (3)**

*Prerequisite: None*

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

### **COMP 127: Office Applications (3)**

*Prerequisite: None*

This course provides an overview of personal computers applications. Students study widely used applications, including word processing, spreadsheets, presentation, databases, and introductory elements of web development.

### **ECON 101: Principles of Microeconomics (3)**

*Prerequisite: None*

Microeconomics mainly studies the economic choices facing the individual entities, including consumers and business firms. This course covers the basic topics of economic tradeoffs, supply and demand model, concept of elasticity, consumer choice model, theories of cost and production, and the firm's behavior and performance under different market structures. The course also introduces the students to the problems of market failure and public choice, and the impacts of public policy on consumers and business firms.

### **ECON 102: Principles of Macroeconomics (3)**

*Prerequisite: None*

Macroeconomics is primarily concerned with economic analysis and policy making at the national level. This course introduces the students to the basics of national income determination, measurements of inflation and unemployment rates, economic fluctuations, and economic growth. The course also covers the foundations of aggregate demand and aggregate supply, the basics of the classical and Keynesian models, the tools of fiscal

and monetary policies, and an introduction to macroeconomic policy debates.

### **ECON 207: Intermediate Microeconomics (3)**

*Prerequisite: ECON 101 Principles of Microeconomics*

*Internship / CPT Qualified*

In addition to an in-depth coverage of the core concepts covered in ECON 101, this course incorporates a number of intermediate microeconomic topics, including the general equilibrium model, game theory, and decision making under risk and uncertainty. The course applies algebra and extensive graphical analysis in presenting its main topics. It also involves problem-solving to demonstrate real-world applications of the theoretical microeconomic concepts.

### **ECON 208: Intermediate Macroeconomics (3)**

*Prerequisite: ECON 102 Principles of Macroeconomics*

*Internship / CPT Qualified*

This course goes beyond the basic concepts presented in ECON 102 and provides an in-depth coverage of the core macroeconomic topics within an analytical framework. Furthermore, it introduces the students to a number of modern macroeconomic topics; including credit market imperfections, new Keynesian economics, the monetarist counterrevolution, and international macroeconomics. The course applies algebra and extensive graphical analysis and also involves problem-solving to demonstrate the real-world applications of its theoretical concepts.

### **EDMA 600: Effective Teaching and Learning for Secondary Mathematics (3)**

*Prerequisite: None*

This course provides a comprehensive review of selected topics focusing on instructional methods and best practices in secondary mathematics education reflective of learner characteristics and learner needs. Through this course, students will explore content-specific pedagogical approaches for teaching algebra, geometry, calculus, and trigonometry. Topics for this course focus on constructivist teaching and learning, including inquiry teaching and learning, concept mapping, scaffolding, student learning styles, authentic assessment, and a variety of approaches documented as effective strategies for increasing student achievement in secondary mathematics instruction.

### **EDMA 605: Advanced Approaches for Teaching Secondary Mathematics (3)**

*Prerequisite: EDMA 600*

This course provides an advanced review of selected topics and the research focusing on the methods and theory for best practices in secondary mathematics education reflective of learner characteristics and learner

needs. Through this course, students will explore content-specific pedagogical approaches for teaching algebra, geometry, calculus, and trigonometry. Topics for this course focus on constructivist teaching and learning including inquiry teaching and learning, concept mapping, scaffolding, student learning styles, authentic assessment, and a variety of approaches proven effective for increasing student achievement in secondary mathematics.

### **EDMA 610: Content Area Reading and Writing (3)**

[Old code: EDUC 570]

*Prerequisite: None*

This course is designed to introduce and train students on how to provide effective reading and writing instruction within their content teaching areas. As pre-service teachers, it is critical that all teachers have a strong appreciation for the importance of teaching reading to secondary students in all disciplines as well as in English and language arts classes. Cross-curricular literacy approaches are often an important catalyst in secondary students' engagement or disengagement in non-language-arts content areas and serve as a major indicator in their overall success in these classes. This course provides engagement strategies, various approaches to introducing challenging reading materials, and proven strategies for increasing literacy among secondary learners.

### **EDMA 620: Approaches to Assessments for Teaching & Learning (3)**

[Old code: EDUC 560]

*Prerequisite: None*

This course focuses on how to write, construct, and use assessments in the secondary classroom. The course provides a balanced approach to assessment, involving both traditional and innovative techniques. It includes the development and use of written tests, informal assessments, portfolios, and performance assessments. Prospective teachers will find this balanced approach to assessment incredibly useful once they enter the classroom. Additionally, this course provides students with the ability to review and select assessment strategies appropriate for the variety of learner characteristics commonly represented, including levels of cognition, learning styles, ability levels, and student interest, as well as culturally relevant assessment strategies. As a result, students in the course will have the ability to select and/or develop assessment strategies that motivate learners and increase the overall achievement for secondary learners.

### **EDMA 686: Education Practicum (6)**

[Old code: EDUC 600]

*Prerequisite: EDUC 500, EDUC 503, EDUC 508, EDUC 511, EDUC 521, EDUC 532*

*Credit Hour Breakdown: 250 hours of practicum, 15 hours of seminar/lab*



This course requires that all students successfully complete a 225-hour supervised field experience. Through this supervised classroom experience, students will have the opportunity to implement the theory and practical knowledge they have gained throughout the Master's program in a functioning classroom setting appropriate to the content area and/or grade level they anticipate teaching upon graduating. The supervised classroom experience course provides an opportunity to work towards a Virginia State Department of Education requirement of all Masters of Education majors. The supervised classroom experience will be documented in part through weekly submission of timesheets and bi-weekly discussion forum posts.

Another major component of the practicum course requires students to develop a Teaching Portfolio reflective of their coursework from the program, issues they have identified during their supervised classroom experience, and plans of action for resolving the identified issues supported by empirical research associated with the issue. The portfolio is a culmination of the student's program of study and encompasses content covered throughout the program. Students will present their Teaching Portfolio to the VIU campus community. Mandatory sessions designed to assist students with their Teaching Portfolio are held throughout the term.

### **EDSC 600: Effective Teaching & Learning for Secondary Science (3)**

[Old code: EDUC 650]

*Prerequisite: None*

This course provides a comprehensive review of selected topics focusing on instructional methods and best practices in secondary science education reflective of learner characteristics and learner needs. Through this course, students will explore content-specific pedagogical approaches for teaching biology, chemistry, earth science, and physics. Topics for this course focus on constructivist teaching and learning, including inquiry teaching and learning, concept mapping, scaffolding, student learning styles, authentic assessment, and a variety of approaches documented as effective strategies for increasing student achievement in secondary science instruction.

### **EDSC 605: Advanced Approaches for Teaching Secondary Science (3)**

[Old code: EDUC 655]

*Prerequisite: EDSC 600*

This course provides an advanced review of selected topics and the research focusing on the methods and theory for best practices in secondary science education reflective of learner characteristics and learner needs. Through this course, students will explore content-specific pedagogical approaches for teaching biology, chemistry, earth science, and physics. Topics for this course focus on constructivist teaching and learning, including inquiry teaching and learning, concept mapping, scaffolding, student learning styles, authentic assessment, and a variety of research approaches

documented as effective strategies for increasing student achievement in secondary science instruction.

### **EDSC 610: Content Area Reading and Writing (3)**

[Old code: EDUC 570]

*Prerequisite: None*

This course is designed to introduce and train students on how to provide effective reading and writing instruction within their content teaching areas. As pre-service teachers, it is critical that all teachers have a strong appreciation for the importance of teaching reading to secondary students in all disciplines as well as in English and language arts classes. Cross-curricular literacy approaches are often an important catalyst in secondary students' engagement or disengagement in non-language-arts content areas and serve as a major indicator in their overall success in these classes. This course provides engagement strategies, various approaches to introducing challenging reading materials, and proven strategies for increasing literacy among secondary learners.

### **EDSC 620: Approaches to Assessments for Teaching & Learning (3)**

[Old code: EDUC 560]

*Prerequisite: None*

This course focuses on how to write, construct, and use assessments in the secondary classroom. The course provides a balanced approach to assessment, involving both traditional and innovative techniques. It includes the development and use of written tests, informal assessments, portfolios, and performance assessments. Prospective teachers will find this balanced approach to assessment incredibly useful once they enter the classroom. Additionally, this course provides students with the ability to review and select assessment strategies appropriate for the variety of learner characteristics commonly represented, including levels of cognition, learning styles, ability levels, and student interest, as well as culturally relevant assessment strategies. As a result, students in the course will have the ability to select and/or develop assessment strategies that motivate learners and increase the overall achievement for secondary learners.

### **EDSC 686: Education Practicum (6)**

[Old code: EDUC 600]

*Prerequisite: EDUC 500, EDUC 503, EDUC 508, EDUC 511, EDUC 521, EDUC 532*

*Credit Hour Breakdown: 250 hours of practicum, 15 hours of seminar/lab*

This course requires that all students successfully complete a 225-hour supervised field experience. Through this supervised classroom experience, students will have the opportunity to implement the theory and practical knowledge they have gained throughout the Master's program in a functioning classroom setting appropriate to the content area and/or grade level they anticipate teaching upon graduating. The supervised classroom

experience course provides an opportunity to work towards a Virginia State Department of Education requirement of all Masters of Education majors. The supervised classroom experience will be documented in part through weekly submission of timesheets and bi-weekly discussion forum posts.

Another major component of the practicum course requires students to develop a Teaching Portfolio reflective of their coursework from the program, issues they have identified during their supervised classroom experience, and plans of action for resolving the identified issues supported by empirical research associated with the issue. The portfolio is a culmination of the student's program of study and encompasses content covered throughout the program. Students will present their Teaching Portfolio to the VIU campus community. Mandatory sessions designed to assist students with their Teaching Portfolio are held throughout the term.

### **EDSL 610: Content Area Reading and Writing (3)**

[Old code: EDUC 570]

*Prerequisite: None*

This course is designed to introduce and train students on how to provide effective reading and writing instruction within their content teaching areas. As pre-service teachers, it is critical that all teachers have a strong appreciation for the importance of teaching reading to secondary students in all disciplines as well as in English and language arts classes. Cross-curricular literacy approaches are often an important catalyst in secondary students' engagement or disengagement in non-language-arts content areas and serve as a major indicator in their overall success in these classes. This course provides engagement strategies, various approaches to introducing challenging reading materials, and proven strategies for increasing literacy among secondary learners.

### **EDSL 620: Approaches to Assessments for Teaching & Learning (3)**

[Old code: EDUC 560]

*Prerequisite: None*

This course focuses on how to write, construct, and use assessments in the secondary classroom. The course provides a balanced approach to assessment, involving both traditional and innovative techniques. It includes the development and use of written tests, informal assessments, portfolios, and performance assessments. Prospective teachers will find this balanced approach to assessment incredibly useful once they enter the classroom. Additionally, this course provides students with the ability to review and select assessment strategies appropriate for the variety of learner characteristics commonly represented, including levels of cognition, learning styles, ability levels, and student interest, as well as culturally relevant assessment strategies. As a result, students in the course will have the ability to select and/or develop assessment strategies that motivate learners and increase the overall achievement for secondary learners.

### **EDSL 686: Education Practicum (6)**

[Old code: EDUC 600]

*Prerequisite:* EDUC 500, EDUC 503, EDUC 508, EDUC 511, EDUC 521, EDUC 532

*Credit Hour Breakdown:* 250 hours of practicum, 15 hours of seminar

This course requires that all students successfully complete a 225-hour supervised field experience. Through this supervised classroom experience, students will have the opportunity to implement the theory and practical knowledge they have gained throughout the Master's program in a functioning classroom setting appropriate to the content area and/or grade level they anticipate teaching upon graduating. The supervised classroom experience course provides an opportunity to work towards a Virginia State Department of Education requirement of all Masters of Education majors. The supervised classroom experience will be documented in part through weekly submission of timesheets and bi-weekly discussion forum posts.

Another major component of the practicum course requires students to develop a Teaching Portfolio reflective of their coursework from the program, issues they have identified during their supervised classroom experience, and plans of action for resolving the identified issues supported by empirical research associated with the issue. The portfolio is a culmination of the student's program of study and encompasses content covered throughout the program. Students will present their Teaching Portfolio to the VIU campus community. Mandatory sessions designed to assist students with their Teaching Portfolio are held throughout the term.

