



WESTWOOD COLLEGE®

A PLACE WHERE YOU CAN SUCCEED®



The faculty, staff, and administration of Westwood College are excited to have you join the Westwood community. We pledge to match the investment of time and energy you will make as you prepare for your chosen career with our own commitment to customer service and a quality education.

You will find that the Westwood faculty, staff, and administration are focused on your success as a student and as a graduate of Westwood. We applaud you for recognizing the value of the hands-on approach to learning offered by Westwood College, and we believe you will be pleased with your experiences at Westwood.

Welcome!

*George Burnett
System President and Chief Executive Officer*



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HISTORY OF THE COLLEGE

The history of Westwood College began in 1953 in Denver, Colorado. At that time it was called the Radio and Television Repair Institute. In 1958, the electronics curriculum was expanded to meet the growing demands of the industry and the name of the school was changed to the National Electronics Institute (NEI).

Throughout the 1960s and early 1970s, NEI constantly updated courses and equipment, offering educational programs that were practical in content, and intensive in character, and reflective of modern technical practices. In 1974, the Denver Institute of Technology, Inc. (DIT) acquired ownership of the college and began to expand the curriculum to meet the needs of a growing technological society. In November of 1997, DIT officially became Westwood College of Technology. In 2004, due to expansion in programs offered, Westwood College of Technology became Westwood College.

Westwood opened a campus in south Denver to provide a convenient location for students who live in the southern part of the Front Range region. Westwood College - Denver South is a branch of Westwood College - Denver North.

Westwood opened its first campus outside the Denver area in Anaheim, California in January of 1999. The second California campus opened in Los Angeles in May of 1999. In 2000, Westwood opened its O'Hare campus in Schiller Park (now located in Chicago), Illinois, and its River Oaks Campus in Calumet City, Illinois. The third California school, the Inland Empire Campus opened in Upland, California in May of 2001. In August 2001, the third Chicago Campus, DuPage, opened in Woodridge, Illinois. The opening of the DuPage campus followed the purchase, renaming, and relocation of Heartland School of Business. Also in 2001, Westwood opened its Ft. Worth campus in Euless, Texas in October. This campus is now located in north Ft. Worth. In August 2002, Westwood opened its second Texas school in Dallas*, a school in Long Beach (now called South Bay and located in Torrance), California, and its O'Hare Airport campus* in Schiller Park, Illinois (now located in Chicago). The O'Hare Airport campus opened following the purchase, renaming and relocation of The Vanderschmidt School in 2001. The O'Hare campus was then closed after training out or transferring all students to the O'Hare Airport campus. In 2003, Westwood opened its Chicago-Loop location in August, and its Houston-South campus in October. In the following year, the Atlanta-Midtown campus opened in May 2004, and the Atlanta-Northlake campus in August 2004. The Arlington-Ballston campus opened in Virginia in October 2005. The Annandale Satellite campus opened in Virginia in March 2006.

Westwood graduates have entered numerous career areas and distinguished themselves as leaders in their industries. Over the years, these men and women have established the excellent reputation currently enjoyed by Westwood.

The success of Westwood is a result of the College's ability to meet the needs of students by providing skilled instruction and comprehensive facilities and equipment. The curriculum is frequently updated based on input from Program Advisory Committees composed of experienced industry professionals and hiring managers.

MISSION STATEMENT

Westwood College is an institution of higher learning dedicated to providing quality, career-focused undergraduate and graduate programs that prepare students with the knowledge, skills, and credentials needed to launch, enhance, or change careers. The College offers broad access to education and serves a diverse,

multicultural body of students in an environment that promotes pride, respect, and teamwork. The College's programs are designed to empower students to pursue their individual career goals.

INSTITUTIONAL PURPOSES

In order to fulfill its mission, the College strives to meet the following purposes:

- Collaborate with industry advisory committees, graduate placement contacts, and faculty to develop and maintain industry-relevant programs that are designed to enhance each graduate's employment potential, teach teamwork, and build skills that promote life-long learning.
- Provide opportunities for applied learning, which when integrated with theory help students to become successful in their chosen career field. Utilize computers and other technologies when appropriate to prepare graduates to apply their skills and knowledge in the workplace. As needed, offer internships and externships designed to provide students with additional "real world" experience.
- Incorporate a general education curriculum that allows students to gain the analytical, problem-solving, critical thinking, and communication skills necessary for life-long career success.
- Select faculty with a combination of academic qualifications, teaching credentials, and real life, industry-relevant experience. Conduct ongoing comprehensive evaluations of faculty performance and provide faculty with appropriate professional development opportunities to promote teaching excellence.
- Implement an institutional assessment and evaluation program designed to promote continuous improvement and to document students' learning, faculty performance, and the effectiveness of the institution.
- Respect the decision students have made to pursue career-related education by maintaining a business-like environment that encourages consistent attendance, responsible attitudes, respect, and professional behavior.
- Encourage growth and diversity in the student population by making programs accessible to a diverse and geographically dispersed student body through quality-conscious growth of campus-based and online programs.
- Provide student services that support learners in achieving their academic potential and career goals.
- Build value for all Westwood College key stakeholders including students, employees and shareholders.

STATEMENT ON DIVERSITY

Westwood College is committed to serving a diverse multicultural body of students in an atmosphere that promotes pride, respect, and teamwork.

In order to offer quality, career-focused programs that meet the diverse needs of different communities and different people, we will provide a learning climate that recognizes the richness of diverse thinking, the value of alternative perspectives, and the importance of respect for oneself and others.

To our students, from diverse backgrounds and with differing career choices, we commit to addressing your individual needs. We will strive to provide our students broad access to a variety of career-focused, appealing programs that will assist them in launching, enhancing, or changing careers.

To our campuses and campus communities, we commit to recruit an experienced and qualified faculty and staff who are reflective of the

infinitely varied human talent available. We recognize the unique nature of our campus communities, particularly their workforce needs, and our connection to these communities through Westwood College's employment opportunities and student enrollment.

GENERAL EDUCATION

Westwood College's philosophy and approach to General Education promotes the appreciation for life-long learning necessary to support the professional, academic, and personal success of Westwood students. Every degree program incorporates a common set of general education courses designed to prepare students with a basic foundation in communication, problem solving, teamwork, ethics, and professionalism. These themes are then further integrated and applied throughout the core curriculum.

- Westwood College's General Education approach will inspire and instill in our students the necessity for a life-long intellectual and social growth. Upon graduation Westwood College students will demonstrate: **understanding and appreciation for life-long learning and intellectual curiosity.**
- Westwood College's General Education approach will develop, enhance and improve students' writing, speaking, reading, listening and presenting skills. Upon graduation Westwood College students will demonstrate: **effective written and oral communication skills.**
- Westwood College's General Education approach will emphasize the growth and development of critical and analytical thinking, qualitative and quantitative reasoning and the ability to synthesize and apply a range of thinking modalities in problem solving. Upon graduation Westwood College students will demonstrate: **ability to solve problems by applying a variety of thinking methods.**
- Westwood College's General Education approach will create and foster a greater degree of social, political, psychological, historical, and environmental awareness among our students. Upon graduation Westwood College students will demonstrate: **knowledge of ethical principles and attitudes of professionalism.**
- Westwood College's General Education approach will provide our students with positive and successful collaborative learning experiences that will reinforce and strengthen students' skills of relationship building. Upon graduation Westwood College students will demonstrate: **teamwork and interpersonal interactions skills.**

ASSESSMENT AND STUDENT LEARNING

As an institution of higher learning, Westwood College is committed to student learning and success. In order to fulfill its mission and as defined as an Institutional Purpose, the College strives to Implement an institutional assessment and evaluation program designed to promote continuous improvement and to document students' learning, faculty performance, and the effectiveness of the institution. Just as students rely on feedback from faculty and peers in order to learn and improve, the College relies on feedback from students, faculty, alumni, employers, and academic peers in order to learn and improve. The College systematically collects information on student learning and the student experience, and uses this information to improve the college, its curriculum, teaching methods, and services.

Since at Westwood College our students are at the center of our teaching and learning model, improving the College depends upon active student involvement. The College evaluates its effectiveness to ensure student needs are met and to continually improve. The

College measures student learning on an individual basis in the classroom as well as at the program level across the College. Learning assessment in the classroom is designed to improve individual students' learning as well as teaching methods. Learning assessment at the program level is designed to inform curricular and teaching improvements as well as to provide a benchmark for comparison to the higher learning community. The College uses a variety of measures to assess learning from direct examples of student work, to graduation and employment rates, to employer feedback. Using these multiple sources of information helps to guide Westwood in making decisions that improve the College and therefore enhance the student's total college experience. The assessment of student learning reflects how well the College is able to provide learning opportunities consistent with its mission.

ALUMNI RETRAINING

In support of our Mission and to encourage lifelong learning, all Westwood graduates are entitled to participate in the Westwood Alumni Retraining program. Students meeting the graduation requirements listed in the Academics section of this catalog can:

- Audit a class they have already taken*
- Take an updated course*
- Learn about new equipment/software*

*Subject to space availability.

There is no tuition charge for qualified graduates who participate in the Westwood Alumni Retraining program; however, retraining is limited to the program from which the student graduated. Please see the campus Education Department for more information.

TEXAS CAMPUSES

WESTWOOD COLLEGE – DALLAS CAMPUS (DLD)
8390 LBJ Freeway, Executive Plaza I, Suite 100
Dallas, TX 75243
Telephone: 214-570-0100

DLD is a branch of Westwood College, O'Hare Airport (Chicago, IL).

This is our Dallas location of Westwood College. Conveniently located at 8390 LBJ Freeway in Dallas, the campus is accessible from the intersection of Interstate 635 (LBJ Freeway) and Hwy 75 (North Central Expressway). DLD currently occupies approximately 44,000 square feet of administrative and instructional space to include classrooms and labs housing workplace-relevant equipment and technology including PC and Macintosh computers and internet access. The campus also houses a Resource Center with occupation-related reference materials and a number of resources that link students to learning commons assets nationwide. Access to the LBJ Frontage Road is from TI Boulevard from the east and Coit Road from the west.

WESTWOOD COLLEGE – FORT WORTH CAMPUS (DLF)
4232 North Freeway
Ft. Worth, TX 76137
Telephone: 817-547-9600

DLF is a branch of Westwood College, DuPage (Woodridge, IL).

This is our Ft. Worth location of Westwood College. Conveniently located at 4232 North Freeway in Ft. Worth, the campus is accessible on I-35 just south of 820. DLF currently occupies over 45,000 square feet of administrative and instructional space to include classrooms and labs housing workplace-relevant equipment and technology including PC and Macintosh computers and Internet

access. The campus also houses a Resource Center with occupation-related reference materials and a number of resources that link students to learning commons assets nationwide.

For a complete description of the classrooms and laboratories for each program, please refer to the individual program descriptions in this catalog.

WESTWOOD COLLEGE – HOUSTON SOUTH CAMPUS (HNS)
 One Arena Place
 7322 Southwest Freeway
 Houston, TX 77074
 Telephone: 713-777-4433

HNS is a branch of Westwood College, Denver North (Denver, CO).

This is our Houston South location of Westwood College. Conveniently located at One Arena Place, 7322 Southwest Freeway, in Houston, the campus is near the intersection of US Highway 59 (Southwest Freeway) and Fondren Road. HNS occupies over 40,000 square feet of administrative and instructional space to include classrooms and labs housing workplace-relevant equipment and technology including PC and Macintosh computers and internet access. The campus also houses a Resource Center with occupation-related reference materials and a number of resources that link students to learning commons assets nationwide. Access to the school is from the Southwest Freeway frontage road or from Fondren Road from the West.

Please note the abbreviations that follow each campus name. They are used extensively throughout the catalog to indicate where specific programs are offered.

Westwood may close, transfer, or relocate all or any part of the College. Westwood will provide 30-days notice of such change. Student will continue enrollment at the new location. If Student is affected by a change of location, he/she shall be entitled to a refund under the refund policies described within.

ACCREDITATIONS

The Dallas and Fort Worth campuses are accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award associate degrees.

The Houston South campus is accredited by the Accrediting Commission for Career Schools and Colleges (ACCSC) to award associate degrees.

Westwood College is a **Candidate with The Higher Learning Commission and an affiliate of the North Central Association**. The Higher Learning Commission (HLC) is part of the North Central Association (NCA) of Colleges and Schools, which was founded in 1895 as one of six regional institutional accreditors in the United States. HLC is recognized by the U.S. Department of Education and the Council on Higher Education Accreditation (CHEA). Contact information: The Higher Learning Commission, 30 North LaSalle Street, Suite 2400, Chicago, Illinois 60602-2504; Telephone: 312-263-0456; Fax: 312-263-7462; E-mail: info@hlcommission.org; Website: www.ncahlc.org.

The Medical Assisting Diploma program is accredited by the Commission on Accreditation of Allied Health Education Programs upon the recommendation of the Medical Assisting Education Review Board (MAERB). CAAHER, 1361 Park Street, Clearwater, FL 727-210-2350, 727-210-2350.

LEGAL STATUS

The Dallas campus of Westwood College is a wholly-owned entity of El Nell, Inc., which is a wholly-owned subsidiary of Alta Colleges, Inc.

The Fort Worth campus of Westwood College is a wholly-owned entity of Elbert, Inc., which is a wholly-owned subsidiary of Alta Colleges, Inc.

The Houston South campus of Westwood College is a wholly-owned entity of Trav Corporation, which is a wholly-owned subsidiary of Alta Colleges, Inc.

AGENCIES

Not all of the programs that are listed below are currently available at all campuses. Students should contact their campus Financial Aid and/or Admissions departments for the most recent information regarding these agencies' programs. The following agency programs are available at one or more campuses:

- Bureau of Indian Affairs
- Workforce Investment Act (formerly known as JTPA)
- Immigration and Naturalization Service for Nonimmigrant Alien Students
- National Vocational Rehabilitation Act of 1920
- Approved for training of veterans and other eligible persons including VA vocational rehabilitation programs
- State Employment Training and Workman's Compensation programs
- NAFTA retraining programs

All programs offered by the school meet the requirements of federal or state laws regarding student financial assistance.

All programs are offered at all campuses unless otherwise noted on the catalog program page.

LICENSES, PERMITS, REGISTRATIONS

Approved and regulated by the Texas Workforce Commission, Career Schools and Colleges Section, Austin, Texas.

Certificate of Authority issued by the Texas Higher Education Coordinating Board, Austin, Texas.

ADDENDUM

Please note that the catalog is not considered complete unless the appropriate addenda (if applicable) are included. An addendum may include items such as tuition, book costs, and fees, and Faculty.

All programs offered at all campuses unless otherwise noted on the catalog program page.

Westwood College, Dallas (Texas) is a branch of Westwood College, O'Hare Airport (Chicago, Illinois). Westwood College, Fort Worth, (Ft. Worth, Texas) is a branch of Westwood College, DuPage (Woodridge, Illinois). Westwood College, Houston South (Houston, Texas) is a branch of Westwood College, Denver North (Denver, Colorado).

ACADEMIC CALENDAR

ACADEMIC CALENDAR 2009-2010

OCTOBER 2009 TERM

On-ground and Online Classes Start	October 13
Last Day to Add/Drop On-ground and Online Classes	October 19
Last Day to Withdraw with a "W"	December 4
Break Day(s)	November 26, 27, 28
On-ground and Online Classes End	December 17

JANUARY 2010 TERM

On-ground and Online Classes Start	January 8
Last Day to Add/Drop On-ground and Online Classes	14
Last Day to Withdraw with a "W"	February 27
Break Day	January 18
On-ground and Online Classes End	March 12

MARCH 2010 TERM

On-ground and Online Classes Start	March 17
Last Day to Add/Drop On-ground and Online Classes	March 23
Last Day to Withdraw with a "W"	May 5
On-ground and Online Classes End	May 18

MAY 2010 TERM

On-ground and Online Classes Start	May 26
Last Day to Add/Drop On-ground and Online Classes	June 2
Last Day to Withdraw with a "W"	July 17
Break Day	July 3, 4, 5
On-ground and Online Classes End	July 30

AUGUST 2010 TERM

On-ground and Online Classes Start	August 4
Last Day to Add/Drop On-ground and Online Classes	August 10
Last Day to Withdraw with a "W"	September 24
Break Day	September 4, 5, 6
On-ground and Online Classes End	October 7

OCTOBER 2010 TERM

On-ground and Online Classes Start	October 12
Last Day to Add/Drop On-ground and Online Classes	October 18
Last Day to Withdraw with a "W"	December 3
Break Day	November 25, 26, 27, 28
On-ground and Online Classes End	December 16

Each campus will provide specific orientation and graduation dates. Westwood College may change or modify the Academic Calendar at any time.

Important Note: All new and returning students must attend a minimum of one of the scheduled clock hours for one scheduled day of instruction prior to the end of the Add/Drop period, as published in the catalog and associated with the schedule (i.e. evening, Monday/Wednesday/Friday) for which the student is enrolled or the student will not be permitted to enroll for that term. In the event that a student's first scheduled class session of the term occurs after the end of the Add/Drop period, the student must attend a minimum of one of the scheduled clock hours for that first scheduled class session or the student will not be permitted to enroll for that term.

SCHOOL HOURS OF OPERATION

The school's administrative offices are open from 8:00 a.m. to 8:00 p.m., Monday through Thursday, from 8:00 a.m. to 5:00 p.m. on Friday, and from 9:00 a.m. to 1:00 p.m. on Saturday. Classroom schedules are detailed in the Academics section of this catalog.



ADMISSIONS PROCESS

Before being admitted to any Westwood College program, a prospective student must have an interview with an Admissions Representative.

ADMISSIONS REQUIREMENTS – UNDERGRADUATE PROGRAMS

Admission into any program requires the applicant to meet certain admissions requirements. Applicants must provide documentation of prior education and must demonstrate proficiency in basic college-level skills. Applicants from countries where English is not the primary language spoken and applicants whose native languages is not English must demonstrate English language proficiency.

A felony conviction may result in the inability for Westwood College to assist a student in finding employment within the field for which they have been trained for the following programs: Medical Assisting and Medical Insurance Coding and Billing.

The following must be completed and provided by the applicant to qualify for admission to the College:

1. An application for admission must be submitted to the College by the end of the Add/Drop period (as published in the Academic Calendar) along with a \$50 application fee. In special cases the application fee may be waived or deferred under special circumstances with proper documentation.
2. One of the following documents must be submitted to the College by the 14th day of the term:
 - A. Copy or original of applicant’s high school transcript indicating that the applicant fulfilled the requirements for graduation from high school.
 - B. Copy or original of applicant’s recognized equivalency certificate such as the General Education Development (GED), or copy or original of the GED transcript showing fulfillment of the requirements for a GED.
 - C. Copy of applicant’s high school diploma.
 - D. Copy or original of applicant’s higher learning school academic transcript which gives proof to one of the following:
 - Completed Associate, Bachelor or Master degree
 - Completed program of at least two years in length that is acceptable for full credit toward a bachelor’s degree.
 - E. Copy of applicant’s Certificate of Release or Discharge from Active Duty (DD Form 214) that confirms that the applicant has graduated from high school or has received a recognized equivalency certificate such as the General Education Development (GED).
 - F. Copy of applicant’s certificate of completion of a home school program if the applicant’s home state recognizes the home school. Documentation of the state’s recognition must be evidenced in the applicant’s records.
3. Each applicant, except nonmatriculating students, must demonstrate proficiency in basic college-level skills as evidenced by attainment of passing scores (as defined below) on any one of the following examinations:
 - A. ACT Test (college entrance test) developed and prepared by ACT, Inc. Applicants must have a composite score of at least 17 on both the English and Mathematics sections of the exam. ACT scores can be sent directly to the school by entering Westwood’s ACT code (#0545) on ACT’s form (scores valid for five years). See the table below for test specifications:

If ACT score requirements are...	Then the applicant must take the following Accuplacer sections...
met in Mathematics, but not met in English	Sentence Skills, Reading Comprehension, and Written Essay*
met in English, but not met in Mathematics	Arithmetic and Elementary Algebra*

- B. SAT Test (college entrance test) developed and prepared by The College Board and ETS. Applicants must have a score of at least 460 on both the Mathematics and Critical Reading sections of the exam. SAT scores can be sent directly to the school by entering Westwood’s SAT code (#3948) on SAT’s form (scores are valid for five years). See the table below for test specifications:

If SAT score requirements are...	Then the applicant must take the following Accuplacer sections...
met in Mathematics, but not met in Critical Reading	Sentence Skills, Reading Comprehension, and Written Essay*
met in Critical Reading, but not met in Mathematics	Arithmetic and Elementary Algebra*

- C. Accuplacer assessments developed by The College Board. Applicants must have their academic skills assessed by taking all five (5) of the following sections of Accuplacer*:
 1. Reading Comprehension
 2. Arithmetic
 3. Elementary Algebra*
 4. Sentence Skills
 5. Writeplacer Plus (Written Essay)*

After completion of all five sections*, students are classified as Denied or Accepted based on the scores attained. Denied students will not be admitted into the College until they reach the Accepted level. Accepted students will be admitted into the College. Some Accepted students will need to take associated foundational coursework, depending on their Accuplacer scores.