### **EDTC 571: Instructional Technologies for Learning (3)**

[Old code: EDUC 680]

*Prerequisite:* None

This course provides an overview of the design, development, integration, and evaluation of instructional technologies and associated instructional strategies. Ethical and legal issues, communicating and accessing information, and evaluating hardware/software are reflected in course projects. This course provides students with opportunities to develop and use a wide variety of electronic resources in order to increase their understanding, knowledge, and skills with instructional technologies. This course ensures, through projects and discussions, that students are effective users of instructional technologies and are prepared to take leadership roles in various environments.

### **EDTC 573: Emerging and Assistive Technologies (3)**

[Old code: EDUC 682]

*Prerequisite:* EDTC 571

This course explores emerging and assistive technologies with appropriate application of learning theories. Students investigate and analyze innovative

instructional technologies to determine their value in learning environments for all student populations. Assistive technology and its application within instructional programs to assist those with disabilities are examined in addition to emerging instructional technologies. Students identify, design and explore best practices associated with technology-based instruction and information as it relates to emerging and assistive technologies.

### **EDUC 500: Intro to Education and Educational Research (3)**

*Prerequisite: None*

As the initial course in the Masters of Education program, this course provides students with a comprehensive understanding of public education in the U.S. Through this course students will review the inception of public education through the 21st century. Additionally, students enrolled in this course will be introduced to educational research and the role quantitative and qualitative research serves in shaping the educational landscape. Students are required to perform literature searches and conduct reviews of a variety of educational topics, demonstrating a thorough understanding of said topics, while simultaneously demonstrating their research capabilities.

### **EDUC 503: Educational Psychology for Secondary Students (3)**

[Old code: EDUC 520]

*Prerequisite: None*

Through this course students will be presented with critical content regarding the human growth and development process. Content for this course includes information regarding genetics, heredity, conception, gestation, birth, and early development of young children. This course will also address cognition, motor skills, and the emotional, psychological, and social development of humans. Designed specifically for secondary teachers, a great deal of this course focuses on adolescence and the physical, emotional, psychological, and sexual development middle and high school students undergo as they move from youth to young adult. Other issues addressed in this course include brain development, male and female learner characteristics, and other important findings associated with teaching youth and young adults during this major transitional period of their lives.

### **EDUC 508: Motivational Theory and Classroom Management (3)**

[Old code: EDUC 550]

*Prerequisite: None*

This course examines classroom-management models and theoretical and empirical approaches to classroom management. The course helps students develop appropriate classroom-management skills, including decision-making and problem solving, exploring the merits and limitations of each classroom-management model, and examines when each approach to classroom management is most appropriate. The course also presents concepts of extrinsic and intrinsic motivation; the concept of self-

motivation; assertive, positive, and cooperative discipline; and examines the relationships among classroom environment, classroom behavior, and learning. In this course, students will focus on implementing interventions for preventing and managing routine and disruptive discipline problems in a practical manner to include establishing effective classroom rules and procedures, relationships, role of parents, and helping students contribute to a positive learning environment relevant to their lives.

### **EDUC 511: Diversity and Multicultural Education (3)**

[Old code: EDUC 530]

*Prerequisite: None*

Through this course, students will be introduced to the issue of diversity and the implications of being a diverse learner in U.S. schools. Those enrolled in the class will be provided a clear and meaningful definition of diversity, which will serve as a major component of the operational paradigm for the course. Students will also be introduced to various aspects of diversity and educated regarding the complexity and nuances of these aspects, the ideas and ideals surrounding each aspect, and how these aspects are commonly made more challenging as they intersect and are commonly combined. Students enrolled in this course will be introduced to research-based strategies for teaching in a diverse setting.

### **EDUC 521: Instructional Methods for Special Education (3)**

[Old code: EDUC 540]

*Prerequisite: None*

Through this course, students will have the opportunity to explore the issues surrounding teaching students with identified exceptionalities. Initial content for this course includes a review of the history of special education, which leads to the inception of federal guidelines and practices protecting students with identified exceptionalities and ensuring equal access to education. This course provides an overview of the numerous exceptionalities currently identified and the traits and characteristics associated with each exceptionality, including intellectual, emotional, physical, social, and psychological diagnoses. Finally, this course provides students with a comprehensive understanding of their role as teachers in serving students with identified exceptionalities and provides research-based strategies for the inclusion and effective teaching of students with identified exceptionalities.

### **EDUC 532: Secondary Curriculum and Instruction (3)**

[Old code: EDUC 510]

*Prerequisite: None*

Through this course students will be introduced to a variety of pedagogical practices specific to teaching and learning for secondary students. Students enrolled in this course will be exposed to the two major philosophies of teaching and learning, namely teacher-centered instruction and student-

centered instruction. Each of these philosophies will be independently investigated, revealing the various methods and strategies associated with each philosophy. Additionally, students will be required to demonstrate their understanding of the various approaches to teaching and learning through their development of unique and specific teaching and learning scenarios, allowing them the opportunity to implement a combination of select and appropriate methods and strategies.

### **EDUC 565: Contemporary Issues in Education and Assessment (3)**

[Old code: EDUC 684]

*Prerequisite: None*

The course provides a theoretical foundation and framework to promote academic rigor, relevance, and relationships that support student learning. Through this course students will explore curricula issues such as planning, implementation, and evaluation of curriculum at all levels of learning. The course comprehensively addresses philosophies of education, teaching and learning, pedagogical practices, teacher supervision, and educational policy. Students in this course are required to explore various philosophical and educational frameworks, which are regarded as traditional and controversial, as they reflect on the implications of each paradigm and develop their unique view of public education and its future.

### **EDUC 567: Improving Instruction through Inquiry Practices (3)**

[Old code: EDUC 686]

*Prerequisite: EDUC 565*

This course emphasizes the use of learning principles in developing strategies for creating and improving instruction through inquiry and assessments, while ensuring access and participation of all students to achieve high academic standards.

The purpose of this course is to develop students' abilities to design and conduct classroom-based inquiry related to teaching and learning. It is also designed to make students knowledgeable consumers of academic research. Projects and class activities will enable students to narrow their research focus, formulate a research question, select an appropriate methodology, conduct a literature review, and begin to collect data as part of a pilot project designed to field-test their proposals. Emphasis will be given to different models for conducting research, research design, and the teacher's role as researcher, investigator, and interpreter of educational research.

### **EDUC 574 Materials Development for Online Learning (3)**

[Old code: LING 631]

*Prerequisite: APLX 572*

This course emphasizes the theories and methods of course development specifically for the online environment. Students will learn methods of material creation, skill integration techniques, course and program

development, adaptation of onground materials to the online environment and integrative-skill techniques. Students will also learn about the various methods of delivery including onground, online and hybrid courses/programs. Students will learn methods to adapt existing material to a hybrid course.

### **EDUC 575 Online Teaching Principles and Practices (3)**

[Old code: LING 632]

*Prerequisite: APLX 572*

*Internship/CPT Qualified*

This course provides an in depth perspective on methods of teaching in the virtual classroom including virtual classroom management, online student engagement techniques, addressing learning modalities, discipline, methods of providing feedback, motivational theories, individual needs assessments. Students will be able to apply theories to practice in the virtual classroom in the roles of teacher, coach and motivator.

### **EDUC 576 Course Design for the Virtual Classroom (3)**

[Old code: LING 633]

*Prerequisite: APLX 572*

*Internship/CPT Qualified*

Students will learn methodologies and principles associated with designing and implementing virtual classrooms. Students learn theoretical understandings and considerations of the authenticity of material, interaction among participants, practical learning scenarios and techniques to promote student learning outside of the virtual classroom. Students will also learn about instructional design models and the importance of selecting the appropriate model for lesson development. Additionally, students will be introduced to a needs-based approach to course development in order to identify curricular goals and course objectives. Students will use this needs-based approach to develop a syllabus, a course outline, lesson plans to develop and implement this material into a fully online course.

### **EDUC 590 Program Administration (3)**

[Old code: LING 645 and TSL 645]

*Prerequisite: APLX 530 and successful completion of or concurrent enrollment in APLX 540*

*Internship/CPT Qualified*

This course provides an in-depth perspective of the administrative requirements of a language program including how to effectively lead and manage a program. Students gain a behind the scenes view of what occurs outside of the classroom environment including the areas of people management, curriculum and programmatic development, customer service and the logistics of managing a program. The course explores the lifecycle of the student from admission to graduation; the lifecycle of faculty



members within the program; and the administrative role of managing a curriculum.

### **EDUC 593: Introduction to Educational Policy (3)**

[Old code: EDUC 688]

*Prerequisite: None*

This course provides a comprehensive examination of the policies, which shape, surround, and govern public education. Through this course, students will increase their understanding of the role politics and the various political constituents, including parents and students, play in the consistently changing educational arena. This course also provides insight into the correlations between educational policy and the financing of education.

Additionally, this course examines various policy systems such as the school districts themselves, administrators and their roles in policy development and implementation. Lastly, it delves into the trickle-down implications of federal, state, and local policy as they are implemented in the classroom, thus impacting the provision of academic programs, funding and resources, and the professional lives of teachers.

### **EDUC 595 Program Development and Evaluation (3)**

[Old code: LING 650]

*Prerequisite: APLX 530 and successful completion of or concurrent enrollment in APLX 540*

*Internship/CPT Qualified*

Successful educational programs require the development of curricula centered on student needs and ultimate goals. Additionally, language programs have an ethical and social duty to provide a quality, accessible, and relevant educational product for all stakeholders invested in and benefiting from the program. This course explores the need to examine and evaluate both the needs of the stakeholders and the effectiveness of the program by focusing on clear outcomes. Students will learn skills necessary to design evaluations at the course, programmatic, institutional, and societal levels. These skills provide students with the ability to develop, evaluate, and improve existing or new programs.

### **EDUC 597: Partnerships for School Success (3)**

[Old code: EDUC 690]

*Prerequisite: EDUC 593*

This course is designed to provide a comprehensive understanding of the critical role community and school partnerships play in building effective, productive, and high-achieving learning communities. This course emphasizes techniques of improving instruction through application of research on effective schools and models of schools and teachers developing meaningful and collaborative relationships with the communities their schools serve. Topics covered include community

building and shared decision- making, consensus building, establishing group buy-in, collaborative professionalism, and intentionally creating schools that demonstrate respect and value for the students, their families, and the community. Additional topics include instruction regarding the foundations of leadership, collaborative curriculum and instructional design practices, authentic assessment strategies, professional development for leadership and supervision, leadership for communication and community partnerships, and leadership for organizational management.

### **EDUC 640 Introduction to Research Methods (3)**

[Old code: LING 660 and TSL 660]

*Prerequisite: APLX 530 and APLX 540*

*Credit Hour Breakdown: 40 hours of Lecture; 10 hours of Lab*

This course covers quantitative and qualitative methods of designing and implementing research in a classroom or institutional setting. It prepares students to conduct and prepare independent research from design to publication.

### **EDUC 667 Internship in Program Management (3)**

[Old code: LING 671]

*Prerequisite: Permission of the Dean and a minimum of 18 credits in the program*

*Credit Hour Breakdown: 135 hours of practicum*

This course provides supervised field experience in a setting appropriate to the student's program and career goals. Examples of appropriate experience include (but are not limited to) managing a writing center or a language learning resource center; assisting with language program administration; conducting language testing. The students are expected to work on-site for at least 135 hours. Students are expected to communicate with the faculty advisor regularly and submit required documentation and projects on time.

### **EDUC 668 Internship in Educational Technology (3)**

[Old code: LING 672]

*Prerequisite: Permission of the Academic Dean and a minimum of 18 credits in the program*

*Credit Hour Breakdown: 135 hours of practicum*

This course provides supervised field experience in a setting appropriate to the student's program and career goals. Examples of appropriate experience include (but are not limited to) teaching online or blended language courses; assisting a language instructor teaching online or in blended contexts; developing language teaching materials or tests for online or blended classrooms; conducting or contributing to online language testing; conducting or assisting with research into topics relevant to online language learning and teaching. The students are expected to work on-site for at least 135 hours; when the student is the primary instructor of a course, it may be appropriate to count 2 hours of prep and grading for each hour

of classroom instruction. Students are expected to communicate with the faculty advisor regularly and submit required documentation and projects on time.

### **ENGL 113 English Composition and Rhetoric (3)**

[Old code and title: GEC 101 English Composition I]

*Prerequisite: None*

This course is designed expose students to the conventions of academic writing and critical thinking so that they may successfully produce prose that is clear and direct with appropriate structure and support. Students are introduced to the basic rhetorical modes of narration, classification, exposition, argumentation, description, comparison and contrast, cause and effect, definition, and process in the context of English rhetorical structure. This course provides students with the opportunity to experience writing as a process that requires refinement and experience. Students will learn to write for specific audiences and to understand how to approach writing for different disciplines.