Scores are valid for one year from the date of testing and must still be valid at the time of the actual student term start. Accuplacer scores from other institutions are not valid.

See the following tables.

SCORES FOR CATEGORIZING STUDENTS:

The table below shows the range of scores for categorizing students based on the results of their assessments in each subject area

Accuplacer Subject	Denied Score Range	Foundational Range 1	Foundational Range 2	Accepted Score Range
Reading Comprehension	0-29	30-42	43-77	78 and above
Arithmetic	0-21	22-28	N/A	29 and above
Elementary Algebra*	N/A	0-24	25-62	63 and above
Sentence Skills	0-30	31-43	44-79	80 and above
Written Essay*	N/A	N/A	0-4	5 and above

**Medical Assisting and Medical Insurance Coding and Billing Diploma applicants are exempt from taking the Elementary Algebra and Written Essay portions of Accuplacer. Students are assessed and classified as Denied or Accepted based on the scores attained on the Reading Comprehension, Arithmetic and Sentence Skills sections. See the Medical Assisting / Medical Insurance Coding and Billing Diploma Programs table below for determining admission status.*

NUMBER OF SUBJECTS WITHIN EACH STATUS:

The table below shows the student's overall admission status based on the score ranges received on each of the five (5) sections of Accuplacer: Reading Comprehension, Arithmetic, Elementary Algebra, Sentence Skills, and Written Essay.

Accepted Score Range	Foundational Range 1	Foundational Range 2	Denied Score Range	Overall Status
All	0	0	0	Accepted
0, 1, 2, or 3	0	1, 2, 3, or 4	0	Accepted ⁽¹⁾
0, 1, or 2	1 or 2	0, 1, or 2	0	Accepted ⁽¹⁾
1 or more	0 or 1	1 or more	1	Accepted ⁽¹⁾
0 or 1	3 or 4	0 or 1	0	Denied
0 or 1	2 or more	0 or 1	1	Denied
			2 or more	Denied

NUMBER OF SUBJECTS WITHIN EACH STATUS: MEDICAL ASSISTING / MEDICAL INSURANCE CODING AND BILLING

The table below shows the applicant's overall admission status based on the score ranges received on the following three (3) sections of Accuplacer: Reading Comprehension, Arithmetic, and Sentence Skills.

Accepted Score Range	Foundational Range 1	Foundational Range 2	Denied Score Range	Overall Status
All	0	0	0	Accepted
0, 1, or 2	0, 1, 2, or 3	0, 1, 2, or 3	0 or 1	Accepted ⁽¹⁾
	0 or 1	0	2 or 3	Denied

(1) Applicants are admitted into the College, but they are required to take foundational coursework for the subject(s) in which a foundational or lower score was received.

Any applicant with 36 quarter hours (or equivalent) of documented college-level work from an accredited college or university will not be required to demonstrate proficiency in basic college-level skills provided that at least 4 quarter hours each (or equivalent) were completed in English composition and in college-level mathematics with a grade of C (or equivalent) or higher. In addition, any applicant who already holds a bachelor's degree from an accredited higher learning institution will not be required to demonstrate proficiency in basic college-level skills. The applicant must provide a copy of his or her transcript at the interview. If the applicant does not submit the required transcript, a passing score on an examination (as detailed above) must be documented and provided in order to complete the enrollment process.

Applicants whose skill levels do not meet the minimum requirements will be denied admission, and they will be advised of the areas needing improvement. Applicants whose skill levels indicate that foundational assistance is necessary will be required to complete foundational courses. Foundational courses may affect program length and cost.

Note: See the Placement and Foundational Coursework in the Academics section of this catalog for more information about how Accuplacer scores are used for foundational placement.

ACCUPLACER RETESTING REQUIREMENTS

If an applicant is unable to complete all five sections* of the test due to illness, disruption or other documented factor, the applicant may arrange to complete the session at a future time. Test section(s) (e.g. Sentence Skills, Arithmetic, etc.) completed in the partial session will not be re-administered in the next session and the next session will not be counted as a "retest". The retesting policy provides the opportunity for an examinee to be retested in a timely manner using the Accuplacer. Because Accuplacer is a computer-adaptive test the number of different forms (i.e. sequence of test items in a session) is very large. After the initial testing session, applicants may retest for individual subjects only as follows:

- If an applicant scores an Accepted score range on a section(s) (subject) of the test, the applicant may not retake that section.
- If an applicant qualifies for foundational coursework on a section(s) (subject) of the test, the applicant may retake that section a second time. If a student receives a denied or foundational score on that section of the exam on the second time, they are not eligible to retest on that section of the exam for one year from the original (initial) application date. The highest score achieved for that section would be used to determine the status of the applicant.
- If an applicant receives a denied score on a section(s) (subject) of the test, the applicant may retake that section a second time. A third test can be taken after waiting 14 calendar days. If a student receives a denied or foundational score on that section of the exam a third time, they are not eligible to retest on that section of the exam for one year from the original (initial) application date.
- If an applicant receives foundational scores on four or five sections of the test the student may retake any or all sections in an effort to advance from the denied admission status. After the second attempt, if a student scores foundational on four or five sections of the test, the student may retest again after waiting fourteen (14) calendar days. If the student fails to achieve scores on the third attempt that advance them beyond the denied admission status, the student must wait one year from the original (initial) date of the application to retest*.

**Medical Assisting and Medical Insurance Coding and Billing Diploma applicants are only required to take the following three (3) sections of Accuplacer: Reading Comprehension, Arithmetic, and Sentence Skills.*

ADMISSION OF NON-NATIVE SPEAKERS OF ENGLISH

Applicants from countries where English is not the primary language spoken, and applicants whose native language is not English, must demonstrate English-language proficiency by providing the school with one of the following:

- A. A Test of English as a Foreign Language (TOEFL) test score of 475 or higher on the paper-based test or 153 or higher on the computer-based test, or 53 or higher on the internet based test (TOEFL iBT).
- B. An International English Language Testing System (IELTS) score of 4.5 or better.
- C. A Michigan English Language Assessment Battery (MELAB) score of 70 or better.
- D. Proof of completion of an accredited college program in the United States.



- E. A high school diploma or GED in the United States.
- F. A high school or college diploma from a country* which uses English as the language for education.
- G. Verification of a high school transcript from a school which uses English as the main language of instruction.
- H. Official documentation demonstrating successful completion of an English language program of study and/or English language proficiency exam as explicitly defined in a written cooperative agreement between the College and a Westwood College approved English language school. For a complete list of Westwood College approved English language schools with which the College has cooperative agreements, please see the Admissions section of the Westwood College website at www.westwood.edu.

The College's Campus Academic Dean will determine an applicant's English-proficiency status by reviewing one or more of the above documents. Questions pertaining to this policy should be directed to the College's Director of Student Services.

**Approved countries that use English as the language for education are Antigua, Australia, Bahamas, Barbados, Belize, Bermuda, Botswana, Canada, Ethiopia, Falkland Islands, Gambia, Ghana, Great Britain, Grenada, Guyana, India, Ireland, Jamaica, Kenya, Liberia, Micronesia, New Zealand, Nigeria, Sierra Leone, St. Kitts, St. Lucia, Solomon Islands, The Philippines, Trinidad, Uganda, United States, Zambia, and Zimbabwe.*

ADMISSION OF INTERNATIONAL APPLICANTS - UNDERGRADUATE PROGRAMS

Westwood College campuses are authorized by the U.S. Department of Homeland Security (DHS) to accept and enroll nonimmigrant students. After meeting with an Admissions representative, students who are not United States citizens, who do not have conditional or permanent U.S. residency (must possess a I-551 Alien Resident Card), or have been approved for Political Asylum status (must possess I-94 card with refugee status notated), will be referred to the appropriate department at Westwood College during the admissions process. Any student who is not a citizen of the United States is classified as an international student. International students are non-immigrants to the United States and will be applying for a temporary U.S. visa, if the student does not currently possess one that is authorized for study. The available student visa is a F-1. Students enrolled in other universities on an F-1 visa and wish to transfer to Westwood College also fall into this category. A student is also considered international if he or she plans on studying strictly online from his or her home country; however, since the student will not be entering the United States, the student will not require an F-1 visa. International students studying online will still be required to provide transcript evaluations and English Proficiency scores if applicable. Prior to the issuance of a Student Visa Petition Form I-20AB, nonimmigrant students must provide originals or verified copies of the following items.

1. Application documents, enrollment agreement the \$50 application fee.
2. For those students residing outside of the United States, they shall forward the first-term tuition deposit of \$500.00 USD to Westwood College no later than 30 days prior to the student's scheduled term start date.

In the event Westwood College has accepted a prospective student, and if the student determines within the 30 days prior to the scheduled term start to not attend Westwood College, then the \$500.00 first term deposit will not be refunded. Except where the student's decision is based on

not being granted a student visa, in which exception Westwood College shall promptly return the deposit to the Student. If an accepted prospective Student decides (more than 30 days prior to the scheduled term start) not to attend Westwood College, and if Westwood College has already received the \$500.00 first term deposit from the Student, then Westwood College shall promptly return the \$500.00 first-term tuition deposit to the Student.

These fees should be paid in the form of a credit card in the Student's or Student's sponsor's name or in the form of a check or money order made payable to the campus for which the application is being taken to the address below.

Westwood College
International Department
7979 E Tufts Ave #1200
Denver, Colorado 80237
USA

3. An official copy of the high school transcript, college transcript, or the equivalent that documents the required level of education. The required level of education for an undergraduate program can be proven by any one of the following:
 - A. A certified copy or original of applicant's secondary school graduation transcript or diploma (must be translated into and English and evaluated as an equivalent to a U.S. high school diploma by an accredited NACES agency).
 - B. A certified copy or original of applicant's U.S. high school transcript indicating that the applicant fulfilled the requirements for graduation from high school.
 - C. A certified copy or original of applicant's recognized equivalency certificate such as the United States General Education
 - D. Development (GED), or certified copy or original of the US GED transcript showing fulfillment of the requirements for a US GED.
 - E. A certified copy of applicant's United States high school diploma.
 - F. A certified copy or original of applicant's postsecondary school academic transcript which gives proof to one of the following:
 - Completed Associate, Bachelor or Master Degree.
 - Completed program of at least two years in length that is acceptable for full credit toward a bachelor's degree.

A necessary part of your application includes transcripts from all previously attended education institutions. Our accrediting agencies require official transcripts, which is defined as being received by Westwood College in a sealed envelope from the previous educational institution or government agency that issues such documents.

All transcripts that are not from an American institution must be evaluated. Students with no transfer credit may have a document evaluation completed. Any student desiring to transfer credit must have a course-by-course evaluation completed. This evaluation is required and the transcript must be converted to the American Grade Point Average system. Transcripts in a language other than English must also include an official English translation. The translation and evaluation fees must be paid directly to the agency performing the service.

Westwood College only accepts degrees from universities and colleges that are considered to have regional accreditation or other accreditations recognized by the U.S. Department of Education. The evaluation agency will determine this information when they conduct the transcript evaluation. If the school the student attended is considered “non-accredited,” Westwood College will not be able to accept credit from the school. Accreditation is intended to assure constituents and the public of the quality and integrity of higher education institutions and programs, and to help those institutions and programs improve. All evaluations must be completed by an approved NACES (National Association of Credential Evaluation Services, Inc.) agency.

Foreign diplomas and supporting foreign transcripts, where necessary, must be translated into English and evaluated for course-by-course U.S. equivalency (in cases of transfer credit) to a minimum of one of the above levels of education. All evaluations must be completed by an approved NACES (National Association of Credential Evaluation Services, Inc) agency. Any costs incurred as a result of this service will be the responsibility of the student.

4. Each applicant, except non-matriculating students, must demonstrate proficiency in basic college-level skills as evidenced by attainment of passing scores (as defined below) on any one of the following examinations:
 - A. ACT Test (college entrance test) developed and prepared by ACT, Inc. Applicants must have a composite score of at least 17 on both the English and Mathematics sections of the exam. ACT scores can be sent directly to the school by entering Westwood's ACT code (#0545) on ACT's form (scores valid for five years). See the table below for test specifications:

If ACT score requirements are...	Then the applicant must take the following Accuplacer sections...
met in Mathematics, but not met in English	Sentence Skills and Reading Comprehension
met in English, but not met in Mathematics	Arithmetic and Elementary Algebra*

- B. SAT Test (college entrance test) developed and prepared by The College Board and ETS. Applicants must have a score of at least 460 on both the Mathematics and Critical Reading sections of the exam. SAT scores can be sent directly to the school by entering Westwood's SAT code (#3948) on SAT's form (scores are valid for five years). See the table below for test specifications:

If ACT score requirements are...	Then the applicant must take the following Accuplacer sections...
met in Mathematics, but not met in Critical Reading	Sentence Skills and Reading Comprehension
met in Critical Reading, but not met in Mathematics	Arithmetic and Elementary Algebra*

- C. Accuplacer assessments developed by The College Board. Applicants must have their academic skills assessed by taking all four (4) of the following sections of Accuplacer*:
 1. Reading Comprehension
 2. Arithmetic

3. Elementary Algebra*
4. Sentence Skills

After completion of all four sections*, students are classified as Denied or Accepted based on the scores attained. Denied students will not be admitted into the College until they reach the Accepted level. Accepted applicants will be admitted into the College. Some Accepted applicants will need to take associated College Prep coursework, depending on their Accuplacer scores. See the following tables. Scores are valid for one year from the date of testing and must still be valid at the time of the actual student term start. Accuplacer scores from other institutions are not valid.

**Medical Assisting and Medical Insurance Coding and Billing Diploma applicants are exempt from taking the Elementary Algebra portion of Accuplacer. Students are assessed and classified as Denied or Accepted based on the scores attained on the Reading Comprehension, Arithmetic, and Sentence Skills sections. See the Medical Assisting / Medical Insurance Coding and Billing Diploma Programs table below for determining admission status.*

See the section SCORES FOR CATEGORIZING STUDENTS for a table that shows the range of scores for categorizing students based on the results of their assessments in each subject area.

5. Documentation that verifies the student has the financial resources to attend Westwood College. The documentation must demonstrate the financial ability to pay, at a minimum, the full first academic year costs (including tuition, housing, books, tools, computer, equipment, food, transportation, etc.). There also needs to be documentation that ongoing support will be available for subsequent academic terms. The Affidavit of Financial Support form and supporting documentation must be provided before an I-20 to attend Westwood College will be issued to the student. One of the following four types of supporting documentation is required, together with reasonable documentation that will ensure that the funds will continue until graduation.
 - A. A bank statement of the student and/or parent or sponsor showing a balance adequate to fund the first academic year (including tuition, housing, books, equipment, food, transportation, etc.). If a parent or sponsor is funding the student's education, then the Affidavit of Financial Support form must be signed by the parent or sponsor.
 - B. A letter from a bank (on bank stationery) attesting to the funds in the account.
 - C. A letter of sponsorship, or award letter, from sponsoring agency, firm, or government entity.
 - D. Educational Assistance Loan approval.

Any one of these four documents (i.e., A - E) is sufficient, if accompanied by reasonable documentation (as determined by the school) that will ensure that the funds will continue until graduation.
6. Proof of English-language proficiency. (See the section, Non-Native Speakers of English, for details.)

Applicants should check with their consulate or embassy for other possible requirements.



International applicants who wish to transfer to Westwood College from another U.S. institution may do so. In addition to providing the items listed above, the transfer applicant must also:

1. Notify his/her current institution of intent to transfer.
2. Submit to Westwood College a copy of his/her I-20AB from the school from which he/she is transferring.
3. A letter from the DSO at the school the student is transferring from indicating the student is in good standing.
4. Follow the same admissions process as for new international students. (See process outlined earlier in this section.)

In addition, international applicants cannot legally work in the United States without permission from the DHS. Westwood College will not provide employment assistance to international students in their country of permanent residence or in the United States.

Although employment placement assistance is not available, Westwood will provide career advising and career-planning strategies for international students, if requested.

ADMISSION OF INTERNATIONAL APPLICANTS - GRADUATE PROGRAMS

In addition to the above requirements students wishing to gain admission into Westwood College's Graduate Programs must provide the following.

Students admitted to the master's degree program shall possess earned bachelor's degree from a college accredited by an agency recognized by the U.S. Department of Education and shall possess a minimum grade point average (GPA) of 2.5, assuming the traditional 4.0 scale, in the chosen major at the baccalaureate level. Proof of the baccalaureate degree must be received prior to matriculation. Students who possess an earned bachelor's degree, but do not meet the minimum CGPA requirement and/or have not completed some or all of the prerequisite coursework in economics, mathematics, and statistics may demonstrate their ability to benefit from the program by submitting one of the following:

1. Graduate Management Admission Test (GMAT) – minimum acceptable cumulative score of 450.
2. Graduate Record Examination (GRE) – minimum acceptable cumulative score of 1000.

Students applying to the MBA program must have a course-by-course evaluation completed. The transcript evaluation must convert the grade records to the American Grade Point Average system. Transcripts in a language other than English must also include an official English translation. There is no need to send a copy of your official international transcript to Westwood College. The translation and evaluation fees must be paid directly to the agency performing the service.

Foreign diplomas and supporting foreign transcripts, where necessary, must be translated into English and evaluated for U.S. equivalency to a minimum of a United States Bachelor's degree. The evaluation must be a "course-by-course" evaluation that details the course subject and the grade earned, including overall GPA. All evaluations must be completed by an approved NACES (National Association of Credential Evaluation Services, Inc) agency. Any costs incurred as a result of this service will be the responsibility of the student.

CANCELLED ENROLLMENTS

Any student who does not complete Westwood's enrollment process in a timely manner, or who cancels after enrolling but prior to beginning class, may have his/her application cancelled. Application fees may be refundable, consistent with terms on the enrollment agreement.

RE-ENROLLMENT

If a student does not start class in the term for which he/she originally applied for admission, the application charge will remain valid for three terms. This includes the current term applied for and the two subsequent terms. To renew the enrollment process, the student must re-apply with his/her Admissions Representative and a new application will be required. In all cases where a new application and enrollment agreement are required, the student must pay the \$50 application fee.

RETURNING STUDENTS

A returning student who resumes classes within one year (365 days) of his or her last day of attendance does not need to pay another application fee. However, a new Enrollment Agreement will be required. Students returning to the College after six months from last day of attendance must meet with an Admissions Representative (less than six months will meet with Student Services). A returning student whose start date is beyond one year (365 days) of their last date of attendance must complete another application and pay a \$50 application fee.

LATE ADMISSION

Classes start on the date indicated in the Academic Calendar. Late starts are considered on an individual basis after assessing the student's ability to make up the work that has been missed. Under no circumstances, however, will a student be allowed to enter class after the last day to drop or add classes.