### **ENGL 120: Academic Writing (3)**

[Old code ENG 145]

*Prerequisite: None*

Academic Writing focuses on reviewing the fundamentals of standard written English for academic purposes. Students will practice writing common forms of academic documents and demonstrate the ability to successfully use APA formatting. This interactive class provides students with an opportunity to improve their academic writing skills necessary for success in college and beyond.

### **ESL 0230: Low Elementary Speaking, Listening & Pronunciation (70 hours – core)**

In this course, students will begin to build their academic listening, speaking, and vocabulary skills, and focus on clear speech through pronunciation practice. Listening tasks include predicting listening content, listening for main ideas, details, opinions, and examples on a variety of high-interest topics. Some of the speaking tasks include expressing opinions and reactions, asking and answering questions, agreeing and disagreeing, and asking for repetition. Pronunciation features are introduced such as sentence intonation and syllable stress. Students will learn and use selected vocabulary from the Academic Word List.

### **ESL 0235: Low Elementary Reading, Writing & Grammar (70 hours – core)**

In this course, students will begin to build their academic reading, writing, and vocabulary skills with a focus on developing a strong grammatical foundation. Reading skills include previewing a text, reading for main ideas and details, and recognizing different text types. Writing skills include basic sentence structures and an introduction to the writing process including pre-

writing, outlining, revising, editing, and rewriting. Some grammatical structures covered are affirmative statements, parts of speech, and selected verb tenses. Working with English-only dictionaries, students will be able to define new terms and learn selected vocabulary from the Academic Word List.

**ESL 0330: High Elementary Speaking, Listening & Pronunciation (70 hours – core)**

This course will help students develop the necessary academic speaking and listening skills to gain confidence communicating in English in a variety of situations. Students will focus on building skills to listen for main ideas and details, for specific purposes, and for specific information. Speaking skills include forming questions for follow-up, clarification, and repetition. Some speaking tasks involve group and pair discussions, as well as the preparation and delivery of a short presentation. Aspects of pronunciation covered in the course include question intonation, word stress, reduction and linking sounds.

**ESL 0335: High Elementary Reading, Writing & Grammar (70 hours – core)**

This course focuses on developing basic reading and writing skills. Students will develop reading skills including recognizing main ideas and supporting details, making basic inferences, and using charts for comprehension. Students will also focus on developing writing skills such as: capitalizing proper nouns, writing well-formed complete sentences, using coordinating conjunctions, and using time order words. In addition, students will study present and past simple verb tenses, prepositions of location, and subordinating conjunctions. Furthermore, students will also increase their vocabulary by working with synonyms, antonyms, phrasal verbs, and different word forms.

**ESL 0430: Low Intermediate Speaking, Listening & Pronunciation (70 hours – core)**

This course focuses on developing students' academic speaking and listening skills, including the ability to identify the main ideas and factual information in level-appropriate listening passages, participate in discussions on a variety of topics, give simple presentations, and verbally summarize listening passages. This course includes an overview and practice of pronunciation features such as sentence stress, reduction, and linking sounds.

**ESL 0435: Low Intermediate Reading, Writing & Grammar (70 hours – core)**

In this course, students will improve their reading comprehension skills and begin to learn how to write paragraphs. Specifically, students will learn to use a variety of pre-reading strategies to become more effective readers, such as

identifying main and supporting ideas of a text, recognizing sequence, and identifying the author's purpose. Students will be introduced to different types of paragraphs, for example opinion and descriptive, and be expected to produce well-structured paragraphs. In addition, students will study different verb tenses (including the present perfect,) modals, comparative & superlative adjectives, future time clauses, adverbs. This course will also develop vocabulary skills by studying prefixes, suffixes, and phrasal verbs. Furthermore, students will conduct basic internet searches and use word-processing software to write, edit, and format written assignments.

**ESL 0501: Pronunciation: Speak Up (14 hours – elective)**

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 0515: Vocabulary Foundations (14 hours – elective)**

This course focuses on developing students' command of academic vocabulary. Students will also be introduced to a variety of strategies for dealing with unfamiliar vocabulary and for effective vocabulary learning and retention.

**ESL 0516: English in Action (14 hours – elective)**

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 0520: TOEFL: Basic Skills for Listening & Reading (70 hours – core)**

This is an intensive TOEFL course recommended for students who are interested in taking the TOEFL iBT and want to improve their listening and reading skills. In this course, students will learn effective test-taking strategies and extensively practice completing all types of listening and reading exercises found on the TOEFL iBT. This course serves as a spring board to TOEFL: Solid Skills courses.

**ESL 0521: TOEFL: Basic Skills for Speaking & Writing (70 hours – core)**

This is an intensive TOEFL course recommended for students who are interested in taking the TOEFL iBT and want to improve their speaking and

writing skills. In this course, students will learn effective test-taking strategies and extensively practice completing all types of speaking and writing exercises found on the TOEFL iBT. This course serves as a spring board to TOEFL: Solid Skills courses.

**ESL 0525: Walking into American Culture (14 hours – elective)**

Welcome to America! This course will introduce students to various topics that are common in American culture and daily life. It will allow students to comfortably engage in conversations about and learn about the country in which they are living and studying. Additional supplemental material may be used to vary the classes and topics discussed.

**ESL 0526: English through Current Events (14 hours – elective)**

In this elective course, students will read recent news stories, participate in debates, and learn to defend their point of view in writing.

**ESL 0530: High Intermediate Speaking, Listening & Pronunciation (42 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; produce oral summaries of written and listening materials; prepare and deliver structured technology-assisted presentations on topics of general interest. In addition, students will give advice, make suggestions, ask for and give clarification to facilitate group discussions; and develop an ability to support opinions, explain in detail, and hypothesize. Students will also work on pronunciation skills including but not limited to word endings, syllable stress, intonation, and linking sounds. Furthermore, the academic language skills developed in this course will help to prepare students for the TOEFL iBT test.

**ESL 0535: High Intermediate Reading, Writing & Grammar (70 hours – core)**

In this course, students will work with a variety of academic reading materials to develop basic academic reading skills (skimming for main ideas and scanning for key details). Students will also learn to deduce the meaning of new vocabulary from contextual and structural cues. Students will review the principles of basic paragraph structure and focus on mastering the ability to write different types of paragraphs including descriptive, example, and opinion paragraphs. In addition, students will review sentence structure and learn how to avoid fragments and run-on sentences. Students will continue to work on using verb tenses correctly and ensuring subject-verb agreement in their writing. Furthermore, the academic language skills developed in this course will help to prepare students for the TOEFL iBT test.

**ESL 0601: Pronunciation: Speak Clearly (14 hours – elective)**

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; understand and apply the principles of sentential stress, rhythm, and phrasing.

**ESL 0615: Vocabulary Development (14 hours – elective)**

This intensive course focuses on developing students' command of academic vocabulary. Students will also be introduced to a variety of strategies for dealing with unfamiliar vocabulary and for effective vocabulary learning and retention.

**ESL 0620: TOEFL: Solid Skills for Listening & Reading (70 hours – core)**

This is an intensive course designed for low advanced students who have a good understanding of the basic listening and reading skills needed for the TOEFL iBT. Students will learn effective test-taking strategies and extensively practice completing all types of listening and reading tasks found on the TOEFL iBT.

**ESL 0621: TOEFL: Solid Skills for Speaking & Writing (70 hours – core)**

This is an intensive course designed for low advanced students who have a good understanding of the basic listening and reading skills needed for the TOEFL iBT. Students will learn effective test-taking strategies and extensively practice completing all types of listening and reading tasks found on the TOEFL iBT.

**ESL 0625: Living in American Culture (14 hours – elective)**

This course explores different facets of American life and culture such as greeting people, social events, dating, attending school, and food. Each of these topics will be explored in depth.

**ESL 0626: Stay Informed through News & Current Events (14 hours – elective)**

This course uses original news broadcasts and publications to help students develop critical thinking skills and gain insight into American attitudes and values. The linguistic focus of the course is on listening and reading as well as on evaluating and summarizing material orally and in writing.

**ESL 0627: English through Songs (14 hours – elective)**

This 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 0630: Low Advanced Speaking, Listening & Pronunciation (70 hours – core)**

This course helps students expand their fluency, emphasizing the language they need for academic studies and real world communication. This course develops students' listening comprehension and note-taking skills, including listening for main ideas and details, tuning out distractions, and understanding the speaker's purpose. This course also provides insights into U.S. life and culture and builds academic vocabulary through topics such as gender issues, the environment, and philanthropy. In addition, students will improve their understanding of American English pronunciation by focusing on intonation, stress patterns, and reduced sound in fast speech. Furthermore, the academic language skills developed in this course will help to prepare students for the TOEFL iBT test.

**ESL 0635: Low Advanced Reading, Writing & Grammar (70 hours – core)**

This course is designed for students who need to improve their academic reading and writing skills and enlarge their vocabulary. The students expand their vocabulary by understanding the meaning from context as well as word root meanings. The course readings explore controversial issues of contemporary U.S. culture. During this course, students will be introduced to the basic essay structure as well as various types of essays including descriptive and compare/ contrast. By the end of the course, students will be able to write a well-structured 5-paragraph essay. In addition, the course will focus on the correct usage of dependent clauses, subordinating conjunctions, comparatives, phrasal verbs, and complex verb tenses. Furthermore, the academic language skills developed in this course will help to prepare students for the TOEFL iBT test.

**ESL 0701: Pronunciation: Speak Confidently (14 hours – elective)**

In this course, students will engage in listening and speaking activities to develop clear speech and appropriate intonation. The course includes a review of the sound system and focuses on the patterns of English stress, intonation, and timing.

**ESL 0702: Speak like an American Professional (14 hours – elective)**

In this course, students will improve their skills in the following key areas of business communication: taking part in meetings, telephoning, negotiating, presenting, and socializing.

**ESL 0706: Write like an American Professional (14 hours – elective)**

This course introduces students to the style, vocabulary, and various formats of business writing, such as letters, reports, memos, email, and other electronic communications. Grammar and editing skills are reinforced as important components of professional communication.



**ESL 0710: Grammar Matters (14 hours – elective)**

The Grammar Workshop focuses on developing self-editing skills that enable students to express themselves accurately in writing.

**ESL 0716: Vocabulary Expansion (14 hours – elective)**

This course is recommended for students who are interested in expanding their academic vocabulary. Through various activities, students will be trained to use a variety of strategies for vocabulary learning and retention. These strategies will help them succeed in their academic studies.

**ESL 0717: Debate and Controversial Issues (14 hours – elective)**

This course helps high-advanced students develop their reading and discussion skills. The readings explore controversial issues such as family structure, immigration, religion, addiction, and mental illness.

**ESL 0720: TOEFL & Academic Listening (70 hours – core)**

In this intensive course, students will listen to a variety of conversations and lectures in English. Some topics that will be covered in this class are non-academic and informal; they reflect typical situations university students face in the United States. Other topics are academic and come from various fields of study in the natural sciences, the social sciences, the arts, and business. Through daily exercises, students will learn and practice useful listening strategies and test-taking skills that are required for TOEFL iBT.

**ESL 0722: TOEFL & Academic Reading (70 hours – core)**

This course trains students to read and understand lengthy readings on a variety of academic topics. Students will learn about vocabulary, pronoun reference, the meanings of sentences, where sentences can be inserted, inferences, rhetorical purpose, and overall organization of ideas.

**ESL 0730: High Advanced Speaking, Listening & Pronunciation (70 hours – core)**

This course focuses on developing academic listening and speaking skills. Students will learn to give short structured presentations and improve their ability to comprehend and analyze academic discourse including expressing surprise, encouragement, and approval; and refuting an argument. This course includes an accent-reduction component to help students speak clearly and with appropriate intonation patterns. Furthermore, the academic language skills developed in this course will help to prepare students for the TOEFL iBT test.

**ESL 0735: High Advanced Reading, Writing & Grammar (70 hours – core)**

In this course, students will review the basic principles of essay organization and focus on mastering multiple types of essays, including

argumentative and cause/effect. Students will further develop their academic reading skills in interpretation, inference, and contextual vocabulary cues. Students will analyze, summarize, and criticize ideas encountered in reading passages. In addition, this course provides instruction on higher-level grammatical constructions in academic writing, such as verb tense consistency, effective relative clause usage, real and unreal conditionals, and passive voice. Furthermore, the academic language skills developed in this course will help to prepare students for the TOEFL iBT test.

**ESL 0800: Public Speaking & Presentation Skills (35 hours – elective)**

In this course, students will develop their confidence and abilities to be effective presenters. Students will build their skills by studying speech models; focusing on the physical aspects of presenting such as eye contact, gestures, stance, and voice; employing presentation aids; organizing and outlining speech materials; and most importantly preparing, giving, and evaluating their own presentations. Additionally, strategies for creating and selecting effective visual aids will be discussed and applied. Students who take this course will be able to deliver solid presentations in academic and professional settings.

**ESL 0802: Accent Reduction (35 hours – elective)**

This course is designed to help prepare students to comfortably converse with clear pronunciation in a variety of situations. The course will focus student attention on intonation and syllable stress, which is one of the most important facets of accent reduction. Students will feel more confident about conversing with Americans in their daily lives. Also, students who are preparing to enter academic programs will gain useful pronunciation experience that will enable them to better understand (and be understood by) native speaking professors and classmates.

**ESL 0805: English through Popular American Books (35 hours – elective)**

In this course, students will explore a variety of current themes through non-fiction and fiction readings that relate to American culture. Participants will have the opportunity to develop critical thinking skills through reading, discussion, and writing activities that are essential to success in American academia. In addition, the course will build active college-level reading skills and provide students with a repertoire of strategies for reading for different purposes. The reading selections provide an enjoyable learning experience to foster both an appreciation of reading and greater cultural awareness.

**ESL 0806: Academic Writing & Research Skills (70 hours – elective)**

The main focus of this course is to develop the skills and knowledge required to write an academic research paper including quoting, paraphrasing, summarizing, accessing and evaluating research sources, avoiding plagiarism,

citing sources and essay formatting according to APA style. In addition, the course familiarizes international students with the general expectations of the American higher education system and assists them in building strong academic skills.

**ESL 0810: Grammar Workshop & Editing (35 hours – elective)**

The course is designed for students who have taken grammar courses and have a general understanding of grammar rules, but have trouble demonstrating it consistently, particularly through their writing. Each week, the class will target specific grammar errors that are commonly observed among English learners, such as incorrect use of verb tenses, various forms of agreement, determiners, word forms, and mechanics. After reviewing the rules, students will be asked to check their comprehension by using the targeted grammatical points at the sentence and paragraph level, eventually leading to writing 5-paragraph essays, which will be peer- and self-edited. Through this process, students will be able to apply their grammar knowledge to their writing and strengthen their self-editing skills.

**ESL 0815: English through Service Learning (35 hours – elective)**

This course is designed to provide students with an authentic experience that fosters their language learning objectives and gives them first-hand exposure to American culture and American people. Students will explore different social and economic issues that impact our communities through their service learning as well as through researching and critical thinking. The course will have two components: in class and in community service.

**ESL 0817: Critical Thinking through News around the World (35 hours – elective)**

Students in this elective course will use a variety of news sources to develop and sharpen their critical thinking and writing skills, as well as hone the speaking skills necessary to partake in stimulating discussions. Through this course, students will gain a better understanding of the impact of current events throughout the world.

**ESL 0821: TOEFL Speaking (70 hours – elective)**

In this intensive course, students will learn six different tasks of the Speaking section: two independent tasks and four integrated tasks. Students will be introduced to a variety of speaking strategies and given ample opportunities to practice responding to different topics in a given period of time with comprehensible pronunciation.

**ESL 0823: TOEFL Writing (70 hours – elective)**

In this course, students will learn how to write two types of essays for the TOEFL iBT independent and integrated tasks.

### **ESL 0827: Debate & Analysis through American Media (35 hours – elective)**

Debating builds confidence and skills required for critical thinking and communication. In this course, students will explore a variety of controversial topics through American documentary films, TEDTalks, newspaper articles, and selected televised programs. They will learn to collect information, distinguish between and effectively use facts and opinions to support their arguments, observe the strategies used by other debaters to build their arguments, interpret and analyze information critically, and strategically support or refute their positions. The course also aims to develop students' self-monitoring and self-correcting skills, as well as improving their ability to give and receive constructive feedback.

### **ESL 0840: English for Business Professionals (35 hours – elective)**

In this course, students will improve their skills in the following key areas of business communication: taking part in meetings, telephoning, negotiating, presenting, and socializing. Students will also be introduced to the style, vocabulary, and various formats of business writing, such as letters, reports, memos, email, and other electronic communication. Grammar and editing skills are reinforced as important components of effective professional communication.

### **ESL 0850: IELTS Preparation (70 hours – elective)**

The International English Language Testing System (IELTS) is an internationally recognized standardized English proficiency exam, which is generally required for universities in the UK, Ireland, Australia, and New Zealand. While most American universities require TOEFL scores as entry requirement for international students, some schools also accept IELTS scores. This course prepares students who plan to take the IELTS exam by improving their overall English skills and familiarizing them with the test format, topics, and strategies that are needed to succeed in achieving their desired IELTS score. Those who have significantly low proficiency in one of the four core language skills (listening, reading, speaking, and writing) will be strongly advised to take a TOEFL preparatory course for that particular skill with this IELTS preparation course.

### **FREN 100: Elementary French I (3)**

*Prerequisite: Placement or no previous exposure to the language.*

This course is an introduction to French grammar, structure, and use. This course uses a communicative approach to language learning integrating speaking, listening, reading, and writing skills. All four skills are embedded in an integrated framework that emphasizes meaningful and purposeful use of language as well as communicative competence. Besides the four language skills, practice will also be provided for higher order thinking skills, such as problem solving and critical thinking. This course provides

students with the basic skills and vocabulary required to communicate in a foreign language.

### **FREN 105: Elementary French II (3)**

*Prerequisite: FREN 100 or placement*

This course is an introduction to French grammar, structure, and use. This course uses a communicative approach to language learning integrating speaking, listening, reading, and writing skills. All four skills are embedded in an integrated framework that emphasizes meaningful and purposeful use of language as well as communicative competence. Besides the four language skills, practice will also be provided for higher order thinking skills, such as problem solving and critical thinking. This course provides students with the basic skills and vocabulary required to communicate in a foreign language. This course expands on basic grammatical structures learned in Elementary French I while reinforcing production skills and vocabulary building.

### **FREN 200: Intermediate French I (3)**

*Prerequisite: FREN 105 or placement*

This course is an intermediate French course using a communicative approach to language learning integrating speaking, listening, reading, and writing skills. All four skills are embedded in an integrated framework that emphasizes meaningful and purposeful use of language as well as communicative competence. Besides the four language skills, practice will also be provided for higher order thinking skills, such as problem solving, and critical thinking. This course provides students with the basic skills and vocabulary required to communicate in a foreign language. This course expands on basic grammatical structures learned in Elementary French II while reinforcing meaningful and purposeful production skills and vocabulary building to emphasize communicative competence. The target language is the primary language of instruction.

### **FREN 205: Intermediate French II (3)**

*Prerequisite: FREN 200 or placement*

This course is an intermediate French course using a communicative approach to language learning integrating speaking, listening, reading, and writing skills. All four skills are embedded in an integrated framework that emphasizes meaningful and purposeful use of language as well as communicative competence. Besides the four language skills, practice will also be provided for higher order thinking skills, such as problem solving, and critical thinking. This course provides students with the basic skills and vocabulary required to communicate in a foreign language. This course expands on basic grammatical structures learned in Intermediate French I while reinforcing meaningful and purposeful production skills and vocabulary building to emphasize communicative competence. The target language is the primary language of instruction.

### **FREN 250: Conversational French I (3)**

*Prerequisite: FREN 105 or placement*

This course is an intermediate French course and builds upon skills learned in the elementary level. This course provides students with the basic skills and vocabulary required to communicate in a foreign language. This course expands on basic grammatical structures learned in elementary and intermediate French with a focus on oral communication in the target language. The target language is the primary language of instruction.

### **FREN 300: Advanced French I (3)**

*Prerequisite: FREN 205 or placement*

This course is an advanced French course using a communicative approach to language learning integrating speaking, listening, reading, and writing skills. All four skills are embedded in an integrated framework that emphasizes meaningful and purposeful use of language as well as communicative competence. Besides the four language skills, practice will also be provided for higher order thinking skills, such as problem solving, and critical thinking. This course provides students with the skills and vocabulary required to communicate in a foreign language at an advanced level. Students will apply their knowledge of grammar, structure, and use to communicate fluidly and clearly in the target language in meaningful and purposeful activities designed to simulate real-world scenarios. Students will expand their communicative competence skills to be able to apply course content to a final project exemplifying their abilities. The target language is the language of instruction.

### **FREN 305: Advanced French II (3)**

*Prerequisite: FREN 300 or placement*

This course is an advanced French course using a communicative approach to language learning integrating speaking, listening, reading, and writing skills. All four skills are embedded in an integrated framework that emphasizes meaningful and purposeful use of language as well as communicative competence. Besides the four language skills, practice will also be provided for higher order thinking skills, such as problem solving, and critical thinking. This course provides students with the skills and vocabulary required to communicate in a foreign language at an advanced level. Students will apply their knowledge of grammar, structure, and use to communicate fluidly and clearly in the target language in meaningful and purposeful activities designed to simulate real-world scenarios. Students will expand their communicative competence skills to be able to apply course content to a final project exemplifying their abilities. The target language is the language of instruction.

### **GEOG 101: World Geography (3)**

[Old code: GEC 112]

*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.

**GEOL 101: Introduction to Geology (3)** [Old code: GEC 126]

*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 an emphasis on the environment applications of these processes. This course also covers tools of the geologist, for example maps and aerial photographs.

**GOVT 120: Comparative Government (3)** [Old code: GEC 114]

*Prerequisite: None*

This course compares political processes and governing structures in European nations, the former Soviet Union, China, and the United States.

**GOVT 130: American Society and Politics (3)**

*Prerequisite: None*

This is an introductory course in the study of international relations. Students will examine important historical and contemporary themes in international relations and discuss the main set of theories in the discipline: realism, idealism, and constructivism. Critical themes and developments to be discussed in the course include global and regional conflict and war, cooperation, international law, terrorism, proliferation of weapons of mass destruction, ethnic conflict and peacekeeping, globalization and international trade and finance, and international organizations and regionalism.

**GOVT 140: International Relations (3)**

*Prerequisite: None*

The class is designed to provide students with a core understanding of American politics and society and inspire their interest and possibly involvement in the American political system. It is comprised of three main modules. The first part of the course explores the historic, cultural and religious origins of the American state and focuses on the issues of American exceptionalism, national identity, religious roots and early political development. The second module centers on the key principles, institutions, and decision-making processes of the American political system, and evaluates the basis strengths and weaknesses of American modern governance. Finally, module three, examines some of the most current and prominent dilemmas in modern American life, including the politics of race, social security, health care and gender issues.

### **GOVT 505: Research Methods (3)**

*(Also offered as: CMP 551, PUAD 510)*

*Prerequisite: None*

This course provides knowledge of research methodologies used in varying disciplines. The course includes 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.

### **GOVT 510: Theories of International Relations (3)**

*Prerequisite: None*

This seminar is designed to provide a comprehensive overview of the field of international relations. Throughout the course we will examine different approaches to explaining international relations. By surveying major concepts and theories in the field, the seminar will also assist graduate students in preparing for the further study in the more specialized areas of International Relations.

### **GOVT 520: International Security (3)**

*(Also offered as PUAD 520)*

*Prerequisite: None*

This course will familiarize students with some of the major theoretical issues in the study of international security, and some of the central challenges shaping current debates about security and the use of force. War and conflict have been central to international politics. The study of security investigates causes of war, strategies for avoiding conflict, and the impact of new technologies, actors, and ideas on calculations about the use of force. This course will give students a solid grounding in current theoretical issues and security challenges in the international arena, and to encourage them to think about how an understanding of these issues can help them address existing security problems.

### **GOVT 530: Democratization (3)**

*Prerequisite: None*

This course provides an overview of the literature in comparative politics on democratization. We will address longstanding conceptual questions including definitions of democracy, democratic transitions, and consolidation. The seminar will also tackle debates related to the preconditions for democratization and as well as different accounts for democratic successes and failures. The course will examine a variety of analytic approaches and methodologies scholars employ in the subfield of comparative politics.

### **GOVT 540: International Law (3)**



*Prerequisite: None*

*Internship/ CPT Qualified*

This course aims to illustrate the importance of international law, in all its forms, in relation to many of the central issues that preoccupy governments and other relevant actors and to highlight the extent to which the assumptions underpinning this body of law have changed in recent decades. The focus is on the norms, actors and processes which contribute to making international law what it is today. The approach seeks to combine theory and practice, although particular emphasis is attached to the actual practice of international law and its impact, or lack thereof, in relation to some of the most pressing issues on the international agenda. The course will follow relevant current events in the field.