ADVANCED STANDING

There are a number of ways to achieve advanced standing at a Westwood Campus, including:

1. Transfer credits from accredited colleges and universities.
2. Articulation agreements with selected high schools and colleges.
3. Passing grades on proficiency exams provided by Westwood College, primarily in General Education subjects.
4. Advanced placement exams, College Level Examination Program (CLEP) exams, or nationally recognized certification exams.

Students should be aware that receiving advanced standing could affect their financial aid eligibility and graduation date.

ADMISSION OF NON-CREDENTIAL-SEEKING STUDENTS

Students who wish to take specific courses but not pursue a specific certificate, diploma, or degree must also complete an application for admission. Admission charges still apply, but the admissions requirements and procedures may be modified, especially for students with degrees from accredited colleges. Students who would be ineligible for program admission because of academic deficiencies are not eligible for non-credential status.

Students must meet all course prerequisites for courses in which they wish to enroll. Prerequisites reflect the background necessary for successful completion of a course. Course prerequisites are listed with the course descriptions in the catalog and it is the responsibility of the student to know if a course has course prerequisites that must be met. Students who

have not met a course prerequisite but believe they possess equivalent knowledge or skills through prior coursework or other experience must contact the Academic Dean for review and approval to waive the prerequisite.

Non-credential-seeking students are not eligible for career services, housing assistance, part-time employment assistance, Veterans Administration benefits, or financial aid.

NON-DISCRIMINATION POLICY

Westwood College does not discriminate on the basis of race, color, religion, national origin, gender, age, sexual orientation, or disability. Westwood complies with the Civil Rights Act of 1964, related Executive Orders 11246 and 11375, Title IX of the Education Amendments Act of 1972; Sections 503 and 504 of the Rehabilitation Act of 1973; Section 402 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974; Americans with Disabilities Act; and all civil rights laws of the states of Colorado, California, Illinois, Texas, Georgia and other states from which Westwood College enrolls students. Accordingly, equal opportunity for employment and admission will be extended to all persons, and the institution will promote equal opportunity and fair treatment.

INFORMATION FOR VETERANS

Select programs at specific Westwood campuses are approved for the training of veterans. Please ask the College's VA representative about specific programs.

STUDENTS APPROVED FOR GOVERNMENT/TRIBAL FUNDING

Any student currently approved for government or tribal funding for college costs or living expenses must inform the campus Financial Aid and Business Offices. Examples of funding sources include Native American tribes, Bureau of Indian Affairs, VA, Vocational Rehabilitation, Worker's Compensation, Social Security, job retraining, and Workforce Investment Act (formerly JTPA) programs.

EDUCATION ALLIANCE

The Education Alliance is a program offered to organizations that partner with Westwood College to communicate the benefits of a Westwood education to the population of their organization. Benefits to Alliance members include interviewing graduates, dedicated contact throughout the Admissions process and a Specialized Tuition rate. For more information contact the Admissions office.

All students who enroll under the Education Alliance must continue to prove employment with the Education Alliance Partner. Proof will be required at the beginning of each term. Continued approval will be granted if the student transfers to a different client or company that is an Education Alliance Partner.

For additional information please contact the campus Business Office or your Admissions Representative.



GENERAL INFORMATION

Westwood College firmly believes that access to education beyond high school is the right of every individual. Lack of financial resources alone should not be a barrier to this preparation. Therefore, Westwood College is an eligible institution participating in federal financial aid programs.

The purpose of financial aid is to assist those students who, without such aid, would be unable to attend Westwood. The primary responsibility for meeting the costs of education rests with individual students and their families. Financial aid funds are available to supplement whatever funds students and their families can reasonably provide. Early application is encouraged to ensure availability of funds. Students should complete the financial aid applications upon enrollment, and they will be notified of funding by a College official.

Each student is initially processed for financial aid based on the standard enrollment status as defined by Westwood College for each particular program. Eligibility and disbursements of financial aid may change based on enrollment status each term. Because of federal financial aid regulations (excluding Pell), students whose enrollment status is less than half-time will have zero financial aid eligibility for that term. Due to these eligibility requirements, it is extremely important that students work with their program directors to ensure full-time enrollment status each term. A change from full-time enrollment status could cause a loss of financial aid eligibility and create a cash pay situation for some students. Please consult the campus financial aid administrator with any questions regarding enrollment status and financial aid eligibility.

TUITION, FEES AND MATERIALS/TOOL KITS

A complete listing of tuition and fees is contained here or in a catalog addendum. The College reserves the right to adjust tuition rates at the beginning of any academic term, but such increases will be announced at least 60 days in advance.

Tuition is charged to each student's account every term, based on the enrollment status for that term. Students should review the enrollment agreement or contact the Business Office for information about the charges for each program. Tools are charged to each student's account in the term in which the tools are issued. Books will be charged to a student's account when issued each term. The amount of the charges will be based on the current book prices.

Charges to a student's account (tuition, tools and/or books) must be paid by the end of each term, either by financial aid, agency payments, cash payments, or through the College's financing program. Students with delinquent cash or College financing program payments will not be allowed to attend classes for the next term or future terms until the account is brought current. Questions or concerns regarding an account or College financing program should be directed to Business Office personnel. The tool kit, textbooks, and supplies may be purchased through the College or from an outside supplier, but must be the tool kit, textbooks, and supplies required by the College.

TEXTBOOK

Students may purchase textbooks from any source. As a service, Westwood College ships textbooks and other academic support materials to students through our online bookstore. Students may choose to opt out of this service.

Students using the online bookstore service will receive books at their home mailing address unless specific arrangements are made

with the campus registrar during continuing campus registration each term. Students are responsible for keeping their current address, e-mail, and phone number on file with the campus at all times. Students will be charged the total amount listed on the book voucher including shipping and handling. Students have the option to return books to the online bookstore at their own expense. Requirements for return of the books are found on the voucher that accompanies each book order. Any credits accepted by the online bookstore will appear on the student account card. Please allow up to 60 days from receipt for credits to be posted.

DEGREE COMPLETERS

For degree completers, tuition for students who transfer in more than 24 quarter credits will be charged on a per quarter-credit hour basis, with credit given for transfer credits accepted. All fees and program-specific costs will also apply. Final tuition costs that are based on degree-completer acceptance (i.e., more than 24 transfer quarter-credits) are subject to change during registration, based on final review of all supporting documentation by the Campus Academic Dean or designee. Following this review, tuition for any student who meets the degree-completer status (i.e., more than 24 transfer quarter-credits) will be changed to per quarter-credit tuition (as disclosed in the Catalog Addendum), and a new enrollment agreement will be prepared. (See Catalog Addendum for degree-completer rates, by program.)

ADD/DROP PERIOD

Beginning with the first class day each term, there is an Add/Drop period during which students will be allowed to add or drop classes from their schedule. The Add/Drop period ends on the day designated in the academic calendar found in the catalog.

Once the Add/Drop period ends, all schedules are final and the Registrar will determine students' enrollment status based on these schedules and submit the status to the Business Office for tuition charges. Students will not be allowed to change schedules after the Add/Drop period. Students will be charged according to the enrollment status as of the end of the Add/Drop period.

FINANCIAL AID AVAILABLE

GRANTS

Federal Pell Grant (FPELL)

This federal student grant program is designed to provide assistance to any eligible undergraduate student pursuing post-high school education. The value of the award currently varies from \$0-\$5,350 depending on the financial need of the student and costs of the institution. Grant amounts may vary from year to year depending upon federal regulations. This program is the foundation for most financial aid awards and is available at all campuses.

Federal Supplemental Educational Opportunity Grant (FSEOG)

This federal student grant program is intended to assist undergraduate students who have been determined to have financial need. It is usually available only to those students who also qualify for the Federal Pell Grant. This program is available at all campuses.

LOANS

Federal Stafford Loan

This program is a low interest rate, long-term loan program for undergraduate students who have demonstrated financial need. The maximum a student may currently borrow is \$3,500 for the first academic year of study, \$4,500 for the second academic year, and \$5,500 subsequent years. Stafford Loans are capped at 6% interest rate, and repayment is required to begin six months after the student completes or terminates his/her education or becomes less than a half-time student. This program is available at all campuses.

Unsubsidized Federal Stafford Loan

This is a federal loan program designed to allow students who do not qualify for federal interest subsidies under the Federal Stafford Loan Program to obtain an unsubsidized loan. The maximum amount an independent student may currently borrow is \$6,000, in addition to the Federal Stafford Loan for the first and second academic years and \$7,000 subsequent years. If a student does not qualify for a Federal Stafford Loan or some portion of that loan, he/she may borrow the remaining amount under this program. The interest on this loan is also capped at 6.8% and payment may be deferred until six months after the student no longer attends school or becomes less than a half-time student. However, interest will accrue during the deferment period. This program is available at all campuses.

Federal Perkins Loan

This is a low interest rate, long-term loan program available to students who have demonstrated need for such funds. Perkins Loans currently carry a 5% interest rate. The maximum a student may be eligible to borrow is \$4,000 per award year. Repayment on this loan is not required until nine months after the student completes his/her education or falls below half-time status. This program is available at all campuses.

Federal PLUS Loans

This is a competitive interest rate loan that provides additional funds to help parents pay for the educational expenses of a dependent student. The interest rate for this non-need-based loan is market driven with a cap of 8.5%. Repayment begins approximately 60 days after the first disbursement of the loan. This loan is subject to the policies of the individual lender. In most cases, the maximum loan amount is based on the student's estimated cost of attendance minus any estimated financial assistance the student has been or will be awarded during the academic year. This program is available at all campuses.

Private Loans

These loans have a competitive interest rate and are provided by a private fund source. Westwood College recommends various private lenders. The eligibility for these loans is determined by the borrower's (and co-borrower's) credit history. The lender determines the repayment terms and conditions of these loans. In some cases repayment begins after the student leaves school. Applications are available in the Financial Aid Office. This program is available at all campuses.

APEX Financing

APEX financing is available to new and continuing students when all other funding sources are exhausted. Application materials will be supplied by the campus financial aid office once eligibility has been determined.

The repayment period for eligible applicants is no more than 180 months (15 years) at no more than 18% interest. Students may prepay the financing at any time without penalties. Apex financings will be credited directly into the students account and applied towards the direct cost of the student's attendance. A corresponding balance will be created in the students' Apex account. Direct cost of student attendance includes Tuition, Tool Kits, and Books. Payments are due on the 1st of each month and are made to Unisa, a private company contracted by Westwood College to assist students meet their educational goals.

If eligible, the APEX financing may be applied for on an annual basis following the application of all financial aid.

SCHOLARSHIPS

New Student Scholarships

Various campus scholarships may be available for eligible new students who meet specific scholarship criteria provided by the campus. Contact campus administration for more details.

Terms and Conditions

- Enrollment into any Westwood College Program
- Three letters of recommendation which can be from a teacher, counselor, community leader, etc.
- 250 word essay on a topic selected by the campus
- Deadline dates are available at each campus
- Scholarship recipients will be determined by an independent review panel

Continuing Education Scholarships

Various campus scholarships may be available for eligible continuing students who meet specific scholarship criteria provided by the campus. Contact campus administration for more details.

Terms and Conditions

- Full-time enrolled Westwood student
- Student must be in good standing and meet Westwood College's Standards of Academic Progress
- Application must include Cumulative Grade Point Average (CGPA)
- Letter of recommendation from an internal Westwood College faculty or staff member
- Deadline dates are available at each campus
- Scholarship recipients will be determined by an independent review panel

High School Scholarship Program

The high school scholarship program is intended to recognize motivated high school seniors and to encourage their pursuit of advanced career-focused higher education in the field of their choice. The scholarship award will contribute directly to the tuition for the program selected by the recipient. The award in the amount of \$2500 is limited to two seniors per high school or four seniors for high schools with a population of more than 400 seniors.

Terms and Conditions

- Must be a 2010 high school senior
- Must be enrolled in a Westwood degree program (diploma programs are not eligible)
- Must be attending a Westwood ground school program (online programs and employee waivers are not eligible)
- Must have a cumulative grade point average of 3.0 or be recommended by a high school educator, counselor, administrator, community leader or employer
- Must meet all admissions requirements to Westwood College as outlined in the current College catalog
- In the event that the number of scholarship applicants exceeds the number of established potential scholarships per high school, the scholarship awards will be determined by an independent review panel.

Application Requirements (Please read carefully)

Prospective students may obtain a scholarship application from an Admissions Representative or by downloading an application from the Westwood College website at www.westwood.edu/highschool.



1. **Scholarship Application** – All information requested on the application must be complete and legible. The application must be signed by the applicant and an email address is required for notification of receipt.
2. **Personal Essay** – A 250-word essay must be submitted legibly and written in ink or typewritten by the applicant explaining reasons for pursuing career-focused higher education at Westwood College.
3. **High School Transcript** – The most current available transcript at the time of application must be submitted and must state the current Cumulative Grade Point Average (CGPA).
4. **One Letter of Recommendation** – If the CGPA is lower than 3.0, the applicant may retain eligibility by submitting a letter of recommendation from a high school educator, counselor, administrator, community leader or the student's employer. The letter of recommendation must be typed or written in ink on school or company letterhead and must display the name, address, phone number and email address of the person making the recommendation.

Submission Procedure

All materials and supplementary documents must be submitted together in one envelope with copies kept by the applicant. Incomplete application packets will not be accepted. The envelope must be received by Scholarship Administration on or before the deadline printed on the application. Application packets will be accepted later than the deadline only if postmarked at least five business days prior to the deadline.

Westwood Scholarship Distribution

- For a student to receive full eligibility and be eligible for any of the Westwood Scholarship disbursement he/she must complete at least 60% of the term of study.
- If a student then withdraws after the 60% timeframe, he/she will receive a pro-rated amount of the scholarship based on the percentage of tuition charged.
- In the case a student receives multiple scholarships from Westwood College (this includes Imagine America, Westwood High School, and any other new student or continuing education scholarship); disbursements will be paid out over a calendar year (five full terms which includes the midterm if applicable) consecutively and not concurrently for a maximum disbursement of \$700 per term in total for all scholarships awarded. Scholarship award dollars over \$3500 in one calendar year (if any) will be carried into the second year using the disbursement guidelines above.

Westwood College Continuing Success Scholarship (DLD and DLF only)

Awards: \$3,995 tuition rate for the life of the program (\$272 per term less than the standard per term tuition rate of \$4,267).

Eligibility

Westwood College associate degree holders in Graphic Design and Multimedia and current students in Westwood College's associate degree programs in Graphic Design and Multimedia who will graduate in March of 2009 are eligible to earn the Westwood College Continuing Success Scholarship by enrolling in Westwood College's Visual Communications bachelor's program for the March 2009 term. Westwood College associate degree holders in Computer Network Engineering and current students in Westwood College's associate degree programs in Computer Network Engineering who will graduate in March of 2009 are eligible to earn

the Continuing Success Scholarship by enrolling in Westwood College's Information Technology: Major in Network Management bachelor's program for the March 2009 term.

Requirements

- Must be a first-time enrollee in the Visual Communications or Information Technology: Major in Network Management bachelor's degree program at Westwood College.
- Must have an associate degree in Graphic Design and Multimedia or Computer Network Engineering from Westwood College.
- Must meet all current admissions requirements.
- Must have attended Westwood College within the last two years.
- Must maintain satisfactory academic progress as outlined in the college catalog throughout their bachelor's degree.
- Must be continuously enrolled; withdrawing from school will result in ineligibility.
- The award amounts of this scholarship are based on full-time enrollment. Should a scholarship recipient's course load be reduced to three-quarter time or half time, the amount awarded will be as follows:
 - Three-quarter time: \$204 per term
 - Half-time: \$176 per term

Westwood College Success Scholarship (DLD and DLF only)

Awards: \$500 per term for terms 2, 3, and 4.

Eligibility

Associate degree holders from any accredited college other than Westwood College are eligible to earn the Westwood College Success Scholarship by enrolling in Westwood College's Visual Communications or Information Technology: Major in Network Management bachelor's program for the March 2009 term.

Requirements

- Must be a first-time enrollee in the Visual Communications or Information Technology: Major in Network Management bachelor's degree program at Westwood College.
- Must have an associate degree from any accredited college other than Westwood College.
- Must meet all current admissions requirements.
- Must maintain satisfactory academic progress as outlined in the college catalog while enrolled at Westwood College.
- Must be continuously enrolled; withdrawing from school will result in ineligibility.
- The award amounts of this scholarship are based on full-time enrollment. Should a scholarship recipient's course load be reduced to three-quarter time or half time, the amount awarded will be as follows:
 - Three-quarter time: \$375 per term
 - Half-time: \$325 per term

OTHER PROGRAMS

Federal College Work-Study Program

Westwood College participates in the Federal College Work-Study Program with award amounts based on demonstrated need. This program is designed to provide part-time employment to enable students to earn money to fund their education. Students employed under the Work Study Program are generally limited to 20 hours per week during the regular academic period.

Students may be authorized to work more hours during vacation periods. Wages vary, depending on the type of work and skill experience required. This program is available at all campuses.

Other Aid Programs

Students attending Westwood may, if eligible, receive funds to meet educational costs from Veterans Administration Benefits, Social Security, The Bureau of Indian Affairs, The Division of Vocational Rehabilitation, Worker's Compensation, employee tuition waivers, and other organizations and agencies providing scholarships and grants. Please contact the Financial Aid Department regarding these funding sources.

Monthly Payment Plans

Independent students or parents of dependent students who do not qualify for financial aid or who do not wish to apply for educational loans may make monthly tuition payments to finance educational costs. A late fee of \$25 may apply. These arrangements may be made with the Financial Aid Office or with the Business Office. This plan is available at all campuses.

APPLICATION PROCEDURE

Application for financial aid at Westwood College involves the following procedure:

1. The enrollment paperwork must be submitted by the student with the specified fees.
2. A qualified Financial Aid Office Administrator will be available to offer any technical assistance.
3. The Financial Aid Administrator utilizes a needs analysis system to determine eligibility for financial aid programs.
4. The Institutional Application for Financial Aid and the Free Application for Federal Student Aid (FAFSA) and other documents are reviewed by the Financial Aid Administrator at the time of the student's interview, and at the time the student's eligibility is determined. A school official will review available funds and discuss tuition payment plans.

STUDENT ELIGIBILITY

Participants in federal and state aid programs must:

1. Be a United States citizen or eligible non-citizen.
2. Be enrolled as a regular student in a degree, diploma, or certificate program.
3. Maintain satisfactory academic progress.

Non-citizens are required to verify eligibility with the Financial Aid Office. Students who are required to register with Selective Service must be registered in order to receive financial aid. Additional documentation may be required.

DETERMINING STUDENT NEED

Financial need equals the difference between the stated cost of attending the College minus the resources available to the student. Stated costs may include tuition, fees, books, supplies, room, board, personal expenses, transportation, and the related expenses of a student's dependents. Resources include parental contributions (if dependent), applicant's earnings, spouse's earnings, welfare, savings, assets, and other taxable or nontaxable income. In addition, applicants may be expected to provide a reasonable monthly payment from savings or earnings toward meeting the cost of their education.

Through the use of the Estimated Family Contribution, a determination is made of the amount of funds the financial aid applicant and/or his/her parents can contribute toward meeting

educational costs. Students with a demonstrated need, as calculated by the Financial Aid Administrator, will receive consideration for assistance.

DURATION OF AWARDS

All financial aid awards are made for three terms (or less). These awards are usually posted to the student's account on a term-by-term basis. To continue receiving an award, a student must:

1. Be in good standing with the school.
2. Continue to demonstrate financial need.
3. Maintain satisfactory academic progress.
4. Complete all required financial aid applications each academic year.

Continuing awards are contingent upon adequate funding of federal and state financial aid programs.

GRADE LEVEL DEFINITION

A student's eligibility to continue receiving financial aid is defined by grade level restrictions. A student in an eligible program may receive federal student loans for subsequent years. The criteria for eligibility are as follows:

1st Level

Students enrolled in an eligible program may progress to a higher level of eligibility after completing 36 credit hours and 30 weeks.