### **GOVT 551: Conflict Resolution (3)**

*(Also offered as MBA 551, PUAD 551)*

*Prerequisite: None*

*Internship/ CPT Qualified*

This course gives students practical experience in resolving workplace disagreements and discourse. Students will learn how to use different models and theories on resolving conflict in the organization. Students will develop skills in negotiations, dispute resolution, communications, reconciliations and mediations.

### **GOVT 612: International Management (3)**

*(Also offered as MBA 612 & PUAD 612)*

*Prerequisite: GOVT 505 or MBA 513*

*Internship / CPT Qualified*

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.

### **GOVT 613: Enterprise Resource Planning (3)**

*(Also Offered as MBA 613 & PUAD 613)*

*Prerequisite: MBA 512 or GOVT 505*

*Internship / CPT Qualified*

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

### **GOVT 614: International Finance (3)**

*(Also offered as MBA 614)*

*Prerequisite: GOVT 505 or MBA 511*

*Internship / CPT Qualified*

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.

### **GOVT 615: International Strategy (3)**

*(Also offered as MBA 615)*

*Prerequisite: MBA 516 or GOVT 510*

*Internship / CPT Qualified*

This course examines entry strategies to foreign markets for international and multinational firms as well as strategies for managing operations across borders.

### **GOVT 616: International Marketing (3)**

*(Also offered as MBA 616)*

*Prerequisite: MBA 513 or GOVT 510*

*Internship / CPT Qualified*

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 engage in multi-level marketing opportunities.

### **GOVT 617: Import & Export Management (3)**

*(Also offered as MBA 617)*

*Prerequisite: None*

*Internship / CPT Qualified*

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.

### **GOVT 618: International Economics & Trade (3)**

*(Also offered as MBA 618)*

*Prerequisite: MBA 511 or Approval by Academic Advisor*

*Internship/ CPT Qualified*

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

### **GOVT 625: Effective Negotiations (3)**

*(Also offered as MBA 625, PUAD 625)*

*Prerequisite: none*

*Internship/CPT Qualified*

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

### **GOVT 631: Intercultural Communication (3)**

*Prerequisite: None*

This course focuses on the importance of culture in our everyday lives, and the ways in which culture interrelates with and effects communication processes. We live in an era of rapid globalization in which being able to communicate across cultures is imperative to our ability to function in a diverse workplace, city, and world. This course will take us on a journey. Using our stories and our online discussions, this course is designed to increase our sensitivity to other cultures. Just as importantly, this journey increases our awareness of our own cultural backgrounds, and the contexts (social, cultural and historical) in which we live and communicate.

### **GOVT 632: Comparative Politics (3)**

*Prerequisite: GOVT 510*

*Internship/CPT Qualified*

This course introduces students to some of the main theories, concepts, approaches, and methods in comparative politics. It is a seminar based on classroom discussion and student participation. One major objective of this course is to familiarize students with the most important literature in comparative politics and help to prepare them for the comprehensive exam. We will read and discuss both “classic” and contemporary material drawn from a variety of social science disciplines such as political science, economics, history, anthropology and sociology. Throughout the course, we will explore important theoretical and methodological issues in the comparative study of political behavior and institutions.

### **GOVT 633: Politics of Development Aid (3)**

*Prerequisite: None*

*Internship/CPT Qualified*

This course provides the platform for critical thinking about what makes some countries richer and more developed than others. This question has puzzled social scientists for many generations. In this course, we will engage in a critical evaluation of the existing schools of thought and how these address the politics of development. We will pay particular attention to the situation in non-industrial societies and actively follow the contemporary debate on international development aid.

### **GOVT 634: Operations Management (3)**

*(Also offered as MBA 634 & PUAD 634)*

*Prerequisite: GOVT 618 or MBA 515*

*Internship / CPT Qualified*

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.

### **GOVT 635: Intelligence & Foreign Policy (3)**

*Prerequisite: GOVT 510*

This course emphasizes the development of intelligence systems and assesses the ways in which they help or hinder international actors in achieving policy objectives. The course goal is to provide answers to three questions: “What is intelligence?”; “How does it work?” and “What difference does it make?”

### **GOVT 650: Policy-Making in a Global Context (3)**

*Prerequisite: None*

*Internship / CPT Qualified*

This course places the development of 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.

### **GOVT 651: International Economics & Politics (3)**

*Prerequisite: MBA 511 or GOVT 618*

*Internship / CPT Qualified*

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.

### **GOVT 652: International Industrial Development Strategies (3)**

*Prerequisite: MBA 511 or GOVT 618*

*Internship / CPT Qualified*

Development 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 current sale of electric utilities, airlines, and telecommunication companies in emerging and developed economies.

### **GOVT 665: Graduate Internship I (3 credits)**

*Prerequisite: Dean's Approval*

The objective of the course is to provide hands-on and practical work experience in their business concentration that will give students a competitive advantage when they graduate. Students will have a chance to gain work experience in areas of their interest and gain exposure to the industry practices and key contacts for future employment opportunities.

This three (3) credit hour internship is for students who are expected to work a minimum of 135 hours during the semester. Students are required to attend two meetings/seminars with their faculty advisor to determine learning objectives and assess how well learning objectives are being accomplished.

### **GOVT 666: Graduate Internship II (3 credits)**

*Prerequisite: Dean's Approval*

The objective of the course is to provide hands-on and practical work experience in their business concentration that will give students a competitive advantage when they graduate. Students will have a chance to gain work experience in areas of their interest and gain exposure to the industry practices and key contacts for future employment opportunities. This three (3) credit hour internship is for students who are expected to work a minimum of 135 hours during the semester. Students are required to attend two meetings/seminars with their faculty advisor to determine learning objectives and assess how well learning objectives are being accomplished.

### **GOVT 711: Globalization (3)**

*Prerequisite: GOVT 510*

Globalization is the intensification of economic, political, social, and cultural relations across international borders. The course will begin with analyses of the definition of the term "globalization", the causes, nature, and effects of the process of globalization. We will also focus on the controversy surrounding the pros and cons related to the phenomenon within the context of the evolution of the pro and anti-globalization movements.

### **GOVT 713: Fundamentals of US Economic Policy (3)**

*Prerequisite: GOVT 618*

*Internship/CPT Qualified*

This course examines the conduct of U.S. foreign policy through economic means and the use of economic instruments. A state has many tools at its disposal to promote its own security and influence the behavior of other states. These tools range from a multitude of military options to those in the diplomatic and economic spheres. Economic instruments have been utilized by states throughout history as a means of influencing the actions of others. These instruments take the form of both "carrots" and "sticks" and consist of the granting and withholding of trade benefits, employing unilateral and multilateral sanctions and embargoes, as well as other less visible measures such as influencing behavior through aid, monetary policy and the use of the trade remedy laws.

### **GOVT 745: Topics in International Relations (3)**

*Prerequisite: None*

The purpose of this course is to acquaint students to the major issues affecting the global population and policy-making. Students will become aware current trends and problems within the field of international relations.

**GOVT 790: Advanced Research Project (3)**

*Prerequisite:* A minimum of 15 credits from GOVT 505, GOVT 510, GOVT 520, GOVT 632, GOVT 618, & GOVT 711

*Internship/CPT Qualified*

This course is designed for students to develop a project that will encompass the key elements of International Relations which have been studied throughout the MIR program, culminating in the submission of a final project paper and an oral presentation.

**HIST 101: World History (3)**

[Old code: GEC 110]

*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.

**HUMN 101 Introduction to the Arts and Humanities (3)**

[Old code and title: GEC 140 Introduction to Humanities]

*Prerequisite:* None

This course is designed to provide a conceptual understanding and overview of the major disciplines of the humanities including music, theatre, cinema, visual arts, philosophy, and literature. This course will help students hone their critical thinking, interpretation, and discussion skills.

**LING 105: Language and the Human Experience (3)**

*Prerequisite:* None

This introductory course emphasizes the importance of language in its relation to the human experience. Topics in the course include the nature of language, how languages are learned and used to communicate, how culture influences communication, and the role of language in conflict resolution. The course is designed to be useful for a variety of eventual professions and social situations as well as to help students to develop sensitivity to differing cultures and worldviews in an evaluative and reflective manner. Students will begin to evaluate their own actions and language use in a way that aids in understanding the diversity of language and thought found in a globalized society.

**MATH 160: Pre-Calculus (3)**

[Old code: MATH 101]

*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 165: Calculus I (3)**

[Old code: MATH 151]

*Prerequisite: None*

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

### **MBA 500: Managerial Communication (3)**

*Prerequisite: None*

This course focuses on the theory and practice of effective communications by managers. Managerial communication continuously ranks as the single most important skill for managers and executives to have. Emphasis is placed on both written and oral communications to make a student better, more effective leader and strategy implementer.

### **MBA 511: Managerial Accounting and Finance (3)**

*Prerequisites: ACCT 201 Principles of Financial Accounting, BUSS303 Principles of Finance*

This course focuses on companies' sources and uses of financial resources and also accounting management. 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: STAT 200 Introduction to Statistics*

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 (For SED students, the advisors approval and successful completion of 18 credits in the program required)*

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



### **MBA 514: Marketing Management (3)**

*Prerequisite: None (For SED students, the advisors approval and successful completion of 18 credits in the program required)*

This course examines the methods and strategies used by corporations and firms in developing marketing efforts, strategy and policies. It focuses on the practical application of marketing techniques and the management of company's marketing resources and activities to create an effective, cost-efficient marketing strategy to succeed and become profitable, in particular, within rapidly emerging forces of globalization. Also, a course provides learning experience and cultivates operational skills and knowledge on designing and facilitating marketing campaigns within business environment.

### **MBA 515: Business Statistics (3)**

*Prerequisite: STAT 200 Introduction to Statistics*

This course 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 and Organizational Leadership (3)**

*Prerequisite: None (For SED students, the advisors approval and successful completion of 18 credits in the program required)*

The course focuses on the analyses, decisions, and actions that an organization undertakes in order to gain and maintain competitive advantage. The extensive use of case studies focuses students on diagnosis of problems and opportunities as well as the development of alternative courses of action and implementing organizational leadership.

### **MBA 523: HR Law (3)**

*Prerequisite: None*

*Internship / CPT Qualified*

This course lays the foundation for in-depth review of federal, state, and international human resource laws and regulations. Students will gain knowledge of employment laws, HR regulations, and international agreements that affect human resource decisions. The course will introduce students to legal issues addressing employee rights such as privacy, EU Data Privacy Directive, Safe Harbor Principles, HIPAA, etc. The students will use case studies to better understand the complexities and challenges of applying HR law to global situations. A focus on HR international activities will include applying HR laws in the international context, legal aspects of managing people across nations and cultures, and legal issues and policies that impact international HR managers. The course will provide a basic foundation of global HR legal regulations and standards.

### **MBA 536: Labor Relations (3)**

*Prerequisite: None*

*Internship / CPT Qualified*

This course will introduce students to the history of the labor movement and the collective bargaining process. Case studies will be used to understand the relationship between labor and management. Students will gain practical knowledge of balancing employee needs with organizational goals. Students will learn how to effectively evaluate employee relations programs to ensure productive and positive organizational environments. Students will participate in collective bargaining activities and understand the contract negotiation process.

### **MBA 538: Compensation and Benefits (3)**

*Prerequisite: None*

*Internship / CPT Qualified*

This course focuses on the design and implementation of compensation and benefit strategies to retain talented and qualified staff in an organization. The course covers the importance of financial and non-financial benefits when developing a compensation package for employees. The course will review legally required benefits as well as voluntary benefits offered by the employer. Students will learn how to evaluate compensation plans and systems to ensure they are compliant with government regulations, equitable to all staff in the organization, competitive to attract qualified employees and align with organizational goals and values. Students will gain knowledge of federal compensation tax laws, job pricing, various pay programs, and international compensation plans.

### **MBA 551: Conflict Resolution (3)**

*Prerequisite: None*

*Internship / CPT Qualified*

This course gives students practical experience in resolving workplace disagreements and discourse. Students will learn how to use different models and theories on resolving conflict in the organization. Students will develop skills in negotiations, dispute resolution, communications, reconciliations and mediations.

### **MBA 552: Hospitality and Tourism Management (3)**

*Prerequisite: None*

*Internship / CPT Qualified*

This course develops students' competencies in managing people, processes, activities, and events involved in the hospitality and tourism industry. Students will learn the skills needed to be successful in managing hospitality and tourism for restaurants, hotels, casinos, travel agencies, and other core fields in the industry. The course will introduce students to topics and challenges of managing operational logistics including budgeting, sales, and communications of hospitality, hotel and tourism for

the public and private sectors. This course will introduce students to the skills, challenges and complexities of managing international, national and regional tourism.