2nd Level

Students enrolled in an eligible degree program should progress to the second year funding, provided that 36 credit hours and 30 weeks have been completed. Approved transfer credits may justify progression to the next year.

Academic Year

An academic year is defined as a minimum of thirty weeks of classes (or 3 terms of 10 weeks each and 36 credit hours). Daytime associate degree programs are 2 or 2-1/3 academic years.

SATISFACTORY ACADEMIC PROGRESS

Satisfactory academic progress is necessary to maintain eligibility for Title IV and state funded assistance programs. See the Academics section for applicable satisfactory progress criteria.

FINANCIAL AID IMPLICATIONS

PROBATION

If a student falls below the satisfactory academic progress criteria listed in this catalog, consultation with a College official may be scheduled. At that time, the student may be placed on a two-term warning/probation period during which Title IV and state funds may be disbursed. At the end of the probationary period, if the student has not satisfied the specified requirements, he/she must be dismissed from school and may re-enter on probation after sitting out one full term.

INCOMPLETES, WITHDRAWALS, REPETITIONS, REMEDIAL WORK

Students with course incompletes, withdrawals, repetitions, and those doing remedial work are eligible to continue receiving financial aid if the following conditions are met:

1. The student is otherwise making satisfactory progress.
2. The time needed to make up the incomplete course work is within the program maximum time frame.

MAXIMUM TIME FRAME

To remain eligible for federal and state funds, students must complete their programs within the maximum time frame,



defined as one and one-half times the standard duration of the program, in credit hours.

REINSTATEMENT OF FINANCIAL AID ELIGIBILITY

Students who have lost eligibility for financial aid may be reinstated by improving their academic standing to meet the minimum standards of the satisfactory academic progress policy. In cases of extenuating circumstances, special arrangements may be made on an individual basis. See the Financial Aid office for more details.

NOTICE TO APPLICANTS OF FINANCIAL AID

An offer of financial aid is contingent upon receipt of funds from all funding sources. The Financial Aid Office reserves the right to revise offers of financial aid at any time during the academic year based on availability of funds and/or procedures mandated by the state or federal authorities. Pursuant to the Privacy Act of 1974, applicants for student financial aid are hereby notified that the disclosure of their social security number is required by Westwood College to verify the identity of each applicant.

EDUCATIONAL PURPOSE

Any funds received under the Federal Pell ACG and Smart Grant, the Federal Supplemental Educational Opportunity Grant, state grants, the Federal College Work-Study Program, the Federal Perkins (National Direct) Student Loan Program, or the Stafford (Guaranteed/ Federally Insured) Loan Programs, are to be used solely for expenses related to attendance or continued attendance at the College. The student is responsible for repayment of a prorated amount of any portion of payments made which cannot reasonably be attributed to meeting educational expenses related to the attendance at the College. The amount of such repayment is to be determined on the basis of criteria set forth by the United States Department of Education and the appropriate state agency.

RETURN OF TITLE IV

Title IV funds are earned in proportion to the percentage of the payment period that is completed, with 100% of the funds awarded after 60% of the payment period is completed. For instance, if the payment period lasts 100 days, 100% of the Title IV funds are earned after 60 days are completed. If a student withdraws after 60% of the payment period is completed, Title IV funds are not required to be returned. When a student withdraws prior to completion of 60% of the payment period, the College must determine if the Title IV funds the student has received exceed the amount earned. This calculation is based on the number of days completed in the payment period as of the student's withdrawal date. If the amount received by the student exceeds the amount earned, the College must return the excess funds to the Title IV programs in the sequence mandated by the U.S. Department of Education.

The normal refund calculations will be applied after the Title IV return calculation has been made. If you have any questions about this policy, please visit the Financial Aid or the Business Office for complete examples.

INSTITUTIONAL REFUND POLICY

Refunds must be calculated from the last date of recorded attendance. The following calculations reflect this policy:

1. A full refund of all monies paid if the applicant is not accepted by the College.
2. A full refund of tuition and fees paid if the applicant withdraws within three days after signing the enrollment agreement or making an initial payment, provided that the applicant has not attended an orientation, toured the campus, or commenced training.

3. A full refund, without penalty, if the applicant withdraws within three business days following the applicant's "visit to the school and/or regularly scheduled orientation."
4. A full refund of tuition and fees paid in the event that the College discontinues a course or program of education during a period of time within which a student could have reasonably completed the same except that this provision shall not apply in the event that the College ceases operation.
5. The policy for cancellation, settlement, and refund of tuition and fees provides for at least the following:
 - A. A student terminating within the first ten percent of the term shall be entitled to a refund of ninety percent of the term price, exclusive of books, tools, and supplies.
 - B. A student terminating after ten percent but within the first twenty-five percent of the term shall be entitled to a refund of seventy-five percent of the term price, exclusive of books, tools, and supplies.
 - C. A student terminating after twenty-five percent but within the first fifty percent of the term shall be entitled to a refund of fifty percent of the term price, exclusive of books, tools, and supplies.
 - D. A student terminating after fifty percent but within the first seventy-five percent of the term shall be entitled to a refund of twenty-five percent of the term price, exclusive of books, tools, and supplies.
 - E. A student terminating after completing seventy-five percent of the term shall not be entitled to any refund and shall be obligated for the full term price which constitutes maximum obligation, exclusive of books, tools, and supplies.
 - F. The above calculations are performed on a term-by-term basis as determined by the particular term in which the student withdraws. All previous terms will be charged in full.
6. A student may return his/her tools (not opened software or software subscriptions) to the school for a refund upon withdrawal. Only if his/her tools are judged to be in excellent condition, will the student receive a refund (or credit, if applicable – depreciated value to his/her account). This offer is for seven calendar days from the effective date of withdrawal.
7. A student may make returns of course materials if:
 - A. He/she provides a copy of the voucher or sales receipt that was included with the original order,
 - B. The return is made during the same semester the materials were purchased,
 - C. The materials are received by the bookstore within 21 days of the receipt date on the voucher or sales receipt, and
 - D. The materials are in mint, re-saleable condition, wrapped items or sealed CD's can only be returned if the plastic or seal is not opened.
 - E. Electronics, special order items, and imprinted merchandise are sold on a non-returnable basis, except clothing may be returned for a different size.
 - F. Course materials, electronics, or imprinted merchandise may be exchanged if received damaged and the bookstore is notified upon receipt of damaged materials.

If these requirements are met, please send the materials for exchange or return to **Your Schools Bookstore, 550 Smith St, Farmingdale, NY 11735**, attention

Store Returns Department. For each item the student wishes to return, please fill in the Return Reason Code. If the student does not provide a code the bookstore will conclude the item is no longer needed.

Please return items to the address noted above, via UPS, FedEx, Registered Mail, or other method that gives the ability to track the package.

8. The effective date of termination (cancellation/withdrawal) is defined as:
 - A. The date of receipt of student's notification; or
 - B. The date the institution determines the student is no longer attending;
 - C. For the purpose of calculating the refund, a student's last day of attendance (LDA) is the last day a student has demonstrated completion and has submitted the unit assignment(s).
9. All refunds will be paid within 45 days from the effective date.

CANCELLATION POLICY

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed and a tour of the facilities and inspection of the equipment is made by the prospective student.

TEXAS REFUND POLICY

(Must be used for all Diploma Students)

For Texas students, both the Institutional Refund Policy and the Texas Refund Policy will be calculated and the policy that yields a more favorable result to the student will be administered.

1. Refund computations will be based on scheduled clock hours of class attendance through the last date of attendance. Leaves of absence, suspensions, and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of the termination for refund purposes will be the earliest of the following:
 - A. The last day of attendance, if the student is terminated by the school;
 - B. The date of receipt of written notice from the student; or
 - C. Ten school days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72 hour cancellation privilege the student does not enter school, not more than \$100 shall be retained by the School.
4. If the student who enters a residence course of not more than 12 months in length terminates or withdraws after the expiration of the 72 hour cancellation privilege, the school may retain \$100 of the tuition and fees and the minimum refund of the remaining tuition and fees will be:
 - A. During the first week or one-tenth of the course, whichever is less, 90 percent of the remaining tuition and fees;
 - B. After the first week or one-tenth of the course, whichever is less, but within the first three weeks or one-fifth of the course, whichever is less, 80 percent of the remaining tuition and fees;
 - C. After the first three weeks or one-fifth of the course, whichever is less, but within the first quarter of the course, 75 percent of the remaining tuition and fees;

- D. During the second quarter of the course, 50 percent of the remaining tuition and fees;
 - E. During the third quarter of the course, 10 percent of the remaining tuition and fees; or
 - F. During the last quarter of the course, the student may be considered obligated for the full tuition and fees.
5. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made.
 6. For residence courses more than 12 months in length, the refund shall be applied for each 12 month period paid, or part thereof, separately.
 7. The length of a course for purposes of calculating refunds owed, is the shortest scheduled time period in which the course may be completed by continuous attendance of a full-time student.
 8. A full refund of all tuition and fees is due and refundable in each of the following cases:
 - A. An enrollee is not accepted by the school;
 - B. If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
 - C. If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.
 9. Refunds will be totally consummated within 60 days after the effective date of termination.

OTHER STATES

For students from other states, the cancellation and/or refund policy of Texas will apply, unless noted otherwise on the enrollment agreement or addendum. In all cases, refunds will meet or exceed the minimum requirement of the Texas refund policy.

REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE

A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

1. If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
2. A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or



3. The assignment of an appropriate final grade or credit for the courses in the program, but only if the faculty or faculty of the program determine that the student has:
 - A. Satisfactorily completed at least 90 percent of the required coursework for the program; and
 - B. Demonstrated sufficient mastery of the program material to receive credit for completing the program.

REFUND AND DISTRIBUTION POLICY

Westwood College adheres to the refund policy as published in this catalog. This refund policy is in accordance with the guidelines prescribed by the state of Texas and other states as noted in the enrollment agreement or addenda, and by the federal government. If a student withdraws from Westwood and a refund is due, the following return of funds and refund distribution policy will be observed.

Amounts of refunds will be allocated in the following manner:

- Unsubsidized Federal Stafford Loan
- Subsidized Federal Stafford Loan
- Federal Direct Unsubsidized
- Federal Direct Stafford Loan
- Federal Perkins Loan
- Federal PLUS
- Federal Direct PLUS
- Federal Pell Grant
- Federal SEOG
- Other Title IV, HEA assistance, federal, state, private, and institutional student financial assistance received by the student.

If after all required Title IV funds are returned based on the Return of Title IV calculation and the state or institutional refund has been calculated and a credit balance still exists, the credit must be first applied to any Apex financing (if applicable). If a credit balance still remains all Title IV loans will first be refunded beginning with the current period of enrollment and going backward, then to any other private loan, federal grants, state grants, finally the student.

Any credit balance on the student account at graduation will first be applied to any Apex financing (if applicable) prior to sending to the student.

TUITION AND FEES REPAYMENT

REPAYMENT

When a student receives Title IV aid funds for living expenses and then withdraws from school, the Financial Aid Administrator must determine if the student owes a repayment on funds received in excess of calculated living expenses for the enrollment period.

Note: *The Financial Aid Administrator keeps track of this repayment amount, because financial aid transcripts must reflect any outstanding repayment due by the student.*

FINANCIAL OBLIGATION

Students who fail to make prompt monthly cash payments, issue personal checks that are returned by banks, or fail to make a good faith effort to process their financial aid paperwork on a timely basis are subject to the College's disciplinary action. It is Westwood's policy that students must satisfy all financial obligations to the College prior to the start of the next term. No academic records will be released to any institution or individual until all financial obligations are satisfied.

ERRORS, FRAUD, AND ABUSE

If a staff member becomes aware that a student and/or a student's parents have provided incorrect information on the student's aid application, the staff member will report the situation to the Director of Financial Aid.

The Director of Financial Aid will make an appointment with the student in an effort to correct the information. If the student and/or parents correct the information, the Director of Financial Aid will compute the student's awards based on the corrected information, and if necessary, submit such corrections or information to the appropriate agencies.

FINAL THOUGHT

These financial aid guidelines and procedures may be a combination of federal and state regulations and are constantly changing. For information regarding any current changes, please contact the Westwood College Financial Aid Office.

Comparable program information relating to tuition and program length is available through:

ACICS (DLD and DLF only)
750 First Street NE, Suite 980
Washington DC 20002-4241
202-336-6780

ACCSC (HNS only)
2101 Wilson Blvd., Suite 302
Arlington, VA 22201
703-247-4212

ANNUAL TERM SCHEDULE

There are five terms at the College each calendar year. Terms begin in January, March, May, August, and October.

CLASS TIMES

Typically, day section classes will be scheduled between 7:00 a.m. and 6:00 p.m. Monday through Saturday. Typically, night section classes will be scheduled between 5:30 p.m. to 11:30 p.m. two to five nights a week. Although every effort is made to schedule classes for students' convenience, Westwood College reserves the right to alter scheduling if proper facilities, equipment, or staff are not available. There will be 50 minutes of instruction with a 10-minute break for each hour of instruction which equals one clock hour.

3-Day Class Schedule

MONDAY/WEDNESDAY/FRIDAY OR
TUESDAY/THURSDAY/SATURDAY

	Option A	Option B
Morning Class	7:30-8:20	7:00-7:50
	8:30-9:20	8:00-8:50
	9:30-10:20	9:00-9:50
	10:30-11:20	10:00-10:50
	11:30-12:30	11:30-12:20
Afternoon Class	12:30-1:20	12:30-1:20
	1:30-2:20	1:30-2:20
	2:30-3:20	2:30-3:20
	3:30-4:20	3:30-4:20
	4:30-5:20	4:30-5:20

Evening Class Schedule

MONDAY, TUESDAY, WEDNESDAY, THURSDAY, FRIDAY

Class	5:30-6:20	6:00-6:50
	6:30-7:20	7:00-7:50
	7:30-8:20	8:00-8:50
	8:30-9:20	9:00-9:50
	9:30-10:20	10:00-10:50
	10:30-11:20	

Note: Schedule options vary by campus. These are examples of schedules that may be used at your campus. Please see the Campus Academic Dean for details on the schedule at your campus.

GRADING SYSTEM

Westwood College students will be evaluated and assessed using quizzes, lab exercises, tests, projects, written and oral reports, and presentations. Students will receive additional course requirements in each course syllabus. Westwood College uses a traditional A-F (4.0-0.0) grading system, with A representing Excellent work, B representing Above Average work, C designating Average work, D designating Below Average work, and F indicating a Failure by the student. In addition to these grades, the College uses the following designations:

1. PROFICIENCY (PR)

A grade designation of PR indicates that a student has demonstrated competence in the content of a course through examination. The grade designation of PR does not contribute to a student's grade point average however, the student receives the quarter credit units toward his/her degree completion requirements. Credits achieved through demonstration of proficiency do not count toward determining full or part-time academic status. Proficiency exams may not be used to replace a failing grade.

2. TRANSFER (TR)

A grade designation of TR indicates that the student has demonstrated competence in the content of a course by

successfully completing an equivalent course at an accredited college or university with a grade of C or better on an A-F scale. The grade designation of TR does not contribute to a student's grade point average however, the student receives the quarter credit units toward his/her degree completion requirements. Credits achieved through transfer do not count toward determining full or part-time academic status.

3. PASS (P) / NO PASS (N)

A grade designation of P indicates that the student has both attended and demonstrated competence in a regularly scheduled course. Competence is demonstrated by successfully completing a skill or written examination and is available in a limited number of specifically designated courses. A grade designation of N indicates that the student did not satisfactorily meet the academic requirements of the course for which the Pass designation is offered. The grade designations of P and N do not contribute to a student's grade point average and do not count toward degree completion requirements. Credits achieved through a grade of Pass or No Pass count toward determining full or part-time academic status.

4. INCOMPLETE (I)

A grade designation of I indicates that the student did not complete all of the work required for a course prior to the end of a term. A grade designation of I is a temporary credit where at least 75% of the coursework has been completed satisfactorily. It may be recommended when the faculty has determined that extenuating circumstances prevented the student from completing all course requirements.

Except in the case of Externships, students will have two weeks after the start of a term to complete all incomplete work from the prior term. For Externships, the student and faculty member determine the required time needed (not greater than nine weeks) to complete the Externship. It is the responsibility of the student to ensure that all work is submitted and received by the appropriate faculty member, thereby ensuring that a grade change can be submitted. Faculty members have seven calendar days from receipt of this work to submit a grade change to the Student Records Department. The final grade will be calculated based upon the final percentage the student earned in the course. Incomplete work turned in during the allotted time period will be factored into the final percentage. Work turned in after the allotted time period will not be accepted. The grade of I contributes zero points (the equivalent of an F) and is computed into a student's grade point average. The student receives no quarter credit units toward his/her degree completion requirements, but quarter credit units will count toward the total number of credits attempted.

5. PREVIOUS CREDIT (PC)

A grade designation of PC is given to reflect new program requirements fulfilled prior to program enhancements.

6. WITHDRAW (W)

A grade designation of W indicates that the student has attended and then subsequently withdrawn from a course after the end of the Add/Drop period and prior to completing 80% of the scheduled clock hours for the course. A student who withdraws from a course after at least 80% of the scheduled clock hours in a course have passed receives an F. The credit designation of W does not contribute to a student's grade point average, and the student receives no quarter credit units toward his/her degree completion requirements. Quarter credit units will count toward the total number of credits attempted. Credits attempted count toward determining full or part-time academic status.



7. REPEATING A COURSE (R)

After the October 2009 term at certain campuses, if a student retakes and completes a course, the higher or latest grade achieved in the repeated course is recorded in the academic record, however, the original grade also remains on the academic record with an ** indicating the course has been retaken. The academic transcript will identify the repeated course as credits attempted but only the course with the highest grade earned will be calculated into the credits completed and the GPA. Students should be aware that repeating a course may result in additional charges, as either a) an additional term may be required to complete the course, or b) the repeated course may increase the student's credit load, the basis for all tuition charges (e.g., from three-quarter time to full-time).

Prior to the October 2009 term at all campuses, if a student retook and completed a course, the higher or latest grade achieved in the repeated course was recorded in the academic record, however, the original grade also remained on the academic record with an R indicating the course had been retaken. This same approach may be taken after the October 2009 term at certain campuses. The academic transcript will identify the R course as credits attempted but only the course with the highest grade earned will be calculated into the credits completed and the GPA.

Students should be aware that repeating a course may result in additional charges, as either a) an additional term may be required to complete the course, or b) the repeated course may increase the student's credit load, the basis for all tuition charges (e.g., from three-quarter time to full-time).

8. UNREGISTERED (U)

A grade designation of U indicates that the student has attended and then subsequently withdrew from the course during the Add/Drop period but did not withdraw from all courses.

A complete listing of all grades and GPA values is located in the following table.

TEMPORARY GRADES

Temporary grade of an IR is issued by a faculty member as a placeholder until the time the incomplete request has been approved and will then be changed to an I. If the request is denied the student's grade will be changed to grade earned. The grade of IR contributes zero points (the equivalent of an F) and is computed into the student's grade point average.

GRADING SYSTEM			
Letter Grade	Grade Points	Numerical Equivalent	Indicates
A	4.0	93-100	Excellent
A-	3.7	90-92	
B+	3.3	87-89	
B	3.0	83-86	Above average
B-	2.7	80-82	
C+	2.3	77-79	Average
C	2.0	73-76	
C-	1.7	70-72	
D+	1.3	66-69	Below average
D	1.0	60-65	
F	0.0	59 & below	Failure
I	0.0		Incomplete

Other Grades	Receive Credit	Affects GPA
PR – Proficiency	Yes	No
TR – Transfer	Yes	No
P – Pass	Yes	No
N – No Pass	No	No
W – Withdrawal	No	No
R – Retake	No	No

GRADE POINT AVERAGE CALCULATION

Grade Point Average (GPA) calculations will be based upon the following:

$$\text{Course Credit} \times \text{Grade Points} = \text{Total Points}$$

$$\text{Total Points} \div \text{Credits} = \text{GPA}$$

Example:

Course	Credits	Grade(Points)	Total Points
Course 1	3 Cr.	x B+ (3.3) =	9.9
Course 2	5 Cr.	x C (2) =	10.0
Course 3	7 Cr.	x A (4) =	28.0
Totals	15 Cr.		47.9

Grade Point Average for this example:
47.9 points ÷ 15 Credits = 3.19 GPA

PLACEMENT

Students who are required to take the Accuplacer exam must have his/her academic skills assessed by taking all five (5) of the following sections of Accuplacer prior to being admitted to the college:

1. Reading Comprehension
2. Arithmetic
3. Elementary Algebra
4. Sentence Skills
5. Writeplacer Plus (Written Essay)

The table below shows the scores that are used for determining placement into foundational courses.