### **MBA 553: Event Planning and Management (3)**

*Prerequisite: MBA 512 Project and Cost Management*

*Internship/CPT Qualified*

This course will prepare students for effective event and meeting planning coordination and implementation. The topics and case studies are based on the management's view of organizing and planning events. Students will be introduced to skills required for coordinating meetings, conventions, small to large special events, exhibits, and conferences. Students will be introduced to all aspects of event planning including overseeing catering logistics, coordinating meeting and exhibit space, monitoring client expectations, organizing audio/visual logistics, staffing events and using consultants and contractors. Models and techniques for effective project management and budgeting will be included.

### **MBA 554: Marketing for Hospitality and Tourism (3)**

*Prerequisite: MBA 514 Marketing Management*

*Internship/CPT Qualified*

This course will apply marketing concepts and theories to the hospitality and tourism industry. Students will learn how develop, implement and apply marketing strategies to market targets such as corporate, government, nonprofits, educational as well as individuals. Students will learn how to lead or participate in marketing teams to generate new or repeat business. Students will learn how to make decisions and communicate value based on the marketing mix (product, price, place, and promotion). Other areas of marketing appropriate to the hospitality and tourism industry will be addressed including branding, customer loyalty, packaging, seasonal pricing, distribution channels, sales promotion, PR and advertising.

### **MBA 555: Legal Aspects of Hospitality and Tourism (3)**

*Prerequisite: None*

*Internship/CPT Qualified*

This course will give students knowledge of the different type of laws and legal regulations that govern the hospitality and tourism industries including: contract law, criminal law, travel regulations, employment/HR law, food law, and insurance regulations. Student will also learn about liability issues, guests' rights, negligence, and food and alcohol laws as they relate to the hospitality and tourism industries. Student will also learn about ethics, preventative legal management and legal aspects of property management.

### **MBA 556: Accounting, Budgeting and Cost Controls: Hospitality and Tourism (3)**

*Prerequisite: MBA 511 Managerial Accounting and Finance*

*Internship/CPT Qualified*

This course will apply accounting principles and processes to the hospitality and tourism industry. Students will learn how to use financial statements, budgets, and forecasting to make appropriate management decision relating to the hospitality and tourism industries. Students will be familiar with the Uniform Systems of Accounts for the Lodging Industry and Profit and Loss Statements. Student will be able to transfer this knowledge into a practical setting with the use of case studies, company profiles, and real life examples.

### **MBA 557: Management of Information Technology in Hospitality and Tourism (3)**

*Prerequisite: None*

*Internship/CPT Qualified*

Students will learn how to use information technology to manage operations and gain competitive advantages in the hospitality and tourism industries. Students will learn about the importance of information security, e-commerce, databases, and social Media in the hospitality and tourism industries. Students will learn how information technology impacts transportation, accommodation, vendor distribution, marketing, and customer service.

### **MBA 558: Human Resource Management in the Hospitality and Tourism Industries (3)**

*Prerequisite: MBA 513 Organizational Behavior and HR Management*

*Internship/CPT Qualified*

This course focuses on HR management from the Hospitality and Tourism industry's perspective. The student will learn about general HR issues such as employment law, recruiting, compensation, social responsibility, and employee safety concerns. The course will also delve into very specific issues that are common to the industries such as: tip eligibility, working with unions in the industry, managing global employees in the hospitality and tourism industries, and compliance with US and international employment laws.

### **MBA 560: Graduate Internship I (3)**

*Prerequisite: None*

This course provides practical learning experience and application for qualified graduate students in a business concentration area such as: finance, accounting, management, HR, marketing, international business, global logistics, hospitality & tourism, etc. The objective of the course is to provide hands-on and practical work experience in their business concentration that will give students a competitive advantage when they graduate. Students will have a chance to gain work experience in areas of their interest and gain exposure to the business environment, industry

practices and key contacts for future employment opportunities. This three (3) credit hour internship is for students who are expected to work a minimum of 135 hours during the semester. Students are required to attend two meetings/seminars with their faculty advisor to determine learning objectives and assess how well learning objectives are being accomplished.

### **MBA 600: Business Residency (3)**

*Prerequisite: None*

This course is designed around local business residency and focuses on practical application of obtained business knowledge through site visits, advising and consultancy to organizations, agencies and business enterprises.

### **MBA 605: Auditing (3)**

*Prerequisite: MBA 511 Managerial Accounting and Finance*

*Internship / CPT Qualified*

This course provides students with the knowledge of basic to complex auditing issues of businesses. It focuses on basic auditing concepts and principles including professional standards, planning an audit and auditing internal controls, evidence gathering, fraud, and sampling tools for audits, as well as review of audit procedures and audit reports.

### **MBA 608: Financial Reporting and Decision Making (3)**

*Prerequisite: None*

*Internship / CPT Qualified*

This course presents accounting reporting and decision making tools used in various businesses. Students will understand basic to complex financial reporting and decision making concepts and practices. Topics include the analysis of financial statements, ratio analysis, benchmarking, valuation concepts, risk, budgeting, investments, and taxes.

### **MBA 610: Taxation of Business Entities (3)**

*Prerequisite: MBA 511 Managerial Accounting and Finance*

*Internship / CPT Qualified*

This course provides students with the knowledge of basic to complex tax issues of businesses. The course includes a basic introduction to taxation, tax issues with investments, and other business transactions. The course will also cover taxation of various types of corporations and individuals including gift taxes and income.

### **MBA 611: Business Ethics and Law (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 Organizational Behavior and HR Management*

*Internship / CPT Qualified*

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 Project and Cost Management*

*Internship / CPT Qualified*

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

### **MBA 614: International Finance (3)**

*Prerequisite: MBA 511 Managerial Accounting and Finance*

*Internship / CPT Qualified*

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 Strategic Management and Organizational Leadership*

*Internship / CPT Qualified*

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 Organizational Behavior and HR Management*

*Internship / CPT Qualified*

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 engage in multi-level marketing opportunities.

### **MBA 617: Import & Export Management (3)**

*Prerequisite: None*

*Internship / CPT Qualified*

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 Managerial Accounting and Finance*

*Internship / CPT Qualified*

This 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 Managerial Accounting and Finance*

*Internship / CPT Qualified*

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: MBA 511 Managerial Accounting and Finance*

*Internship / CPT Qualified*

This course will cover the different financial markets and trading theories that different market participants use to profit from moves in the market. Unlike an investments course, this class will focus more on the economic and psychological factors that move secondary markets instead of advanced calculations based on efficient market theory.

### **MBA 622: Marketing Research (3)**

*Prerequisite: MBA 515 Business Statistics*

*Internship / CPT Qualified*

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 Organizational Behavior and HR Management*

*Internship / CPT Qualified*

The course focuses on the management of a professional sales force. 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: None (For SED students, the advisors approval and successful completion of 18 credits in the program required)*

*Internship / CPT Qualified*

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: None*

*Internship / CPT Qualified*

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

### **MBA 626: Consumer Behavior (3)**

*Prerequisite: MBA 513 Organizational Behavior and HR Management*

*Internship / CPT Qualified*

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 Business Project (3)**

*Prerequisite: All Core Courses and first-semester Concentration Courses*

*Internship / CPT Qualified – Per Approval by the Dean*

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*

*Internship / CPT Qualified*

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 630: Entrepreneurship (3)**

*Prerequisite: MBA 516: Strategic Management & Organizational Leadership Internship/CPT Qualifies*

In this course students will understand the role of an entrepreneur in running his or her own business, acting as a business consultant, and serving as a governmental entrepreneur or a consultant. Students will explore strategies of successful entrepreneurs and understand the role of entrepreneurship in economic developments. Students will walk through the initial thought process and groundwork for starting, financing, and managing a new business. Students will be exposed to other topics such as social entrepreneurship, microfinance, and global entrepreneurship.

### **MBA 631: Current Topics in Business (3)**

*Prerequisite: None*

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

### **MBA 633: Business Planning and Development (3)**

*Prerequisite: MBA 516 Strategic Management and Organizational Leadership Internship / CPT Qualified*

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 Business Statistics Internship / CPT Qualified*

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 636: Managerial Accounting (3)**

*Prerequisite: MBA 511 Managerial Accounting and Finance Internship / CPT Qualified*

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 637: Business Innovation (3)**

*Prerequisite: MBA 516: Strategic Management & Organizational Leadership Internship/CPT Qualifies*

This course is focused on novel technological developments and ways to produce innovative products. Innovations are crucial to the business venture growth and gaining competitive advantages. The course also analyzes the risks of designing new products, issues arising in competition, and the requirements of the marketplace to novel trends. In a practical classroom environment the students will forecast market demands, study market segmentation, rate new product ideas, map customer perceptions, and review product positioning and design, as well as advertising and product testing, in order to recognize the methods employed in bringing a new product to market and eventually gaining sustainable profits from it.

### **MBA 638: Entrepreneurial Finance & Venture Capital (3)**

*Prerequisite: MBA 516: Strategic Management & Organizational Leadership*

This course explores investment strategy, financial valuation, and strategic financial decisions from the start-ups phase, through the mature business phase, and eventually exiting the business by either becoming a public company or merging with or selling to other corporations. The course also analyzes different approaches to obtaining initial funding and demonstrates ways to follow the financial plan. The venture capitalists system is also discussed and examined to validate the ways for entrepreneurs to grow and create strong and substantial private ventures.

### **MBA 640: The Health Services System (3)**

*Prerequisite: None*

*Internship / CPT Qualified*

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 Managerial Accounting and Finance*

*Internship / CPT Qualified*

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 Managerial Accounting and Finance*

*Internship / CPT Qualified*

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: None*

*Internship / CPT Qualified*

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 653: Nations, Politics, & Markets: A Cost Benefit Analysis (3)**

*Prerequisite: MBA 511 Managerial Accounting and Finance*

*Internship / CPT Qualified*

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.

### **MBA 654: Accounting Information Systems (3)**

*Prerequisite: None*

*Internship / CPT Qualified*

This course focuses on the analysis and design of systems that facilitate the accounting process. The students will learn how to evaluate, develop, implement and apply accounting models, processes, and internal controls used in the accounting processes. The course introduces the use of simple to complex data flow diagrams for evaluation and decision making.

### **MBA 660: Graduate Project Internship II (3)**

*Prerequisite: None*

This course provides work exposure to qualified graduate students in their area of interest for their advanced research project. The objective of the course is to give students access to information and individuals that would help in the concept and/or development of their area of interest for their graduate research project. This three (3) credit hour project internship is for students who are expected to work a minimum of 135 hours during the semester. Students are required to attend two meetings/seminars with their faculty advisor to determine learning objectives and assess how well learning objectives are being accomplished.

### **PHIL 101: Philosophy (3)**

[Old code: GEC 132]

*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.

**PHYS 101: College Physics (3)**

[Old code: GEC 122]

*Prerequisite: None*

This course covers the principles of mechanics, heat, electricity, magnetism, optics, and atomic and nuclear physics.

**PMP 605: Project Management Systems (3)**

*Prerequisite: None*

*Internship/CPT Qualified*

This course emphasizes planning and introduces project management fundamentals and principles from the standpoint of the manager who must organize, plan, implement, and control non-routine activities to achieve schedule, budget and performance objectives. Topics include project life cycles, project organization, project charters, work breakdown structures, responsibility matrixes, as well as basic planning, budgeting and scheduling systems. Planning and control methods such as PERT/CPM, Gantt charts, earned value systems, project management software applications, and project audits are introduced.

**PMP 610: Quality Project Management Practices (3)**

*Prerequisite: None*

This course focuses on the quality function, its implementation, and cost as well as management in both the manufacturing and service industries. The course provides students with a set of quality concepts and tools and the knowledge required for their application in quality planning, quality improvement, and quality control.

**PMP 615: Risk Project Management (3)**

*Prerequisite: None*

This course exposes students to a variety of ways to identify, analyze, and mitigate the full range of project risks. The course also explores the six risk-management processes as outlined in the PMBOK® Guide: risk management planning, risk identification, qualitative risk analysis, quantitative risk analysis, risk-response planning, and risk monitoring and control. Using a practitioner approach, students learn risk-management techniques by applying them to problems raised in case studies.