Accuplacer Subject	Foundational
Reading Comprehension	below 78
Arithmetic	below 29
Elementary Algebra*	below 63
Sentence Skills	below 80
Written Essay*	below 5

Students who are accepted into the college but score as foundational in one or more subjects must complete associated foundational coursework as assigned.

*Medical Assisting and Medical Insurance Coding and Billing Diploma applicants are exempt from taking the Elementary Algebra and Written Essay portions of Accuplacer.

Placement scores determined by the college are used to determine placement into foundational courses.

Students who are accepted into the college but score in foundational placement score ranges must complete associated foundational coursework as assigned.

FOUNDATIONAL COURSEWORK

Westwood provides foundational courses to help students strengthen their academic skills and fill gaps in their learning. Such coursework is required for those students who lack basic skills mastery in an area determined by the Accuplacer assessments. Westwood's foundational courses in reading, writing, and math are designed to provide such basic skills. Successful completion of the courses will prepare students for college-level courses, and mastery of basic skills is critical to a student's life and employment success.

Westwood offers the following five (5) foundational courses:

- ENG090 Reading for Understanding
- ENG091 Fundamentals of Writing
- MTH090 Pre-Algebra I
- MTH091 Pre-Algebra II
- MTH097 Elementary Algebra

Students may attempt to pass a foundational course a maximum of three times. After receiving a total of three N (No Pass) credit designations, students will no longer be allowed to take the course.

Students will receive institutional credit upon successful completion of any foundational course. Foundational courses may affect program length and cost. See Institutional Credit in the Academics section of this catalog for more information.

INSTITUTIONAL CREDIT

Institutional Credit is credit awarded for successfully completed coursework that is non-transferable (except to other Westwood College campuses). Institutional credit does not count toward degree-completion requirements. For financial aid only, institutional credit is included in the determination of the award amount.

GRADE CHANGE

All grades are considered final when recorded by the registrar's office. Any grade change, other than completion of an I grade, must be made within 30 days after the end of the term in which the grade was earned. All requests for grade changes must be submitted in writing to the Campus Academic Dean or designee.

CLASS SIZE

Westwood strives to maintain a low student-to-teacher ratio, especially in laboratory settings. Some lecture classes may be larger depending on the nature of the subject matter. Class sizes will be appropriate to the course of instruction and shall contribute to the achievement of the course objectives. The maximum number of students in a classroom is 30 and the maximum in a laboratory is 20 students. The maximum number of students in any foundational course is 20 students.

DEFINITION OF A QUARTER CREDIT HOUR

One quarter credit hour equals ten hours of lecture, twenty hours of laboratory work, or thirty hours of externship/field instruction plus appropriate outside preparation. Actual hours spent on outside preparation depend on the individual student.

UPPER-DIVISION STATUS

"Upper-division" is a status given to students who have completed all lower-division (100 and 200 level) courses, including any stated pre-requisites for the program, and who are currently enrolled in 300 and 400 level courses.

"Upper-division Courses" are advanced, specialized, in-depth, and emphasize problem-solving, analytical thinking skills, and theoretical applications beyond the introductory level. These courses often build

on the foundation provided by the skills and knowledge of lower-division education. Upper-division courses may require the student to synthesize topics from a variety of sources and also may require greater responsibility, or independence on the part of the student.

STUDENT PROGRESS REPORTS

Students will receive interim grades after completing 50% of the clock hours for each course. In no case will a student complete more than eight weeks of a course without receiving an interim grade.

Students are apprised of their academic status at the conclusion of every term, and students are encouraged to communicate with their faculty when dealing with concerns about their progress. Students who are placed on probationary status are informed at the time the action is taken, and appropriate advising is provided.

Student progress is evaluated through daily assignments, assessments of hands-on work, quizzes, and written examinations. Progress is measured by use of the grade-point system.

TRANSCRIPTS

Students may request an unofficial copy of his/her transcript from the Campus Academic Dean or Registrar. Official academic transcripts may also be requested from the Campus Academic Dean or Registrar, however, the school reserves the right to withhold an official transcript if the student's financial obligations to the school, state loan, or federal loan are not current. A fee of \$1.00 per official transcript may be charged by the school.

GRADUATION REQUIREMENTS

A student is eligible for graduation if all of the following are true:

1. The student has completed all courses required by his/her program of study with a passing grade by the last day of the graduating term.
2. The student has accumulated the total number of credits required for graduation from his/her program of study.
3. The student has a cumulative grade point average of 2.0 or better.

The student's diploma and transcripts will be withheld until the student has made satisfactory arrangements with the Business Office to meet all financial obligations to the College.

The student may qualify for graduation while on academic probation if, at the end of the probationary term, the student meets the satisfactory progress requirements.

ACADEMIC AWARDS

GRADUATION AWARD

Beginning January 2009, bachelor students achieving a cumulative grade point average (GPA) of 4.0 will graduate Summa Cum Laude, students achieving a cumulative GPA of 3.90-3.99 will graduate Magna Cum Laude and students achieving a cumulative GPA of 3.75-3.89 will graduate Cum Laude.

Associate students achieving a 3.75 cumulative grade point average (GPA) or higher upon completion of the program will graduate with highest honors.

TERM AWARD

President's List

Students maintaining a term GPA of 4.0 will be placed on the President's list.



Dean's List

Students maintaining a term GPA of 3.75 – 3.99 will be placed on the Dean's list.

ACADEMIC POLICIES

ADVANCED ACADEMIC STANDING

The following are four ways to achieve Advanced Academic Standing at Westwood College.

1. Transfer credits from accredited colleges and universities.
2. Articulation Agreements with selected high schools and colleges.
3. Westwood College Proficiency Exams.
4. Advanced Placement Exams, College Level Examination Program (CLEP) exams, or nationally recognized certification exams.

When Advanced Academic Standing is granted, the student is exempted from the course requirement. Advanced Standing may have an effect on tuition. Students should be aware that transfer and proficiency credits may reduce financial aid eligibility. Students are advised to consult with the Financial Aid Office prior to seeking Advanced Standing to review the effect of transfer or proficiency credits on financial aid eligibility.

No more than 75% of a program's total credits may be transferred or courses exempted through the awarding of credit via these four methods of achieving Advanced Standing. The Campus Academic Dean may grant exceptions to this policy on a case-by-case basis.

TRANSFER CREDIT

Requests for transfer credits should be submitted to the Campus Academic Dean as part of the admissions process and will only be accepted for consideration prior to the first day of scheduled classes during the student's first term. In order to have transfer credits accepted at Westwood, a student must have an official transcript sent from the previous institution to the Westwood College Student Records office. To be considered "official," a transcript must be in a sealed envelope and signed by the granting institution. No photocopies will be accepted. To be accepted for transfer credit, the course must be similar in scope and credits to a Westwood course, and the student must have earned a grade of C or better. Courses found in core courses, career major courses, and mathematical courses may transfer if completed within the past 5 years. All other courses may transfer without time limitations. All requests are subject to approval at the sole discretion of the Campus Academic Dean or designee. If transfer credits cannot be submitted to the Campus Academic Dean because of delays in receiving them from previously attended institutions, transfer credits must be accepted by the end of the Add/Drop period for the applicable term.

Students attending Westwood College campuses are able to transfer all courses and grades to other Westwood College Schools, provided that the courses apply to the student's chosen program.

Please note that terms in which transfer credits are applied may affect enrollment status and financial aid eligibility for that term. Consult with the appropriate Campus Academic Dean or Program Director and a Financial Aid Advisor concerning the acceptance and impact of transfer credits.

DEGREE COMPLETERS

For degree completers, tuition for students who transfer in more

than 24 quarter credits will be charged on a per quarter-credit hour basis, with credit given for transfer credits accepted. All fees and program-specific costs will also apply. Final tuition costs that are based on degree-completer acceptance (i.e., more than 24 transfer quarter-credits) are subject to change during registration, based on final review of all supporting documentation by the Campus Academic Dean or designee. Following this review, tuition for any student who meets the degree-completer status (i.e., more than 24 transfer quarter-credits) will be changed to per quarter-credit tuition (as disclosed elsewhere on this agreement and in the Catalog Addendum), and a new enrollment agreement will be prepared. (See Catalog Addendum for degree-completer rates, by program.)

ARTICULATION AGREEMENTS

The College has established Articulation Agreements with specific high schools and colleges across the country. These Articulation Agreements identify specific coursework at these partner academic institutions that will be recognized as equivalent to coursework at the College. Students who complete this coursework successfully at partner academic institutions will receive a "TR" for the equivalent course at the College. A complete listing of courses covered by the Articulation Agreement is available through the Campus Academic Dean.

WESTWOOD COLLEGE PROFICIENCY EXAMS

Westwood provides its students the opportunity to be exempt from certain required courses by demonstrating proficiency via an exam in the subject area. A schedule for these exams will be posted each term. There is a \$20.00 administrative fee for each Proficiency Exam taken. This fee must be paid through the Business Office prior to sitting for the exam. Students must bring their receipt from the Business Office to the exam. Please note that the terms in which Proficiency Exam credits are applied may affect enrollment status and financial aid eligibility for that term. Please see the Campus Academic Dean for questions regarding these exams. Students should also see a Financial Aid Advisor to find out how these credits could affect financial aid eligibility.

ADVANCED PLACEMENT, PROFICIENCY AND CERTIFICATION EXAMS

Students who complete Advanced Placement, CLEP, or nationally recognized certification exams (e.g., Microsoft Certified Systems Engineer (MCSE)) at a prescribed level of performance, may be granted "PR" credit for the appropriate course(s). A complete listing of acceptable levels of performance and recognized national certification examinations is available through the Campus Academic Dean. Students should also see a Financial Aid Advisor to find out how these credits could affect financial aid eligibility.

ADD/DROP PERIOD

Beginning with the first class each term, there is an Add/Drop period during which students will be allowed to add or drop classes from their schedule. The Add/Drop period ends on the day designated in the academic calendar found in this catalog. Once the Add/Drop period ends, all schedules are final and the Registrar will determine students' enrollment status based on these schedules and submit the status to the Business Office for tuition charges. Students will not be allowed to change schedules after the Add/Drop period. Students will be charged according to the enrollment status as of the end of the Add/Drop period.

ATTENDANCE/TARDINESS

Attendance is vital to achievement and the acquisition of good work habits. Prospective employers may screen graduates for academic achievement and attendance.

All new and returning students must attend a minimum of one of the scheduled clock hours for one scheduled day of instruction prior to the end of the Add/Drop period, as published in the catalog and associated with the schedule (i.e. evening, Monday/Wednesday/Friday) for which the student is enrolled or the student will not be permitted to enroll for that term.

In the event that a student's first scheduled class session of the term occurs after the end of the Add/Drop period, the student must attend a minimum of one of the scheduled clock hours for that first scheduled class session or the student will not be permitted to enroll for that term.

ATTENDANCE PROBATION

If a student is absent more than 20% of the scheduled course hours of all courses the student is registered to take in any term of the student's program of study, the student will be placed on probation for the next scheduled term. This provision does not apply to the final term in a student's program of study.

TERMINATION OF ENROLLMENT

A student will be dismissed (dropped) from the program of study at the school if the student:

1. while on attendance probation, is absent more than 20% of the scheduled course hours of all courses the student is registered to take in any term of the student's program of study
2. is absent for more than 14 consecutive calendar days for which the student was scheduled to attend class or
3. is absent more than 20% of the total course hours in a program of study.
4. if the student fails to return as scheduled from an approved leave of absence.
5. If the student fails to attend scheduled classes as required prior to the end of the Add/Drop period. See "Attendance/Tardiness".

In addition, individual faculty may impose stricter attendance requirements as needed to support educational objectives. These requirements will be disclosed in the course syllabus.

Veteran and agency students' absences will be reported to the appropriate government agency.

MAKE-UP WORK

Students will be allowed to make up work that they have missed because of an illness or absence. Documentation of the circumstances that necessitated the absence may be required. If a student is aware that he/she might have to miss a class, it is extremely important that he/she inform his/her faculty or Program Director. The determination that the absence is in fact, an emergency, will be made by the Campus Academic Dean or his/her designee. Grades from make-up work will be averaged into the final grade for the course. Under no circumstances will make-up work erase an absence as defined and applied in the Attendance Policy.

Students are allowed, at the discretion of the Campus President, to make up no more than 5% of the total course time. Make-up work shall be:

1. Supervised by a faculty member for the class being made up;
2. require the student to demonstrate substantially the same level of knowledge or competence expected of a student who attended the scheduled class session;

3. completed within two weeks of the end of the grading period during which the absence occurred;
4. documented by the school as being completed, recording the date, time, duration of the make-up session, and the name of the supervising faculty;
5. signed and dated by the student to acknowledge the make-up session.

WITHDRAWALS

If a student chooses to withdraw from any course or from a program of study, the student is requested (although not required) to notify the Campus Academic Dean in writing prior to the date of withdrawal, detailing the intended date of withdrawal and reasons for withdrawing. Prior to the date of withdrawal, the student must have an exit interview with the Campus Academic Dean and a representative from the financial aid office.

Students who are enrolled in a program of study and fail to register for the subsequent term, fail to meet the attendance policy as detailed in this catalog, and/or withdraw from all program courses for which the student is registered to take in that term, will be withdrawn from his or her program of study at the school.

FACTORS AFFECTING PROGRAM LENGTH

Westwood College makes every effort to ensure students complete their programs in the disclosed program length. Factors that may increase a student's program length may include, but are not limited to: less than full-time enrollment; withdrawal from courses; re-taking courses; and financial ability.

Students are advised to work closely with the department program directors, financial aid office, and the business office to ensure proper progression through their program.

CONSORTIUM AGREEMENT FOR ONLINE COURSES

Westwood offers courses online via distance learning over the Internet to students who are enrolled in selected residential programs at Westwood campuses. As the schools have common ownership and offer identical courses, students who meet the course prerequisites and other requirements will be able to take approved online courses by way of Consortium Agreements in place between campuses. A student enrolled in a residential program meeting all prerequisites and requirements may not take more than 75% of his/her program through online courses.

Students who take online courses as part of their residential program will have their total tuition, lab, and online course fees charged by their home campus i.e. Campus they are attending. All financial aid will be awarded and dispersed from their home campus. The home campus will also monitor satisfactory progress. Upon completion of the student's program, the home campus will award the student's degree.

ONLINE COURSES

Online courses will not be available to students enrolled in the new Enhanced Programs until the August 2009 term. With the exception of the policies listed below, all of Westwood's policies and procedures listed in pages 1-29 apply to Online Students.

ADMISSIONS REQUIREMENTS

Students enrolling in online courses and programs face challenges in addition to those faced by traditional students. To help ensure that online students have the skills and competencies to succeed in a distance learning environment, online students must have their basic reading, writing, mathematics, and computer literacy skills assessed, and meet additional admissions requirements prior



to enrolling in the program or course of study. In addition to ALL other published admissions requirements, students enrolling in online courses or programs must:

- A. Be a high school graduate or hold a General Education Development (GED) certificate.
- B. Have a high school G.P.A of 2.0, or achieve a minimum passing scores on the ACT, SAT or Accuplacer Computerized Placement Tests.
- C. Attain a passing score on the Westwood College Computer Literacy Exam or have successfully completed Westwood's CA101 Computer Applications course (or equivalent at an accredited college or university) with a grade of B or better.
- D. Receive approval from a Westwood Academic Advisor, Campus Academic Dean, or Program Director, who will confirm that the student has access to the minimum system requirements (as detailed below) and will confirm the student's commitment to completing an online course or program of study.

Each student must have access to a computer that meets the following minimum system requirements:

MINIMUM SYSTEM REQUIREMENTS
 COMPUTER NETWORK ENGINEERING (AAS)
 SOFTWARE ENGINEERING(AAS)
Personal Computer (PC)

- Microsoft® Windows® XP or Vista
- 1.0GHz or faster processor
- RAM (2GB recommended)
- DVD-ROM/CD-R/-RW drive (DVD±R/±RW recommended)
- 20GB of AVAILABLE hard-disk space
- Speakers and Sound Card
- Internet connection. Broadband (DSL, Cable)

Westwood College Online students may be required to upgrade hardware and or software during their education.

GRAPHIC DESIGN & MULTIMEDIA (AAS)

- Microsoft® Windows® XP or Vista
- 1.5GHz or faster processor (NO Athlon/AthlonXP; Athlon 64, Sempron or newer only)
- 1 GB RAM (2GB recommended)
- DVD-ROM/CD-R/-RW drive (DVD±R/±RW recommended)
- 35GB of AVAILABLE hard-disk space
- Monitor capable of displaying resolution of 1,280 x 1,024 or higher; OpenGL video display adapter with 64MB Video RAM (256MB Video RAM recommended)
- Speakers and Sound Card
- Internet connection. Broadband (DSL, Cable)
- Flatbed (not sheet fed) Color scanner
- Digital Camera

Westwood College Online students may be required to upgrade hardware and or software during their education.

ATTENDANCE AND PARTICIPATION REQUIREMENTS FOR ONLINE CLASSES

A student is considered to be attending an online class if he/she submits one or more of the assignments set forth in the course by his/her faculty. Attendance for the previous week is taken Sunday at midnight (Mountain Time). Failure to abide by the

guidelines set forth in this policy will result in the student being marked absent for the week. Possible assignments include:

- Threaded discussion
- Self assessment
- Quiz
- Journal

Please note, this list is not exhaustive and is subject to change at the discretion of the faculty.

All students are required to actively participate and contribute to the discussion in online courses. This interaction is expected to be both substantive and frequent. Participation is a component of grading. Failure to participate can have a seriously detrimental effect on a student's ability to make academic progress. Policies on participation and make-up work may vary by individual course and are detailed in the course syllabus.

Internal research has shown that if students execute on the following, their chances for starting their education successfully are much greater than those that don't:

- Complete the Online Orientation program
- Log into your classes at least three times per week and complete the threaded discussions.
- Ensure you meet all deadlines by doing all of your assignments and tests on time. Be aware that you will have Wednesday deadlines for threaded discussions and Sunday deadlines for assignments and tests.
- You will be reading out of your textbooks (most courses have e-content for the first two weeks for your convenience as well).
- There is a grade book that will track your grades throughout the term which will help keep you on track for success. If for some reason your grades begin to slip, you'll know you need to spend more time studying and engaging in your courses.
- Your faculty are available to assist you with questions, so please use them as a resource. You can always email your faculty for a one-on-one, or they have office hours during the week, so you can communicate with them during certain hours.
- Your tests are administered online. Generally they are true/false, multiple-choice and short-answer, and have a time limit for completion.
- Student engagement is one critical key to success in the online environment, therefore, attendance is mandatory, and the policy is as follows:
 - Week 1 Attendance – student must attend at least once per course during week 1 of the term. This is the minimum requirement to be counted as attending.
 - Week 2 Attendance – student must attend at least once per course during week 2 of the term. This is the minimum requirement to be counted as attending.
- Definition of Attendance – student submission of a gradable item. Gradable items include:
 - Threaded Discussion
 - Any assignment submitted by the student via the “drop-box”,
 - Quiz, or
 - Test.
- By the end of the first two weeks, our research shows that students need to have a minimum of 70% average in their

MINIMUM EVALUATION POINT STANDARDS

Evaluation Point	Minimum CGPA***	Minimum Successful Completion % of Credits Attempted	Academic Status
End of first 10-week term or midpoint of 1st academic year (up to and including 18 quarter credits attempted*	1.75	55%	Warning
25% Maximum Program Length	2.0	60%	Warning/Probation
End of 1st Academic Year (up to and including 36 quarter credit hours attempted)	2.0	60%	Warning/Probation
Midpoint of 2nd Academic Year (up to and including 54 quarter credit hours attempted)	2.0	60%	Warning/Probation
End of 2nd Academic Year (up to and including 72 quarter credit hours attempted)	2.0	60%	Warning/Probation
50% Maximum Program Length**	2.0	65%	Warning/Probation
Midpoint of 3rd Academic Year (up to and including 90 quarter credit hours attempted)	2.0	65%	Warning/Probation/Dismissal
End of each subsequent Academic Year	2.0	65%	Warning/Probation/Dismissal
100% Maximum Program Length	2.0	65%	Not Allowed (Dismissed)

*For students at Westwood College - Online starting in accelerated 5-week term, the evaluation period will typically fall at the end of their first fifteen weeks or the midpoint of the first academic year (up to and including 18 quarter credit hours attempted).

**If the evaluation point of 50% of the maximum program length occurs prior to this point (as is the case with some diploma and associate degree programs), then the maximum successful completion percentage of credits attempted is 65% at this point (instead of 60%).

***For students in graduate programs the minimum CGPA is a 3.0

Note: This chart represents minimum standards; however, Westwood students will be evaluated at the end of each term for the duration of his/her program. When a minimum evaluation point occurs during a term, the evaluation will be performed at the end of the prior term. Students enrolled in graduate-level programs must complete a minimum of 65% of the cumulative credits attempted and maintain a minimum cumulative GPA of 3.0 at each evaluation point.

courses to be successful in the term. We offer tutoring services at no charge to help you in your courses. If you are unable to achieve a 70% average, you may be asked to attend the following term so that you can get off to a successful start.

SATISFACTORY ACADEMIC PROGRESS

To be in good academic standing with the College and to be eligible to receive Title IV financial aid, students must maintain satisfactory academic progress.

At the end of each term, each student is evaluated on three components to determine if he/she is maintaining satisfactory academic progress:

1. cumulative grade point average (CGPA),
2. successful course completion rate, and
3. credits attempted relative to the maximum credits attempted that are allowed (1.5 times the credits in the student's program).

EVALUATION POINTS

Satisfactory academic progress evaluation points are tied to the academic year. An academic year is defined as a minimum of 30 weeks of classes (or 3 terms of 10 weeks each and 36 credit hours). A Westwood student will be evaluated at the end of each term for the duration of his/her program. When a minimum evaluation point occurs during a term, the evaluation will be performed at the end of the prior term.

CUMULATIVE GPA REQUIREMENTS

Students enrolled in undergraduate-level programs must attain a CGPA of 1.75 at the end of their first ten week term (for standard term students), while accelerated term students (applicable to WCO only) must attain this CGPA at the end of their first fifteen weeks or the midpoint of the first academic year (up to and including 18 quarter credit hours attempted). In both cases, students must maintain a 2.0 CGPA each term thereafter. A minimum 2.0 CGPA is required for graduation. Students enrolled in graduate-level programs must maintain a minimum CGPA of 3.0 at the end of the first 25 percent of the program, a 3.0 CGPA at the midpoint of the program, and achieve a 3.0 CGPA upon graduation.

COMPLETION RATE REQUIREMENTS

At the midpoint of the first academic year (up to and including 18 quarter credit hours attempted), students enrolled in undergraduate-level programs must have completed a minimum of 55% of the cumulative credits attempted. From that point (18 quarter credit hours attempted) to the end of the 2nd academic year (up to and including 72 quarter credit hours attempted), students must complete a minimum of 60% of the cumulative credits attempted. Thereafter, students must complete 65% of the cumulative credits attempted to be making satisfactory progress. Any credits for which the student has remained enrolled past the Add/Drop period and has incurred a financial obligation are considered in this calculation. Students enrolled in graduate-level programs must complete a minimum of 65% of the cumulative credits attempted at the end of each term to be making satisfactory academic progress.



COUNTING GRADES FOR THE COMPLETION RATE CALCULATION

Grade	Credits Attempted	Credits Completed	Calculated in GPA
A - D	Yes	Yes	Yes
F	Yes	No	Yes
Incomplete (I)	Yes	No	Yes
Withdrawal (W)	Yes	No	No
Repeated course (R)	Yes	No	No
Pass (P)	Yes	Yes	No
No Pass (N)	Yes	No	No
Transfer credit (TR)	No	No	No
Proficiency credit (PR)	No	No	No
Audited course (none)	No	No	No

A student who receives an "I" that results in a CGPA below the SAP standards will be placed on probation until such time as the "I" is removed and the CGPA is reevaluated.

MAXIMUM TIME FRAME

Students must complete the entire program within one and one-half times the standard program length, which is defined by the College as the total number of credit hours in the program. Therefore, the maximum time frame for any program is calculated by multiplying the number of total credits by 1.5. For example, students enrolled in a 90-credit hour program can attempt no more than 135 credit hours.

Students who exceed the maximum time frame may not be eligible for financial aid, but may complete the program at his or her own expense. Students who exceed the maximum time frame cannot receive a diploma.

ACADEMIC WARNING AND PROBATION

At the end of each term, after grades have been posted, students' CGPAs and completion rates are reviewed to determine whether the students are meeting the above requirements.

- If the students are not meeting the above requirements, they will be placed on Warning the first term in which their CGPAs or completion rate fall below the values specified in the table titled Minimum Evaluation Point Standards. Students placed on Warning will be required to meet with a Program Director or designee to develop an Academic Success Plan (ideally prior to registering but at the latest prior to the last day to drop/add for the next term) that details a specific plan for academic recovery. This plan may include actions such as mandatory tutoring, periodic advising as well as taking a reduced number of courses until the CGPA and/or completion rate reaches the minimums to be removed from Warning. At the end of the next term, the students will be placed on Probation if they continue to fall below the specified values.
- Students on Probation will continue on an Academic Success Plan and will be evaluated at the end of their second terms of monitoring. Students who raise their CGPAs and completion rates at or above the minimums will be removed from Probation and returned to regular status. If students do not meet the minimum CGPA or completion rate requirements at the time of evaluation, they will be dismissed from school.

If at any point it is determined that it is mathematically impossible for the student to meet the minimum requirements, the student

will be dismissed from school. Westwood College reserves the right to place a student on, or remove them from, academic monitoring based on their academic performance, notwithstanding these published standards.

MAXIMUM PROGRAM LENGTH (MPL)

Should any students exceed the 150% maximum time requirement, they will not be allowed to graduate from their programs of study. Westwood College, as directed by the Federal government, does not allow students who do not raise their CGPAs or completion rates of progress to the necessary minimums to continue to receive federal financial assistance regardless of the students' circumstances. See the chart below for further explanation.

Situation	Academic Status	Federal Financial Aid Eligibility
First term in which CGPA and/or completion rate is below minimum standards	Warning	Students are still eligible for Federal financial aid for the following 10-week term
Second consecutive term in which CGPA and/or completion rate is below minimum standards	Probation	Students are still eligible for Federal financial aid for the following 10-week term
Third consecutive term in which CGPA and/or completion rate is below minimum standards	Dismissal (Suspension)	Students are no longer eligible in his-her 4th term for Federal financial assistance and will be dismissed from school

Under no circumstances, however, will a student be permitted to continue past the maximum time frame or graduate with a CGPA of less than 2.0 (3.0 for students enrolled in graduate-level programs). Students who fail to show significant improvement during the probationary term(s) may be dismissed from the College.

APPEAL FOR MITIGATING CIRCUMSTANCES

Students may appeal this dismissal in writing to the Campus Academic Dean at their campus. A response to the appeal will be given to the student in writing within five business days. If the appeal is granted a student may be allowed to continue in an extended enrollment status on a cash payment basis.

INCOMPLETES, WITHDRAWALS, REPETITIONS, REMEDIAL WORK

Students with course incompletes, withdrawals, repetitions, and those doing remedial work are eligible to continue receiving financial aid if the following conditions are met:

1. The student is otherwise making satisfactory progress.
2. The time needed to make up the incomplete course work is within the program maximum time frame.

Note: For students enrolled in the MBA program, undergraduate pre-requisites are not included in the CGPA calculations.

LEAVE OF ABSENCE (LOA)

The purpose of a leave of absence (LOA) is to provide students with the opportunity to leave school for an extended period of time without withdrawing or affecting his/her satisfactory academic progress calculations. The Campus Academic Dean, Student Services Director, or a designee may authorize a leave of absence under the following circumstances:

- A leave of absence may only be granted to a student who has completed a term and has not been in class past the end date of the published Add/Drop period of the current term they wish to take the leave of absence in.

- The student must resume classes at the same point at which they exited the program.
- The student must provide a signed written request for the leave of absence. The last date of attendance and return date must be clearly identified on the accompanying Student Action Report.
- The student has not completed his/her program.
- Under no circumstances will a leave of absence be extended beyond 180 days.
- Multiple leaves of absences may be granted during any 12-month period beginning with the start of the most recent leave of absence as long as the total days do not exceed 180.
- All loans and grants will be returned to appropriate parties or disbursements rescheduled for the term of an approved leave of absence.
- The student will incur no additional tuition charges during an approved leave of absence.
- If the student is eligible under the authority of the Higher Education Relief Opportunities for Students (HEROES) act he/she may verbally request a leave of absence. However, all other conditions apply.

Reasons for granting a leave of absence may include, but are not limited to:

- Serious student medical problems
- Pregnancy
- Military duty
- Death of an immediate family member

If a student does not resume classes on or before the approved return date, the student will be withdrawn from the program.

Note: *If a student does not return from an approved leave of absence, the grace period for Stafford and Perkins loans will begin with the last date of attendance*

TRANSFER CREDITS AND PROFICIENCY EXAM CREDITS

For students who receive transfer credit from other institutions or who pass proficiency exams, the standard program length is adjusted by subtracting the number of transfer and/or proficiency credits from the number of total program credits. The maximum time frame is then recalculated by multiplying the adjusted program length by 1.5.

For example, if there are 90 total credit hours in the program and 12 transfer or proficiency credits are awarded, the student's standard program length is based on a 78 credit hour program. Therefore, the student may attempt 117 credit hours (78×1.5).

DUAL DEGREE

Students may earn two or more degrees from Westwood College, however, a student may only be enrolled in one degree at a time. Credits earned for the first degree may apply toward subsequent degrees. Upon enrolling in a second degree a determination will be made of the student's satisfactory academic progress in the credits attempted and grades earned that count toward the new program of study.

PROGRAM CHANGES

The maximum time frame for a student who changes from one field of study to another is adjusted by subtracting the earned course credits that are common to both programs from the total

credits in the new program and multiplying that number by 1.5. Depending on the program, the Campus Academic Dean or designee will evaluate a student's academic progress and transfer all relevant courses. All transfer courses will be counted in completion ratio and used in computing the cumulative GPA. Students must be admitted and enrolled in the new program by the end of the add/drop period of the term applicable. Students may apply for change of program no more than twice during their enrollment at Westwood College.

ACADEMIC PROBATION OR DISMISSAL APPEAL

A student who is placed on academic probation or dismissed for failing to maintain satisfactory academic progress may appeal this action by submitting to the Campus Academic Dean a written statement explaining the mitigating circumstances that affected his/her performance. Such circumstances may include illness or injury, death in the family, family crisis, or other occurrences outside the control of the student. The student must provide documentation of the circumstances that had an adverse impact on his/her performance.

APPEAL PROCESS

To appeal the application of the satisfactory academic progress standards, the student must follow the appeal process:

1. Obtain a Satisfactory Academic Progress Appeal Form from the Education Department.
2. Within two days of notification of probation or dismissal, complete the form and submit it to the Campus Academic Dean.
3. Should the appeal be granted, the student must meet with the Campus Academic Dean or designee to develop an academic success plan.
4. Continue to attend regularly scheduled classes during the review period.

The Campus Academic Dean will review the student's request and reach a decision no later than the fourteenth calendar day after the term start day. Should an appeal be denied, the student's dismissal stands and he/she can no longer attend classes; any tuition charges that have been posted for the current term will be reversed. A student may appeal academic dismissal only one time. Any additional appeals may be considered at the sole discretion of the Campus Academic Dean.

REESTABLISHMENT AS A REGULAR (TITLE IV ELIGIBLE) STUDENT AND EXTENDED ENROLLMENT STATUS

Students who have been dismissed due to the failure to maintain the qualitative and quantitative minimums outlined above may apply to continue their studies at the institution in an extended enrollment status. During this time, the student is not eligible to receive financial aid or loans and must attempt to improve the deficient areas that led to the dismissal by retaking courses from which the student withdrew or which he/she failed. The student will be responsible for all costs incurred while on extended enrollment status and must make acceptable arrangements with the business office in order to continue. Students on extended enrollment status remain in probationary status and will have their progress evaluated at the completion of each term by the Campus Academic Dean or designee. Students on extended enrollment who do not make improvement as determined by the Campus Academic Dean or designee may be dismissed from the college. A student on extended enrollment who reestablishes satisfactory progress may return to a regular student status. If the Campus Academic Dean or designee determines that the student has the academic ability and desire to successfully continue in the program,



the student will meet with the Director of Financial Aid or designee to determine eligibility for Title IV aid. Reinstated students will be placed on probation for one term after reestablishing satisfactory progress.

Students may enroll in extended enrollment status after “sitting out” a minimum of one term.

TRANSFER STUDENT

After Westwood has determined which courses will be accepted for transfer credit from a non-Westwood College, the student's transcript will be changed to reflect these courses. The standard program length will be shortened to reflect the transfer courses and the maximum time frame recalculated. The student will start with a 0.0 GPA and 0% courses attempted and successfully completed. If a student transfers credits to a new program from the same or other Westwood College, the courses will be counted in the calculation of completion and in the calculation of GPA. These transfer credits may shorten the maximum time frame for the new program.

MULTIPLE ATTEMPTS

Students who voluntarily withdraw from the College or who are withdrawn for academic, disciplinary, or attendance reasons may re-enter the College one time. Students must complete the Reentry Process, as outlined by the Director of Student Services, to be considered eligible for re-entry. If a re-entering student attends classes before the end of the drop/add period, the student will be returned to “active” status at the College. If the student does not attend classes after the drop/add period of the re-entry term, the student retains his/her status as a withdrawn student.

If a student is dropped or voluntarily withdraws from the College a second time, the student must meet with the Executive Director or Campus Academic Dean to discuss the extenuating circumstances that would warrant an additional attempt to re-enter the College.

ACADEMIC INTEGRITY POLICY

The Academic Integrity Policy is designed to foster a fair and impartial set of standards of conduct against which academic honesty will be judged. All students are required to adhere to these standards. This system defines dishonest acts as those which are cited in the following paragraphs. This list is not all-inclusive, as faculty may establish other standards based upon the nature of the course or the setting in which the course material may be delivered or applied. The following, however, constitutes the minimum standards against which academic integrity will be measured.

PREVENTION TECHNIQUES

All Westwood students have a responsibility to adhere to the Academic Integrity Policy, as do all members of the College community. Students are expected to prevent and confront academic integrity violations by:

1. Reporting violations of the Academic Integrity Policy to:
 - A. The faculty member teaching the course, or
 - B. The Program Director, or
 - C. The Campus Academic Dean.
2. Making it difficult and unacceptable for other students to violate the Policy.

DEFINITIONS

For the purpose of this policy, dishonest acts are defined as those which permit a student to gain an unfair advantage over other

students by any of the listed means. These include, but are not limited to:

Copying

Any act of copying information from another student or for another student by any means to obtain an advantage for oneself or for another student.

Plagiarism

Student's submission of word-for-word passages of others' work without proper acknowledgement.

Collaboration

Any act of two or more students actively cooperating on any assignment when such cooperation has not been expressly permitted by the faculty.

Alteration of Records

Altering of records by yourself or someone else.

Aids

Any use of aids that have not been expressly permitted.

Bribery

Offering money, any item, or any service to a faculty member or any other person to gain academic advantage for oneself or another.

Lying

The deliberate misrepresentation by words, actions, or deeds of any situation or fact, in part or in whole, for the purpose of enhancing one's academic standing.

Also see *Student Conduct and Discipline Section*.

PROCEDURES

1. Any member of the College community may report a violation of the standards of conduct by completing a Student Action Report as described in the Academic Integrity Policy.
2. Upon receipt of the Student Action Report, the Campus Academic Dean will review the record to determine whether the incident is the student's first, second, or third offense.

SANCTIONS

For each offense, the mandatory sanction will be the minimum imposed on the student. The discretionary sanctions for each offense may be imposed if deemed appropriate by the Campus Academic Dean.

FIRST RECORDED OFFENSE

Mandatory

The student receives zero credit for the entire paper, exam, quiz, homework, lab, etc., in which the incident of academic dishonesty occurred. No partial credit may be given.

Where the incident involves a graded assignment normally subject to a “drop” option, the student may not exercise that option.

SECOND RECORDED OFFENSE

Mandatory

The student receives a failing grade for the class, lab, etc., in which the second offense occurs. The second offense need not be in the same class, program, or term as the first offense to invoke this action.

Discretionary

- The student receives suspension for up to one academic year; or
- Permanent expulsion.

THIRD RECORDED OFFENSE

Mandatory

The Student is permanently expelled from Westwood. The third offense need not be in the same class, program, or term as either the first or second offense to invoke this sanction.

Appeals

All offenses and/or sanctions may be appealed. The student must contact the Campus Academic Dean to initiate the appeal and to identify the specific steps in the appeals process.

EXAMINATION OF STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) gives students certain rights with respect to their educational records. The

Westwood College complies with FERPA as follows:

1. Students have the right to inspect and review their educational records within 45 days of the day Westwood College receives a request for access.
2. The Campus Academic Dean oversees the maintenance of the educational records. Students may request a review of their records by writing to the Campus Academic Dean or his/her designee. Such review will be allowed during regular school hours under appropriate supervision. A copy of the records may be obtained for \$1.00 per page. When grades are included, the transcript fee applies.
3. A student may request that the College amend his/her educational records on the grounds that they are inaccurate, misleading, or in violation of his/her right of privacy.
4. Challenging the record for purposes of correcting or deleting any of the contents must be done in writing with the reason fully stated. However, the following apply:
 - A. The Program Director involved and/or the Campus Academic Dean will review the written challenge and meet with the student. A decision will then be made to retain, change, or delete the disputed data.
 - B. Should further review be requested, a grievance hearing will be held at which time the student will be afforded a full and fair opportunity to present evidence relevant to the disputed issues.
 - C. A copy of the challenge and/or a written explanation of the contents will then be included as part of the student's permanent record.

The following are exceptions to the Privacy Act :

1. A Parent's Confidential Statement and other financial need data cannot be reviewed by a student seeking to view his or her own educational record.
2. A parent, who would not normally have access to his child's educational records, may be granted such access if the parents can certify that the student is financially dependent, as defined in Section 152 of the 1954 Internal Revenue Code. This access is granted at the discretion of the institution.
3. Access to a student's educational record is granted to a school official who has a legitimate educational interest and needs to review an educational record in order to fulfill his or her professional responsibility. A school official is a person employed by the College in an administrative,

supervisory, academic, research, or support staff position (including law enforcement); a person or company with whom the College has contracted (such as an attorney, auditor, collection agent, employment agency, or loan management agency); a person serving on the Board of Directors; or a student serving on an official committee or assisting another school official in performing his/her tasks.