**PMP 620: Contract and Procurement Management (3)**

*Prerequisite: None*

*Internship/CPT Qualified*

This course examines processes through which goods and services are acquired in the project management environment. Topics include contract

and procurement strategies; legal issues; contract pricing alternatives; technical, management and commercial requirements; RFP development; source selection; invitations to bid; bid evaluation; risk assessment; and contract negotiation and administration. By the end of the course, students will have a broad overview and understanding of the procurement cycle and how it relates to contracts, projects and management.

### **PMP 623: Leading Projects Across Cultural, Corporate, and Global Boundaries (3)**

*Prerequisite: None*

*Internship/CPT Qualified*

Emerging and evolving economies, world circumstances, and global competition require that project managers be able to lead and manage project in this challenging arena. Project Managers must operate within environments that contain diverse cultures and projects including multiple corporations crossing international boundaries. Sensitive issues surrounding multinational and multicultural environments will be addressed and discussed as factors that shape project outcomes.

### **PMP 625: Advanced Project Management Practices (3)**

*Prerequisite: PMP 605 Project Management Systems*

*Internship/CPT Qualified*

This course examines current topics in the project management field and provides a comprehensive review of the Project Management Body of Knowledge (PMBOK® Guide). Topics may include global project management, leadership, virtual teams, and project information systems. In addition, the general overview of principles and practices of the Project Management Professional (PMP) certification exam, administered by the Project Management Institute (PMI) will be introduced.

### **PMP 650: PMP Exam Preparation (3)**

*Prerequisite: PMP 605 Project Management Systems, PMP 610 Quality Project Management Practices and PMP 615 Risk Project Management*

The focus of this course is to familiarize students with both the CAMP (Certified Associate in Project Management) and PMP (Project Management Professional) exams, as administered by the Project Management Institute (PMI). The overall exam administration processes will be reviewed and each of the knowledge areas (Integration Management, Scope Management, Time Management, Cost Management, Quality Management, Risk Management, Human Resource Management, Communication Management and Procurement & Contract Management) as aligned with the process groups (Initiating, Planning, Executing, Controlling & Monitoring and Closing phases) will also be reviewed to help students understand both the application and implication concepts tested in the exams. Additionally, students will participate in practice exam

sessions for CAMP & PMP aimed at providing for self – assessment of exam readiness.

### **PMP 698: Master Thesis I (3)**

*Prerequisite: Completion of at least five Core courses and Dean or academic advisor's approval.*

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. Thereafter, the student completes the project and writes a thesis. The master's thesis will project will be conducted over a period of two semesters.

### **PMP 699: Master Thesis II (3)**

*Prerequisite: PMP 698 Master Thesis I*

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. Thereafter, the student completes the project and writes a thesis. The master's thesis will project will be conducted over a period of two semesters.

### **PSYC 101: Psychology (3)**

[Old code: GEC 130]

*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.

### **PUAD 505: Research Methods (3)**

*Prerequisite: None*

This course provides knowledge of research methodologies used in management information systems, information systems, information technology, computer science, and other disciplines. The course includes 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.

### **PUAD 511: Managerial Accounting & Finance (3)**

*(Also offered as MBA 511)*

*Prerequisite: ACCT 201: Principles of Financial Accounting*

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.

**PUAD 512: Project & Cost Management (3)**

*(Also offered as MBA 512)*

*Prerequisite: STAT 200: Introduction to Statistics*

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.

**PUAD 513: Organizational Behavior & HR Management (3)**

*(Also offered as MBA 513)*

*Prerequisite: None*

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

**PUAD 514: Public Policy Analysis & Implementation (3)**

*Prerequisite: None*

This class introduces students to the basic theories, principles and processes of public policymaking. It examines the public and private environments that influence the formation of public policy, the tools and techniques utilized in public policymaking and the principal actors in the process.

The primary course objective is to provide students interested in political science, public administration and public service with an understanding of the significant issues, actors and behaviors in the development of public policy at the federal level.

**PUAD 515: Administration in Public & Non-Profit Organizations (3)**

*Prerequisite: None*

This is a survey course that will introduce students to the history, ideas and practices of public administration. This includes studies of organization, policy, law, management, public service and reform issues. Public administration study includes all three branches of government in addition to its main focus on the operation of the bureaucracy including the functions and responsibilities between all branches of government. Its study includes all levels and types of governmental bodies and increasingly non-governmental organizations.

**PUAD 520: International Security (3)**

*(Also offered as GOVT 520)*

*Prerequisite: None*

This course will familiarize students with some of the major theoretical issues in the study of international security, and some of the central challenges shaping current debates about security and the use of force. War and conflict have been central to international politics. The study of security investigates causes of war, strategies for avoiding conflict, and the impact of new technologies, actors, and ideas on calculations about the use of force as well as a background on the methods of peacekeeping. This course will give students a solid grounding in current theoretical issues and security challenges in the international arena, and to encourage them to think about how an understanding of these issues can help them address existing security problems.

**PUAD 536: Labor Relations (3)**

*(Also offered as MBA 536)*

*Prerequisite: None*

*Internship/CPT Qualified*

This course will introduce students to the history of the labor movement and the collective bargaining process. Case studies will be used to understand the relationship between labor and management. Students will gain practical knowledge of balancing employee needs with organizational goals. Students will learn how to effectively evaluate employee relations programs to ensure productive and positive organizational environment. Students will participate in collective bargaining activities and understand the contract negotiation process.

**PUAD 538: Compensation & Benefits (3)**

*(Also offered as MBA 538)*

*Prerequisite: None*

*Internship/CPT Qualified*

This course focuses on the design and implementation of compensation and benefit strategies to retain talented and qualified staff in the organization. The course covers the importance of financial and non-financial benefits when developing a compensation package for employees. The course will review legally required benefits as well as voluntary benefits offered by the employer. Students will learn how to evaluate compensation plans and systems to ensure they are compliant with government regulations, equitable to all staff in the organization, competitive to attract qualified employees and align with organizational goals and values. Students will gain knowledge of federal compensation tax laws, job pricing, various pay programs, and international compensation plans.

**PUAD 551: Conflict Resolution (3)**

*(Also offered as MBA 551)*

*Prerequisite: None*

*Internship/CPT Qualified*



This course gives students practical experience in resolving workplace disagreements and discourse. Students will learn how to use different models and theories on resolving conflict in the organization. Students will develop skills in negotiations, dispute resolution, communications, reconciliations and mediations.

**PUAD 552: Information Systems (3)**

*(Also offered as CMP 552)*

*Prerequisite: None*

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.

**PUAD 556: Database Management Systems I (3)**

*(Also offered as CMP 556)*

*Prerequisite: None*

This course provides an introduction to hierarchical and relational models, normalization, query facilities, transactions, indexing, security issues, relational algebra, Structured Query Language database design stages, distributed databases, data warehousing, data and database administration, and internet database environments. Students will learn various database management systems software products and multi-user database environments and how they are controlled.

**PUAD 557: Political Theory (3)**

*Prerequisite: None*

This course is an examination of central political concepts and practices with reading from the history of political philosophy and contemporary thinkers. The course treats concepts and practices such as freedom, citizenship, equality, the state, revolution, the Socratic question of how best to lead one's life, conservatism, and anarchism, using readings by thinkers such as Aristotle, Machiavelli, Locke, Mill, Ghandi, Arendt, Foucault, and current authors.

**PUAD 558: Network and Information Security (3)**

*(Also offered as CMP 558)*

*Prerequisite: None*

This course provides a broad review of the field of security of information systems. Topics include operating system models and mechanisms for mandatory and discretionary controls, data models, concepts and mechanisms for database security, basic cryptography and applications,

security in computer networks and distributed systems, and control and prevention of viruses and rogue programs.

**PUAD 608: Financial Reporting & Decision Making (3)**

*(Also offered as MBA 608)*

*Prerequisite: None*

*Internship/ CPT Qualified*

This course presents accounting reporting and decision making tools used in various businesses. Students will understand basic to complex financial reporting and decision making concepts and practices. Topics include the analysis of financial statements, ratio analysis, benchmarking, valuation concepts, risk, budgeting, investments, and taxes.

**PUAD 610: Managing Information System Development (3)**

*(Also offered as CMP 610)*

*Prerequisite: PUAD 552 Information Systems*

This course overviews the processes, methods, and techniques to plan, analyze, and design complex Information Systems, within selected existing frameworks. It involves planning, gathering requirements, modeling business needs, creating blueprints for building the system, and managing and organizing resources in these challenging, difficult, complex and expensive activities.

**PUAD 611: Business Ethics & Law (3)**

*(Also Offered as MBA 611)*

*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.

**PUAD 612: International Management (3)**

*(Also offered as MBA 612)*

*Prerequisite: PUAD 513*

*Internship/ CPT Qualified*

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.

**PUAD 613: Enterprise Resource Planning (3)**

*(Also offered as MBA 613)*

*Prerequisite: MBA 512 or PUAD 513*

*Internship/ CPT Qualified*

Logistics involves the integration of information, transportation, inventory, warehousing, material handling, and purchasing. All of these areas provide

a variety of stimulating jobs for students interested in operations management, marketing, and information systems. Because of the strategic importance of logistical performance, any student interested in senior management will benefit from this course.

### **PUAD 614: Emergency Planning & Preparedness (3)**

*Prerequisite: None*

*Internship/CPT Qualified*

This course introduces students to the process and practice of emergency / disaster planning. The goal is to create broad experience that includes the many elements of planning as the primary path to preparedness. Students will learn the relationship of emergency planning to the field of disaster management. Students are exposed to principles of social psychology, communication theory and approaches to public education. Students also learn the bases of incident management systems and emergency operations centers.

### **PUAD 615: Topics in Public Administration (3)**

*Prerequisite: None*

The purpose of this course is to acquaint students to the major issues affecting today's administration of cities and to focus on current trends and problems for urban administrators.

### **PUAD 620: IT Governance (3)**

*(Also offered as CMP 620)*

*Prerequisite: PUAD 552 Information Systems*

This course presents an integrated approach to information technology (IT) governance. It discusses major roadmaps components and IT Governance strategies and frameworks. Topics include strategic alignment of IT with the business, use of assets and resources, delivering on plans and commitments, establishing and/or improving accountability of constituents, managing risk and contingencies, audits, compliance, performance measures and organizational maturity.

### **PUAD 625: Effective Negotiations (3)**

*(Also offered as MBA 625)*

*Prerequisite: None*

*Internship/CPT Qualified*

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

### **PUAD 628: Global Sourcing & Logistics (3)**

*(Also offered as MBA 628)*

*Prerequisite: None*

*Internship/CPT Qualified*

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.

**PUAD 630: Public & Private Partnerships (3)**

*Prerequisite: None*

The provision of public services takes place through a variety of forms, direct government provision being only one of them. Increasingly, nonprofit and for-profit organizations, businesses, and government contractors deliver public services in partnership with government. This course will examine the role of partnerships with non-governmental organizations in carrying out important functions of public agencies. Students will get a chance to understand the advantages of such partnerships in terms of effectiveness and efficiency thanks to increased competition and administrative flexibility. The course will also highlight potential pitfalls and unintended consequences.

**PUAD 634: Operations Management (3)**

*(Also offered as MBA 634)*

*Prerequisite: MBA 515 or PUAD 505*

*Internship/CPT Qualified*

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.

**PUAD 640: The Health Services System (3)**

*(Also offered as MBA 640)*

*Prerequisite: None*

*Internship/CPT Qualified*

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.

**PUAD 641: Economics of Healthcare Policy (3)**

*(Also offered as MBA 641)*

*Prerequisite: PUAD 505*

*Internship/CPT Qualified*

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.

### **PUAD 642: Financial Management of Healthcare Institutions**

*(Also offered as MBA 642)*

*Prerequisite: PUAD 505*

*Internship/CPT Qualified*

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.

### **PUAD 643: Legal Aspects of Healthcare (3)**

*(Also offered as MBA 643)*

*Prerequisite: None*

*Internship/CPT Qualified*

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.

### **PUAD 665: Graduate Internship I (3 credits)**

*Prerequisite: Dean's Approval*

The objective of the course is to provide hands-on and practical work experience in their business concentration that will give students a competitive advantage when they graduate. Students will have a chance to gain work experience in areas of their interest and gain exposure to the industry practices and key contacts for future employment opportunities. This three (3) credit hour internship is for students who are expected to work a minimum of 135 hours during the semester. Students are required to attend two meetings/seminars with their faculty advisor to determine learning objectives and assess how well learning objectives are being accomplished.