4. A student may not view confidential letters of recommendation received by the school prior to January 1, 1975. As to such letters received after 1975, the Act permits students to waive their right to access if the letters are related to admissions, employment, or honors.
5. Educational records do not include school security records kept by the school's security department, and are thus not protected under FERPA.
6. Education records do not include employment records for school employees as long as they are not also current students. Thus, these records are not protected by FERPA.
7. Education records do not include records compiled or maintained by physicians, psychiatrists, psychologists, or other recognized professionals or paraprofessionals acting or assisting in such capacities for treatment purposes, and which are available only to persons providing the treatment. These records are therefore not protected by FERPA.
8. Records requested through court action or subpoena can be released without a student's written consent.

DIRECTORY INFORMATION

With the exception of requests by qualified government agencies, it is Westwood College's policy to NOT release ANY information about any student without written consent. This includes information that is generally considered "Directory Information."

CANCELLATION OF CLASSES

INSUFFICIENT ENROLLMENT

The College reserves the right to cancel any course or program for which there is insufficient enrollment. If a class start date is cancelled, Student shall be entitled to either: (1) a guaranteed reservation in the next scheduled class for that program or (2) cancellation of enrollment for that class with a full refund. In the unfortunate event that Westwood must cancel a course or program, every effort will be made to teach students through a teachout agreement with another institution offering similar programs. Students also will have the option to transfer to another course or program, or to accept a mutually agreed upon arrangement between the students and the school, not excluding refund.

INCLEMENT WEATHER

Generally, the College's policy is to remain open, regardless of weather conditions, and to hold classes with as many students and faculty as can safely reach the school.

If the College administration should determine that the building must be closed due to inclement weather, the announcement will be broadcast on major radio and television stations. Students may call the school to listen to a recorded message.

TRANSFERABILITY OF CREDITS

Westwood College does not guarantee the transferability of its credits to any other institution unless there is a written Articulation Agreement with that institution. Visit www.westwood.edu or see the Campus Academic Dean for information on Articulation Agreements.



Transferability of credit is always determined by the receiving institution. It is your responsibility to confirm whether an institution will accept credits from Westwood.

Notice Concerning Transferability of Units and Degrees Earned at Westwood. Units you earn at Westwood College in most cases will probably not be transferable to any other college or university. For example, if you entered our school as a freshman, you will still be a freshman if you enter another college or university at some time in the future, even though you earned units here at Westwood College. In addition, if you earn a degree, diploma, or certificate at Westwood, in most cases it will probably not serve as a basis for obtaining a higher-level degree at another college or university.

PROGRAM ADVISORY COMMITTEES

To uphold our commitment to high quality, career-oriented education and training, and to the maximum employability of our graduates, Westwood College has established Program Advisory Committees for each career program.

Program Advisory Committees are composed of industry members who formally meet at least twice per calendar year with Westwood College's staff and faculty, and who may be called on as needed to make recommendations to Westwood College regarding curriculum changes, equipment purchases, or program enrichment.

GENERAL INFORMATION

The Student Services Department at Westwood College provides services to all students during their programs. Westwood College is committed to providing an environment that supports students in achieving their personal and professional goals. The campus has various resources to support students throughout their time at Westwood. In recognition of its standard of customer service, the College endeavors to provide high quality services in an efficient manner, subject to ongoing evaluation by students and faculty.

ADVISING AND ORIENTATION

ADVISOR/ADVISEE PROGRAM

Westwood is dedicated to helping students remove obstacles to their achieving success. There are several programs (which differ in availability at each campus) that provide students the opportunity to solve problems, share ideas, and set goals with a member of the College staff. These programs may include the Advisor/Advisee Program, the Adopt-A-Student Program, and the PEER Mentoring Program. Advisors will assist individual students who are having difficulty attending class on a regular basis, experiencing academic problems or financial concerns, or facing personal issues. Informal, one-on-one meetings with advisors can be held anytime during regular College hours.

These meetings give students the chance to air frustrations and share accomplishments with direct feedback from College personnel who will take action, if necessary, to help students alleviate the concern, and more importantly, encourage the student's continued success.

PERSONAL STUDENT ADVISING

Students facing a particularly difficult personal issue while attending college are encouraged to contact Student Services staff, who can effectively offer information and referrals to professional counseling and human services agencies in the community where students can gain the help they need.

NEW STUDENT ORIENTATION

New Student Orientation helps entering students prepare for registration and entering College. The orientation also enables students' families to become acquainted with the College and its services. Special arrangements may be made with New Student Advisors to accommodate students and their families who arrive prior to orientation.

TUTORING PROGRAM

At some point in nearly every student's training program, he/she may find it necessary to seek some additional help with coursework. The College can provide help through the Tutoring Program. Tutors are available on an as-needed basis. The Tutoring Program is also a viable means for advanced students to help other students and earn some income. Students have found tutoring to be an advantageous addition to their résumé as employers find this to be a very valuable skill. Students may inquire about the Tutoring program through the Student Services Department.

STUDENT ACTIVITIES

Westwood offers a wide range of activities and organizations in which students can participate. Activities are planned and implemented by the student clubs and various campus departments.

The College provides the opportunity for students to participate in a number of extracurricular activities. Those interested in joining a club or participating in extracurricular activities should contact their Student Services Advisor. Students are encouraged

to take advantage of activities, clubs, and events that are offered both on and off campus. These events are designed to help students feel a part of the campus community and to develop career readiness skills. Students often report that the more engaged they are in campus events, the more beneficial and enjoyable their Westwood experience and education is.

Please see Student Services for lists of clubs and activities, directions/maps, bus routes, etc.

Professional Activities

Professional organization affiliations may include such organizations as AIGA (American Institute of Graphic Arts), IEEE (Institute of Electrical Electronics Engineering), or other professional organizations.

Clubs and activities reflect students' interest at each campus and may change periodically. Questions concerning student activities can be addressed to the Director of Student Services.

The only student clubs which may be eligible to use campus facilities for meeting purposes are clubs which are devoted to sports, recreational activities, and course-related clubs which are not devoted to social, religious, political or any viewpoints. A student club which is otherwise consistent with Westwood College's policies may request permission from Westwood College to use campus facilities for meeting purposes. Such requests shall be evaluated by Westwood College on a case by case basis and will be subject to approval at the sole discretion of the Campus President of Westwood College.

STUDENTS WITH DISABILITIES

Westwood College is dedicated to providing opportunities for all qualified students to participate fully in the academic environment. Westwood College recognizes and supports the role that Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and similar state laws have in achieving that success. Westwood College is committed to making reasonable accommodations for students with qualifying disabilities and making its campus and facilities accessible as required by applicable law. Westwood College cannot make accommodations that fundamentally alter the nature of Westwood's programs, cause undue burdens on Westwood, or create a direct threat to the health or safety of students or others.

STUDENT RESPONSIBILITY

It is the responsibility of the student to request an accommodation and to follow the processes set forth in the Westwood College policy titled "Provision of Accommodations to Students with Disabilities." This document, as well as all accommodation-related forms may be obtained from your Campus Disabilities Coordinator (CDC) in the Student Services Department or accessed at www.westwood.edu/ADA. A student who does not request an accommodation will not be given one. Likewise, a student with a disability who chooses not to have any accommodations is under no obligation to seek or obtain one.

PROCEDURE

Students with disabilities who require accommodations, aids, or services should submit to the CDC a Request for Accommodation form at least six weeks prior to the start of the term. Students who request accommodations must include in the request, documentation from their health care provider or diagnostic professional regarding the nature and extent of their disability. Students must then submit their signed and completed Request for Accommodation to the CDC who forwards it to the



College Accommodation Committee for its review and consideration. Students granted accommodations will receive a Letter of Accommodation from the College Accommodation Committee setting forth the specific accommodation(s) granted. Whether to grant an accommodation and the type of accommodation granted by the committee are decisions made at the discretion of the college pursuant to governing law.

Westwood College will make all reasonable efforts to respond to a Request for Accommodation and arrange for any granted requests before the term commences. However, Westwood cannot guarantee that all requests will be resolved by the first day of class. A student who submits a Request for Accommodation with insufficient time for the College Accommodation Committee to consider and resolve the request before the term commences, may opt either to attend classes without the requested accommodation or to delay attending classes until the request is decided.

APPEALS

A student may appeal to the College Accommodation Appellate Officer any final written decision of the College Accommodation Committee. All appeals should be in writing utilizing the Accommodation Appeal form attached as Appendix C to the "Provision of Accommodations to Students with Disabilities" policy and also available at www.westwood.edu/ADA. The student should submit the completed appeal form to the CDC within five (5) business days after the student receives the College Accommodation Committee's written decision. The CDC forwards the appeal form to the College Accommodation Appellate Officer. The College Accommodation Appellate Officer will render a decision as soon as possible but generally no later than three (3) business days from receipt of all information from the student-appellant and the College Accommodation Committee and the completion of hearing any testimony or oral presentations. The College Accommodation Appellate Officer shall notify the student-appellant, in writing of the decision. The Appellate Officer's decision on submitted appeals is final.

Westwood College prohibits unlawful discrimination or harassment on the basis of disability. A student who believes that he or she has been harassed or discriminated against on the basis of disability in violation of Section 504 of the Rehabilitation Act, the ADA or any applicable law may file a complaint under the procedures described in this catalog in the *Student Services* section under "**Student Complaint/Grievance Procedure**".

STUDENT CONDUCT AND DISCIPLINE

The following behaviors are not in harmony with the educational goals of the College:

1. Academic dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the College.
2. Forgery, alteration, misuse, or mutilation of College documents, records, identifications, educational materials, or College property.
3. Obstruction or disruption of teaching, administration, disciplinary procedures, or other activities including public service functions or other authorized activities on the campus.
4. Physical or verbal abuse of any person, or conduct which threatens or endangers health or safety.
5. Theft of, or damage to property of the College, or using or attempting to use College property in a manner inconsistent with its designed purpose.

6. Unauthorized entry to, use, or occupation of College facilities.
7. Intentional and unauthorized interference with a right of access to College facilities or freedom of movement or speech of any person on the premises.
8. Use or possession of firearms, ammunition, or other dangerous weapons, substances, or materials (except as expressly authorized by the College), or bombs, explosives, or incendiary devices prohibited by law.
9. Disorderly conduct or lewd, indecent, or obscene conduct or expression.
10. Violation of a federal, state, or local ordinance including but not limited to those covering alcoholic beverages, narcotics, dangerous drugs, gambling, sex offenses, or arson, which violation occurs on College property.
11. Rioting, or aiding, abetting, encouraging, or participating in a riot.
12. Failure to comply with the verbal or written directions of any College official acting in the performance of his/her duty and in the scope of his/her employment, or resisting a security officer while acting in the performance of his/her duties.
13. Aiding, abetting, or inciting others to commit any act of misconduct set forth in 1 through 12 above.
14. Conviction of a serious crime. (Upon the filing of charges in civil court involving an offense which is of a serious nature, and upon determination that the continued presence of the student would constitute a threat or danger to the College community, such student may be temporarily suspended pending disposition of the charges in civil court).

Violation of any of the above may subject the student to any of the following:

1. Reprimand.
2. Specific restrictions.
3. Disciplinary probation.
4. Temporary suspension.
5. Permanent suspension.

After being suspended, a student may be readmitted only after the Campus Academic Dean approves a written request. Readmission will be on a probationary basis only. Any further infraction of the policies and rules will necessitate permanent suspension.

STUDENT HARASSMENT POLICY

Westwood College intends to provide an educational environment that is free from harassment of students based on sex, race, color, religion, national origin, age, disability, veteran, or marital status. This policy prohibits any student, employee or visitor from harassing another student, employee or visitor at any Westwood College location on the basis of sex, race, color, religion, national origin, age, sexual orientation disability, or veteran or marital status.

I. FORMS OF PROHIBITED HARASSMENT

- A. Any verbal, physical or other conduct based on a persons sex, race, color, religion, national origin, age, disability, or veteran or marital status that has the purpose or effect of threatening or intimidating or coercing another, or impairing academic performance, career development, or any other aspect of education is prohibited harassment. This policy not only prohibits faculty harassment of

students, it also prohibits misconduct by any member of our educational community toward a faculty member, staff member, or a fellow student.

- B. Prohibited harassment (including sexual harassment) does not refer to behavior or occasional compliments of a socially acceptable nature. However, some behavior that is acceptable in a social setting may not be appropriate in the workplace or school setting. It refers to behavior that is not welcome, that is personally offensive, that fails to respect the rights of others, that lowers morale and, therefore, interferes with academic performance.
- C. The victim does not have to be the person toward whom the unwelcome conduct is directed, but may be someone who is affected by such conduct when it is directed toward another person. For example, the harassment of an employee or student may create for another employee or student an intimidating, hostile, or offensive environment.

2. DEFINITION OF SEXUAL HARASSMENT

- A. Any act of “quid pro quo” (“something for something”) sexual harassment, where a student, supervisor, faculty or other employee with the power or authority to grant or withhold benefits or privileges, demands sexual favors in exchange for benefits or privileges. No student or employee should so much as imply that another student or employee’s “cooperation” with sexual demands will have any effect on academic performance, career development, or any other aspect of education.
- B. Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when submission to or rejection of such conduct is used as the basis for decisions or has the purpose or effect of unreasonably interfering with an individual’s performance or creating an intimidating or hostile environment.
- C. Examples of conduct that is prohibited by this policy include, but are not limited to, the following conduct:
 - Explicit or implicit demands for sexual favors in return for benefits or privileges.
 - Unwelcome letters, e-mail communications, or telephone calls of a sexual nature.
 - Distribution or display of materials of a sexual nature, including posters, screen savers or computer graphics, calendars, or pictures of men or women who are dressed in a suggestive manner.
 - Utilizing Westwood’s facilities, time or resources in relation to any form of entertainment, such as strippers or belly dancers, that tends to present men or women as sexual objects.
 - Physical assaults of a sexual nature or coerced sexual contact.
 - Unwelcome and deliberate touching, leaning over, cornering, pinching, or other untoward sexual behavior.
 - Unwelcome sexually suggestive looks or gestures.
 - Unwelcome pressure for sexual favors or dates.
 - Unwelcome teasing, jokes, remarks, innuendos, insults, questions, or vulgar language that relates to or is based on a person’s sex. Students and staff are asked to be mindful of others around them. Comments not intended as harassment, and not perceived as such by the person to whom they are directed, may be offensive and unwelcome to another employee or student who overhears them.

- Affording favorable treatment to those who grant sexual favors, or unfavorable treatment to those who refuse to submit to or reject requests for sexual favors.

- D. This policy prohibits sexual harassment of people of the opposite sex (male toward female, female toward male) or people of the same sex (male toward male, female toward female). This policy not only prohibits faculty sexual harassment of students, it also prohibits misconduct by any member of our educational community toward a faculty member, staff member, or a fellow student.

3. STUDENT RESPONSIBILITIES FOR REPORTING PROHIBITED HARASSMENT, INCLUDING SEXUAL HARASSMENT:

- A. It is the duty and obligation of all students to comply with this policy and to report conduct that they believe to be prohibited harassment.
- B. Any student who believes that he or she is being harassed is encouraged to confront the person or persons responsible for causing the offense. Often the simplest and most effective way to put an end to harassing behavior is to tell the harasser that the behavior is offensive and unwelcome and to stop.
- C. If the misconduct continues, or if the student feels uncomfortable about confronting the harasser, he or she should bring the improper conduct to the attention of the appropriate member of management using the following complaint procedure:
 - 1. Any student who believes that he or she is being harassed should promptly report their concerns to :
 - The Director of Student Services, and/or
 - The Campus Academic Dean, and/or
 - The Online Division President/Campus President
 - 2. It is the responsibility of each Supervisor within his or her area of control to report student complaints in writing to the Online Division President/Campus President.
 - 3. Westwood College will investigate all harassment complaints, including talking with witnesses as appropriate, and in doing so will make every effort to treat the complaint and resulting investigation discreetly.
 - 4. If the report of prohibited harassment is substantiated, Westwood will take corrective action it deems appropriate. Based on the severity of the offense in the case of an employee violator, the action may include, but is not limited to, oral or written reprimand, demotion, suspension, or termination. Based on the severity of the offense in the case of a student violator, the action may include, but is not limited to, oral or written reprimand, suspension, or expulsion.
- D. If students have any questions regarding sexual harassment in the workplace or this policy, they should contact the Director of Student Services, Campus Academic Dean, or Online Division President/Campus President.
- E. The law prohibits retaliation for reporting any form of illegal harassment, or for filing a complaint, testifying, assisting, or participating in any manner in an investigation, proceeding, or hearing regarding any form of illegal harassment. Westwood College will take appropriate measures to ensure that no such retaliation occurs.
- F. Continued compliance with these policies will assure that the learning environment at Westwood College remains harassment free and that employees and students treat each other with mutual respect.



4. FALSE CLAIMS

As harassment charges are taken with tremendous concern, any person who knowingly makes a false claim of harassment may be subject to disciplinary action up to and including expulsion from the College.

STUDENT COMPLAINT/GRIEVANCE PROCEDURE (ALL TEXAS CAMPUSES)

RESOLUTION OF STUDENT CONCERNS

Westwood College recognizes that, on occasion, a student may have a concern or issue that necessitates a prompt and fair resolution. To address this issue, the student is to follow the prescribed series of steps in an effort to obtain a mutual and satisfactory resolution of the student's concern or issue.

If a student has an academic issue or concern (e.g. make up work, instruction), the first person to talk to is the faculty. If talking with the faculty does not result in a satisfactory resolution, the next steps are to talk with the Program Director and the Campus Academic Dean. These staff members can resolve a vast majority of concerns or issues.

If a student has a nonacademic issue or concern, with the exception of the Student Harassment Policy referenced above, (e.g. parking, ID cards), the first person with whom the student should talk is the manager of the department where the concern is focused. Talking to the Director of Student Services is the next step in the process. The Director will attempt to coordinate a mutual and satisfactory resolution with the individuals or departments involved.

If a student would like to appeal a Letter of Accommodation from the College Accommodation Committee, a separate process can be found in the *Student Services* Section under “**Students with Disabilities**”.

If a student still cannot find a satisfactory resolution, he/she can take the next step and initiate a grievance process by presenting a written and signed grievance to the Campus President. In the event a mutual and satisfactory resolution has not been achieved at this level, the student may take his/her written and signed grievance to subsequent levels within the Westwood College organization. The steps in resolving a grievance are summarized in Table I.

If a student does not feel that the College has adequately addressed a complaint or concern, the student may consider contacting the accrediting agency. All complaints considered by the agency must be in written form, with permission from the complainant(s) for the agency to forward a copy of the complaint to the College for a response. The agency will keep the complainant(s) informed as to the status of the complaint as well as the final resolution. A copy of the agency's Complaint Form is available at the College and may be obtained by contacting the Campus Academic Dean or the Director of Student Services.

DLD AND DLF ONLY

Please direct all inquiries to:

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

(HNS ONLY)

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission.

Please direct all inquiries to:

The Accrediting Commission of Career Schools and Colleges (ACCSC)
2101 Wilson Blvd., Suite 302
Arlington, VA 22201
Telephone: 703-247-4212

A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting Student Services.