### **PUAD 666: Graduate Internship II (3 credits)**

*Prerequisite: Dean's Approval*

The objective of the course is to provide hands-on and practical work experience in their business concentration that will give students a competitive advantage when they graduate. Students will have a chance to gain work experience in areas of their interest and gain exposure to the industry practices and key contacts for future employment opportunities. This three (3) credit hour internship is for students who are expected to work a minimum of 135 hours during the semester. Students are required to attend two meetings/seminars with their faculty advisor to determine

learning objectives and assess how well learning objectives are being accomplished.

### **PUAD 790: Advanced Research Project (3)**

*Prerequisite: A minimum of 15 credits from PUAD 505, PUAD 513, PUAD 514, PUAD 515, PUAD 608, PUAD 611*

*Internship/CPT Qualified*

This course is designed for students to develop a project that will encompass the key elements of public administration which have been studied throughout the MPA program, culminating in the submission of a final project paper and an oral presentation in front of a panel of experts in the field that includes defense of their project.

### **RLGN 110: Comparative Religions (3)**

*Prerequisite: None*

This purpose of this course is to introduce students to the diversity in religions of the world and to provide an overview of select religious traditions from around the globe. Students will learn to compare and contrast the various religions to be covered including some of the following: Christianity, Judaism, Islam, Hinduism, Buddhism, Confucianism, Taoism, and new religious traditions. Students will be able to make cross-cultural connections through an understanding of historical facts, religious institutions, and an understanding of the basic tenets and texts surrounding the religious traditions covered in the course. The course will help students develop an understanding of the influence of religion on culture, social and political systems, and personal action.

### **SOCI 101: Sociology (3)**

[Old code: GEC 131]

*Prerequisite: None*

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

### **SPAN 100: Elementary Spanish I (3)**

*Prerequisite: Placement or no previous exposure to the language.*

This course is an introduction to Spanish grammar, structure, and use. This course uses a communicative approach to language learning integrating speaking, listening, reading, and writing skills. All four skills are embedded in an integrated framework that emphasizes meaningful and purposeful use of language as well as communicative competence. Besides the four language skills, practice will also be provided for higher order thinking skills, such as problem solving and critical thinking. This course provides students with the basic skills and vocabulary required to communicate in a foreign language.

### **SPAN 105: Elementary Spanish II (3)**

*Prerequisite: SPAN 100 or placements*

This course is an introduction to Spanish grammar, structure, and use. This course uses a communicative approach to language learning integrating speaking, listening, reading, and writing skills. All four skills are embedded in an integrated framework that emphasizes meaningful and purposeful use of language as well as communicative competence. Besides the four language skills, practice will also be provided for higher order thinking skills, such as problem solving and critical thinking. This course provides students with the basic skills and vocabulary required to communicate in a foreign language. This course expands on basic grammatical structures learned in Elementary Spanish I while reinforcing production skills and vocabulary building.

### **SPAN 200: Intermediate Spanish I (3)**

*Prerequisite: SPAN 105 or placement*

This course is an intermediate Spanish course using a communicative approach to language learning integrating speaking, listening, reading, and writing skills. All four skills are embedded in an integrated framework that emphasizes meaningful and purposeful use of language as well as communicative competence. Besides the four language skills, practice will also be provided for higher order thinking skills, such as problem solving, and critical thinking. This course provides students with the basic skills and vocabulary required to communicate in a foreign language. This course expands on basic grammatical structures learned in Elementary Spanish II while reinforcing meaningful and purposeful production skills and vocabulary building to emphasize communicative competence. The target language is the primary language of instruction.

### **SPAN 205: Intermediate Spanish II (3)**

*Prerequisite: SPAN 200 or placement*

This course is an intermediate Spanish course using a communicative approach to language learning integrating speaking, listening, reading, and writing skills. All four skills are embedded in an integrated framework that emphasizes meaningful and purposeful use of language as well as communicative competence. Besides the four language skills, practice will also be provided for higher order thinking skills, such as problem solving, and critical thinking. This course provides students with the basic skills and vocabulary required to communicate in a foreign language. This course expands on basic grammatical structures learned in Intermediate Spanish I while reinforcing meaningful and purposeful production skills and vocabulary building to emphasize communicative competence. The target language is the primary language of instruction.

### **SPAN 250: Conversational Spanish I (3)**

*Prerequisite: SPAN 105 or placement*

This course is an intermediate Spanish course and builds upon skills learned in the elementary level. This course provides students with the basic skills

and vocabulary required to communicate in a foreign language. This course expands on basic grammatical structures learned in elementary and intermediate Spanish with a focus on oral communication in the target language. The target language is the primary language of instruction.

### **SPAN 300: Advanced Spanish I (3)**

*Prerequisite: SPAN 205 or placement*

This course is an advanced Spanish course using a communicative approach to language learning integrating speaking, listening, reading, and writing skills. All four skills are embedded in an integrated framework that emphasizes meaningful and purposeful use of language as well as communicative competence. Besides the four language skills, practice will also be provided for higher order thinking skills, such as problem solving, and critical thinking. This course provides students with the skills and vocabulary required to communicate in a foreign language at an advanced level. Students will apply their knowledge of grammar, structure, and use to communicate fluidly and clearly in the target language in meaningful and purposeful activities designed to simulate real-world scenarios. Students will expand their communicative competence skills to be able to apply course content to a final project exemplifying their abilities. The target language is the language of instruction.

### **SPAN 305: Advanced Spanish II (3)**

*Prerequisite: SPAN 300 or placement*

This course is an advanced Spanish course using a communicative approach to language learning integrating speaking, listening, reading, and writing skills. All four skills are embedded in an integrated framework that emphasizes meaningful and purposeful use of language as well as communicative competence. Besides the four language skills, practice will also be provided for higher order thinking skills, such as problem solving, and critical thinking. This course provides students with the skills and vocabulary required to communicate in a foreign language at an advanced level. Students will apply their knowledge of grammar, structure, and use to communicate fluidly and clearly in the target language in meaningful and purposeful activities designed to simulate real-world scenarios. Students will expand their communicative competence skills to be able to apply course content to a final project exemplifying their abilities. The target language is the language of instruction.

### **STAT 200: Introduction to Statistics (3)**

*Prerequisite: None*

This course provides an introduction to data analysis, least-squares regression, data collection, sampling distributions and strategies, probability, confidence intervals, and hypothesis testing.



## 16. SUPPLEMENT: Crosswalk of Old and New Course Code

### 16.1. Sorted by the Old Course Code

#	Old Code	New Code	#	Old Code	New Code
1	EDUC 500	EDUC 500	30	GEC 101	ENGL 113
2	EDUC 510	EDUC 532	31	GEC 103	COMM 110
3	EDUC 520	EDUC 503	32	GEC 110	HIST 101
4	EDUC 530	EDUC 511	33	GEC 112	GEOG 101
5	EDUC 540	EDUC 521	34	GEC 114	GOVT 120
6	EDUC 550	EDUC 508	35	GEC 120	CHEM 101
7	EDUC 560	EDMA 620	36	GEC 122	PHYS 101
8	EDUC 560	EDSC 620	37	GEC 124	BIOL 101
9	EDUC 560	EDSL 620	38	GEC 126	GEOL 101
10	EDUC 570	EDMA 610	39	GEC 130	PSYC 101
11	EDUC 570	EDSC 610	40	GEC 131	SOCI 101
12	EDUC 570	EDSL 610	41	GEC 132	PHIL 101
13	EDUC 600	EDTC 686	42	GEC 140	HUMN 101
14	EDUC 600	EDMA 686	43	LING 505	APLX 500
15	EDUC 600	EDSC 686	44	LING 510	APLX 530
16	EDUC 600	EDSL 686	45	LING 515	APLX 615
17	EDUC 610	APLX 530	46	LING 520	APLX 510
18	EDUC 615	APLX 615	47	LING 523	APLX 520
19	EDUC 630	EDMA 600	48	LING 530	APLX 540
20	EDUC 635	EDMA 605	49	LING 535	APLX 550
21	EDUC 650	EDSC 600	50	LING 550	APLX 655
22	EDUC 655	EDSC 605	51	LING 600	APLX 630
23	EDUC 680	EDTC 571	52	LING 605	APLX 635
24	EDUC 682	EDTC 573	53	LING 610	APLX 620
25	EDUC 684	EDUC 565	54	LING 618	APLX 623
26	EDUC 686	EDUC 567	55	LING 625	APLX 572
27	EDUC 688	EDUC 593	56	LING 631	EDUC 574
28	EDUC 690	EDUC 597	57	LING 631	EDUC 574
29	ENG 145	ENGL 120	58	LING 632	EDUC 572

59	LING 632	EDUC	575
60	LING 633	EDUC	576
61	LING 633	EDUC	576
62	LING 645	EDUC	590
63	LING 650	EDUC	595
64	LING 660	EDUC	640
65	LING 670	APLX	666
66	LING 671	EDUC	667
67	LING 672	EDUC	668
68	LING 699	APLX	699
69	MATH 101	MATH	160
70	MATH 151	MATH	165
71	TSL 505	APLX	500
72	TSL 510	APLX	530
73	TSL 515	APLX	615

74	TSL 520	APLX	510
75	TSL 525	APLX	665
76	TSL 530	APLX	540
77	TSL 535	APLX	550
78	TSL 550	APLX	655
79	TSL 600	APLX	630
80	TSL 605	APLX	635
81	TSL 610	APLX	620
82	TSL 618	APLX	623
83	TSL 625	APLX	572
84	TSL 645	EDUC	590
85	TSL 660	EDUC	640
86	TSLB 651	BUSS	301
87	TSLB 652	BUSS	302
88	TSLB 653	BUSS	312

## 16.2. Sorted by the New Course Code

#	New Code		Old Code	#	New Code		Old Code
1	APLX	500	LING 505 TSL 505	22	EDMA	600	EDUC 630
2	APLX	510	LING 520 TSL 520	23	EDMA	605	EDUC 635
3	APLX	520	LING 523	24	EDMA	610	EDUC 570
4	APLX	530	EDUC 610 LING 510 TSL 510	25	EDMA	620	EDUC 560
5	APLX	540	LING 530 TSL 530	26	EDMA	686	EDUC 600
6	APLX	550	LING 535 TSL 535	27	EDSC	600	EDUC 650
7	APLX	572	LING 625 TSL 625	28	EDSC	605	EDUC 655
8	APLX	615	EDUC 615 LING 515 TSL 515	29	EDSC	610	EDUC 570
9	APLX	620	LING 610 TSL 610	30	EDSC	620	EDUC 560
10	APLX	623	LING 618 TSL 618	31	EDSC	686	EDUC 600
11	APLX	630	LING 600 TSL 600	32	EDSL	610	EDUC 570
12	APLX	635	LING 605 TSL 605	33	EDSL	620	EDUC 560
13	APLX	655	LING 550 TSL 550 TSL 525	34	EDSL	686	EDUC 600
14	APLX	666	LING 670	35	EDTC	571	EDUC 680
15	APLX	699	LING 699	36	EDTC	573	EDUC 682
16	BIOL	101	GEC 124	37	EDTC	686	EDUC 600
17	BUSS	301	TSLB 651	38	EDUC	500	EDUC 500
18	BUSS	302	TSLB 652	39	EDUC	503	EDUC 520
19	BUSS	312	TSLB 653	40	EDUC	508	EDUC 550
20	CHEM	101	GEC 120	41	EDUC	511	EDUC 530
21	COMM	110	GEC 103	42	EDUC	521	EDUC 540
43	EDUC	532	EDUC 510	57	ENGL	113	GEC 101

44	EDUC	565	EDUC 684	58	ENGL	120	ENG 145
45	EDUC	567	EDUC 686	59	GEOG	101	GEC 112
46	EDUC	572	LING 632	60	GEOL	101	GEC 126
47	EDUC	574	LING 631	61	GOVT	120	GEC 114
48	EDUC	575	LING 632	62	HIST	101	GEC 110
49	EDUC	576	LING 633	63	HUMN	101	GEC 140
50	EDUC	590	LING 645 TSL 645	64	MATH	160	MATH 101
51	EDUC	593	EDUC 688	65	MATH	165	MATH 151
52	EDUC	595	LING 650	66	PHIL	101	GEC 132
53	EDUC	597	EDUC 690	67	PHYS	101	GEC 122
54	EDUC	640	LING 660 TSL 660	68	PSYC	101	GEC 130
55	EDUC	667	LING 671	69	SOCI	101	GEC 131
56	EDUC	668	LING 672				



First Edition, effective August 15, 2014

## VIRGINIA INTERNATIONAL UNIVERSTY



4401 Village Drive,  
Fairfax, VA 22030



[www.viu.edu](http://www.viu.edu)



1-800-514-6848



[info@viu.edu](mailto:info@viu.edu)