TABLE I

	Academic Issues	Non-Academic Issues
Step 1 Faculty		Manager of the department where concern is focused
Step 2 Program Director		Director of Student Services
Step 3 Campus Academic Dean		Campus President
Step 4 Director of Student Services		Student Resolution Hotline via MySafeCampus 1-888-331-3036 www.mysafecampus.com
Step 5 Campus President		Westwood Central Administration Office Regional Vice President Colorado Center Tower II, #800 2000 S. Colorado Blvd. Denver, CO 80222
Step 6 Student Resolution Hotline via MySafeCampus 1-888-331-3036 www.mysafecampus.com		Accrediting Agency (DLD and DLF) The Accrediting Council for Independent Colleges and Schools (ACICS) 750 First Street NE, Ste 980 Washington DC 20002-4241 Telephone: 202-336-6780 (HNS only) The Accrediting Commission of Career Schools and Colleges (ACCSC) 2101 Wilson Blvd, Ste 302 Arlington, VA 22201
Step 7 Westwood Central Administration Office Regional Vice President Colorado Center Tower II, #800 2000 S. Colorado Blvd. Denver, CO 80222		Arbitration

STUDENT SERVICES

TABLE I continued

	Academic Issues	Non-Academic Issues
Step 8	<p>Accrediting Agency (DLD and DLF) The Accrediting Council for Independent Colleges and Schools (ACICS) 750 First Street NE, Ste 980 Washington DC 20002-4241 Telephone: 202-336-6780</p> <p>(HNS only) The Accrediting Commission of Career Schools and Colleges (ACCSC) 2101 Wilson Blvd, Ste 302 Arlington, VA 22201</p>	
Step 9	<p>Arbitration*</p>	

Questions or concerns that are not satisfactorily resolved by school officials in Texas may be brought to the attention of:

Texas Workforce Commission
Career Schools and Colleges Section
101 E.15th Street
Austin, TX 78778-0001

OTHER STUDENT SERVICES

HOUSING

The Westwood College - Houston South, Dallas and Fort Worth campuses' Texas Housing Coordinator assists students in locating housing while attending Westwood, which does not operate student dormitories. Students interested in housing assistance should contact the Texas Housing Coordinator who assists students in locating comfortable and affordable apartments near the campus.

Westwood strongly encourages students to contact the Housing Coordinator as soon as possible. He/she will provide a free pre-application to complete and return to their office. The pre-application includes a short likes and dislikes section to be used in matching those students who request roommate(s). Students requesting Westwood housing assistance may either choose their own, private apartment or request to be matched and housed, based on their likes and dislikes, with other Westwood students. Westwood will do its best to accommodate student housing requests based on apartment availability and timely student application, preferably 60 days prior to class start.

For more information or to receive an application, please call, or write to the Texas Housing Coordinator at your campus.

Students also are welcome to make their own housing arrangements without the assistance of Westwood.

DRUG FREE SCHOOLS ACT

Westwood forbids the use, possession, distribution, or sale of drugs or alcohol by students, faculty, or staff anywhere on the College's property or at College sponsored events off campus. Anyone in violation of state, federal or local regulations with respect to illegal drugs or alcohol may be subject to both criminal prosecution and campus disciplinary action.

CAMPUS CRIME AND SECURITY ACT

Westwood Colleges are in compliance with the Campus Crime and Security Act of 1990 and publish an annual report on approximately October 1 of each year. Should students become witnesses to or victims of a crime on campus, they should immediately notify College officials and report the incident to the local law enforcement agency. Emergency numbers are located throughout each campus.

SAFETY INFORMATION

The security of all members of the campus is a primary concern to the College. Each year Westwood publishes a report outlining security and safety information and crime statistics for the campus community. This report provides important policy information about emergency procedures, reporting of crimes, and information about support services for victims of sexual assault.

The report on such crimes is available from the Director of Student Services, who is responsible for maintaining records of all crimes that occur on campus.

ADDITIONAL INFORMATION

CONTINUING STUDENT REGISTRATION

Students who are continuing on to the next term are required to finalize their registration in accordance with the "continuing student" registration schedule at their campus. Students who do not complete the registration process during the scheduled dates/times will be charged a \$50 late registration fee.

DRESS CODE

Westwood College is dedicated to instilling professional skills and attitude in our students. Therefore, the manner in which students dress should project a clean and respectable image. Laboratory situations may require a specific mode of dress in order to ensure safety. If your department requires a uniform, then the complete uniform is to be worn. Specific departments may also require that students dress appropriately and maintain acceptable grooming habits for the occupation being pursued. Consult with your Program Director and/or faculty to determine the acceptable dress code for your program. Since prospective employers frequently visit the school, students throughout the school should project a professional image.

LEARNING COMMONS

The purpose of the learning commons at Westwood College is to maintain and develop information resources and services that support the educational goals of students, faculty, and the staff of the College. Online information databases such as LexisNexis, as well as full Internet access, CD-ROMs, up-to-date periodicals and printed reference resources are available for student use. Services and programs may vary across Campuses. The learning commons staff will assist students in using these or any other learning commons services. Students are encouraged to familiarize themselves with the learning commons early in the first term.

LOST AND FOUND

Please contact the Student Services Department for the location of the lost and found.

PARKING POLICIES

Please contact the Student Services Department for parking policies at your campus.

SMOKING

Smoking or the chewing of tobacco products is not permitted anywhere inside Campus buildings at any time. Smoking is not



permitted outside the front entrance and where “No Smoking” signs are posted. Look for signs designating a smoking area.

STUDENT ID CARDS

Student identification cards are received during registration/orientation. Student ID cards can also be issued through the bookstore or Student Services (depending on campus) during regular business hours.

TRANSPORTATION

Please contact the Student Services Department for information regarding car pooling and public transportation.

VISITORS

All visitors, including student guests, must register with the receptionist. The student is responsible for the guest's behavior while visiting Westwood.

WHERE TO GET ANSWERS

See this Department for questions about...

Business Office:

- Account Balance
- Account Charges
- Cost of Tuition/Terms
- Employer Tuition Reimbursement (*also see Student Services*)
- Tuition Payment Schedule
- Westwood Financing

Career Development and Employment Assistance Services:

- Alumni Information
- Education & Career Expos
- Graduate Employment
- On-campus Job Fairs
- Part-time Jobs
- Resume Assistance
- Work-Study Opportunities

Education:

- Adding/Dropping a Class
- Advanced Standing or Transfer Credits
- Confidential Educational Issues
- Disputing a Grade
- Disputing Attendance
- Education Concerns
- Education Policies/Procedures
- General Education Schedule
- Faculty Related Issues
- Night Student Concerns
- Program Change
- Program of Study
- Registration for Continuing Students
- Schedule for Next Term
- When Classes are Offered
- Withdrawing from a Class (*also see Student Services or Admissions*)
- Withdrawing from School (*also see Student Services or Admissions*)

Financial Aid:

- Application for Work-Study (*student employment*)
- Federal Student Loans
- Impact to Financial Aid Eligibility Due to Schedule/Status Changes
- Program Change Impact on Financial Aid
- Scholarships
- State Grants

Student Records:

- Graduation Procedure/Checklist
- Printout of Class Schedule
- Purchase Graduation Cap & Gown
- Student Records
- Transcripts
- Transfer Credits if Processed
- VA Information
- Verification of Enrollment

Student Services:

- Agency Questions/Concerns
- Car Pool Information
- Clubs/Organizations Information
- Customer Service Issues
- Daycare Information
- First Aid
- Parking Information
- Personal Concerns/Issues (*also see Education or Admissions*)
- Re-entering School
- Report an Incident on Campus
- Student Activities
- Support Systems
- Transportation Schedules
- Tutor Information

CAREER DEVELOPMENT SERVICES

The Career Development Services department is committed to supporting students and Alumni in launching and advancing their careers.

To support students and graduates in attaining their career goals, Career Development staff focus on both assisting students in developing career search skills and on introducing students to businesses that may help them attain their professional goals.

Students are encouraged to participate in the events and activities that Career Development Services offers each term. Students will be given the chance to interact with local business professionals both on and off campus. The more students interact with other professionals and participate in their business communities, the more prepared and positioned students will be to gain employment and be successful in their career endeavors.

Career Development services provided to students:

1. One-on-one and small group coaching and feedback sessions
2. Workshops offered either during or outside of class sessions
3. Resume Reviews
4. Mock Interviews
5. Career search tools and techniques
6. Exposure to local business people and companies
7. Networking events
8. A career focused website that provides valuable career development tools, techniques, and resources

CAREER DEVELOPMENT ADVISING

New students are introduced to Career Development during their first term at Westwood. Students are assigned an Advisor who will learn about students' professional goals and career aspirations, and will educate students on the services the Career Development office provides.

Students are encouraged to get to know their Career Advisor and to meet with him/her regularly. The more Career Development Advisors know about a student's professional goals, the better they are able to assist students in reaching those goals. Career Advisors will work with students to conduct both general and career related job searches, ensure student's resumes and cover letters are professional and ready to present to businesses, and to help develop students' interview skills. Career Advisors will also train and coach students on how to generate their own job leads and will follow-up on students' interviews to gain valuable feedback from employers.

STUDENT WORK OPPORTUNITIES

Career Development Advisors will work with students throughout their Westwood experience to assist students in gaining valuable business experience. Whether students are seeking general or career related work experience, Career Services Advisors will provide coaching, job search training, and tools to propel any job search.

Students who would like to work while attending Westwood are encouraged to seek assistance from their Career Advisor to learn about both on and off campus employment opportunities. Upcoming graduates should plan to meet with their Career Advisors three terms prior to graduating to formally kick off their career-related job search.

STUDENTS' RESPONSIBILITIES

Students are ultimately responsible for their job search and for attaining both general and career related employment. Those responsibilities include:

1. Creating and executing a job search plan with their Career Advisor.
2. Making and keeping regular appointments with their Career Advisor.
3. Informing their Career Advisor of life changes including: Changes of career goals, employment status, mailing and email addresses, and contact phone numbers.
4. Completing and submitting job search materials to Career Services, including a cover letter, resume, and work samples, if appropriate.
5. Actively searching for jobs which includes: Attending networking events, generating business relationships, calling potential employers, applying for jobs and following up on those applications.
6. Dressing appropriately for all company site visits, informational and formal job interviews, and arriving to all scheduled meetings and interviews on time.
7. Calling to reschedule all appointments – both on and off campus – that students will not be able to attend.

ALUMNI SERVICES

Career Advising continues after students graduate from Westwood. Alumni are always welcome to contact any Westwood Career Development office for assistance conducting a job search. Westwood also maintains an Alumni website through which Alumni can keep in touch with each other, develop relationships with Alumni throughout the country, and access powerful career development tools and resources. Alumni are also encouraged to take advantage of Westwood's tuition-free retraining in their program of study. Alumni should contact the Education department to learn more about how to take advantage of tuition-free retraining. Note, other fees, laboratory, books, etc. may apply.



BUSINESS ADMINISTRATION: MAJOR IN ACCOUNTING AND FINANCIAL MANAGEMENT

BACHELOR OF SCIENCE*

PROGRAM LENGTH: 34 months
 CREDIT HOURS: 195
 CLOCK HOURS: 1995

COURSE REQUIREMENTS FOR GRADUATION

The program includes coursework typically delivered as described here.

Course Area	Minimum Credits
Core Courses	80.0
Career Major	35.0
General Education	70.0
Humanities	28.0
Social Sciences	28.0
Mathematics	7.0
Natural and Physical Science	7.0
Other Required Courses	10.0

PROGRAM DESCRIPTION

The Business Administration Bachelor's program with a Major in Accounting and Financial Management equips students with the skills necessary to advance in the field of accounting and financial management. The combination of accounting, finance, management, and general education courses in the program helps students apply skills in effective management, critical thinking, communication, and ethical decision making to address workplace challenges. This program also includes courses that cover a range of accounting practices as well as relevant coursework in financial accounting and reporting procedures. This degree prepares students for entry-level positions in the field such as assistant controller, accounting supervisor, lead accountant, assistant branch manager, accountant for accounts payable, and credit analyst

PROGRAM OUTCOMES

Upon successful completion of the program, students will be able to:

- Detail essential business functions.
- Demonstrate proficiency in common business technology.
- Recognize the dynamic global business environment.
- Conduct business ethically.
- Apply organizational change principles.
- Perform generally accepted accounting and financial management practices.
- Manage a complete accounting model.

LABORATORIES AND EQUIPMENT**

The campus has lecture classrooms and computer laboratories for use by students. The students also have access to reference materials in the learning commons as well as access to the Internet.

Course No.	Course Title	Quarter Credits
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CORE COURSES

minimum 80.0 credit hours required

ACT120	Principles of Accounting I	3.5
ACT122	Principles of Accounting II	3.5
ACT130	Managerial Accounting	3.5
BUS100	Introduction to Business	3.5
BUS110	Principles of Human Resource Management	3.5
BUS210	Introduction to Business Law	3.5
BUS300	Business Ethics	3.5
BUS320	International Business	3.5
BUS350	Organizational Theory and Behavior	3.5
CA201	Advanced Business Software Applications	3.0
FIN101	Introduction to Finance	3.5
MGT100	Principles of Management	3.5
MGT210	Conflict Management	3.5
MGT220	Stress Management	3.5
MGT230	Principles of Small Business Management	3.5
MGT300	Leadership and Managerial Decision Making	3.5
MGT310	Project Management	3.5
MGT320	Change Management	3.5
MGT400	Operations Management	3.5
MGT450	Managing Across Cultures	3.5
MGT460	Strategic Management	3.5
MKT100	Principles of Marketing	3.5
MKT210	Customer Service	3.5

CAREER MAJOR

minimum 35.0 credit hours required

ACT270	Fundamentals of Cost Accounting	3.5
ACT300	Budgeting	3.5
ACT302	Auditing	3.5
ACT310	Tax Accounting	3.5
ACT320	Corporate Tax	3.5
ACT360	Intermediate Accounting I	3.5
ACT362	Intermediate Accounting II	3.5
ACT400	Accounting for Nonprofits and Government	3.5
ACT480	Accounting Seminar	7.0

GENERAL EDUCATION

minimum 70.0 credit hours required

HUMANITIES

minimum 28.0 credit hours required

COM112	Communication Skills	3.5
COM305	Public Speaking	3.5
ENG121	College Writing I	3.5
ENG221	College Writing II	3.5
HIS420	Contemporary History	3.5
HUM180	Ethical and Critical Thinking	3.5
HUM250	Humanities	3.5
LIT301	Introduction to Literature	3.5

SOCIAL SCIENCES

minimum 28.0 credit hours required

POL107	American Government	3.5
POL423	Political Science	3.5
PSY101	Introduction to Psychology	3.5
SOC121	Human Relations	3.5
SOC321	Intercultural Relations	3.5
SOC401	Research Methodologies	3.5
SOC441	Microeconomics	3.5
SOC442	Macroeconomics	3.5

MATHEMATICS

minimum 7.0 credit hours required

MTH107	College Mathematics	3.5
MTH340	Introduction to Statistics	3.5

NATURAL AND PHYSICAL SCIENCE

minimum 7.0 credit hours required

SCI121	Introduction to Physical Science	3.5
SCI313	Environmental Studies	3.5

OTHER REQUIRED COURSES

minimum 10.0 credit hours required

CA101	Computer Applications	3.0
PDC111	Success Strategies	3.5
PDC200	Career Management	3.5

Note: Courses may be taught in a sequence that differs from the order represented above.

*In the state of Illinois this degree is a Bachelor of Applied Science.

**Not applicable to online students.



**BUSINESS ADMINISTRATION:
MAJOR IN HEALTHCARE MANAGEMENT**

BACHELOR OF SCIENCE*

PROGRAM LENGTH: 34 months
CREDIT HOURS: 195
CLOCK HOURS: 1995

COURSE REQUIREMENTS FOR GRADUATION

The program includes coursework typically delivered as described here.

Course Area	Minimum Credits
Core Courses	80.0
Career Major	35.0
General Education	70.0
Humanities	28.0
Social Sciences	28.0
Mathematics	7.0
Natural and Physical Science	7.0
Other Required Courses	10.0

PROGRAM DESCRIPTION

The Business Administration program with a Major in Healthcare Management is designed to provide students and working professionals with the knowledge and skills needed by health management professionals seeking entry-level positions or advancement in their field. The program provides an integrated curriculum in both business and healthcare. Courses in management, marketing, finance, and human resources provide a solid foundation in business concepts. The program also includes relevant healthcare management courses covering topics such as law, long-term care, risk management, and managed care. The combination of business and healthcare courses, plus courses that promote skills in critical thinking, communication, and problem-solving, help students become well-prepared for contemporary healthcare workplace challenges. This degree is designed to prepare students to enter careers in a variety of healthcare organizations such as hospitals, public health agencies, long-term care facilities, physician group practices, and managed care organizations. Examples of entry-level positions graduates will be able to qualify for include assistant office manager, assistant clinical manager, and assistant administrator. Students entering the program with prior experience in the field may qualify for positions such as office manager and clinical director.

PROGRAM OUTCOMES

Upon successful completion of the program, students will be able to:

- Identify aspects of healthcare systems.
- Apply healthcare management principles and practices.
- Analyze healthcare-related technology and information systems.
- Apply financial management and accounting principles.
- Interpret healthcare laws and policies.
- Defend ethical decisions.
- Formulate a strategic plan.

LABORATORIES AND EQUIPMENT**

The campus has lecture classrooms and computer laboratories for use by students. The students also have access to reference materials in the learning commons as well as access to the Internet.

Course No.	Course Title	Quarter Credits
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CORE COURSES

minimum 80.0 credit hours required

ACT120	Principles of Accounting I	3.5
ACT122	Principles of Accounting II	3.5
ACT130	Managerial Accounting	3.5
BUS100	Introduction to Business	3.5
BUS110	Principles of Human Resource Management	3.5
BUS210	Introduction to Business Law	3.5
BUS300	Business Ethics	3.5
BUS320	International Business	3.5
BUS350	Organizational Theory and Behavior	3.5
CA201	Advanced Business Software Applications	3.0
FIN101	Introduction to Finance	3.5
MGT100	Principles of Management	3.5
MGT210	Conflict Management	3.5
MGT220	Stress Management	3.5
MGT230	Principles of Small Business Management	3.5
MGT300	Leadership and Managerial Decision Making	3.5
MGT310	Project Management	3.5
MGT320	Change Management	3.5
MGT400	Operations Management	3.5
MGT450	Managing Across Cultures	3.5
MGT460	Strategic Management	3.5
MKT100	Principles of Marketing	3.5
MKT210	Customer Service	3.5

CAREER MAJOR

minimum 35.0 credit hours required

HCM100	Introduction to Healthcare	3.5
HCM200	Law and Compliance in Healthcare	3.5
HCM210	Healthcare Needs of the Elderly	3.5
HCM230	Public Health and Disease	3.5
HCM240	Healthcare Delivery and Financing	3.5
HCM260	Introduction to Long-Term Care	3.5
HCM310	Health Information Systems	3.5
HCM430	Risk Management in Healthcare	3.5
HCM480	Healthcare Management Seminar	7.0

GENERAL EDUCATION

minimum 70.0 credit hours required

HUMANITIES

minimum 28.0 credit hours required

COM112	Communication Skills	3.5
COM305	Public Speaking	3.5
ENG121	College Writing I	3.5
ENG221	College Writing II	3.5
HIS420	Contemporary History	3.5
HUM180	Ethical and Critical Thinking	3.5
HUM250	Humanities	3.5
LIT301	Introduction to Literature	3.5

SOCIAL SCIENCES

minimum 28.0 credit hours required

POL107	American Government	3.5
POL423	Political Science	3.5
PSY101	Introduction to Psychology	3.5
SOC121	Human Relations	3.5
SOC321	Intercultural Relations	3.5
SOC401	Research Methodologies	3.5
SOC441	Microeconomics	3.5
SOC442	Macroeconomics	3.5

MATHEMATICS

minimum 7.0 credit hours required

MTH107	College Mathematics	3.5
MTH340	Introduction to Statistics	3.5

NATURAL AND PHYSICAL SCIENCE

minimum 7.0 credit hours required

SCI121	Introduction to Physical Science	3.5
SCI313	Environmental Studies	3.5

OTHER REQUIRED COURSES

minimum 10.0 credit hours required

CA101	Computer Applications	3.0
PDC111	Success Strategies	3.5
PDC200	Career Management	3.5

Note: *Courses may be taught in a sequence that differs from the order represented above.*

*In the state of Illinois, this degree is a Bachelor of Applied Science.

**Not applicable in the online environment.



**BUSINESS ADMINISTRATION:
MAJOR IN MANAGEMENT**

BACHELOR OF SCIENCE*

PROGRAM LENGTH: 34 months
CREDIT HOURS: 195
CLOCK HOURS: 1995

COURSE REQUIREMENTS FOR GRADUATION

The program includes coursework typically delivered as described here.

Course Area	Minimum Credits
Core Courses	80.0
Career Major	35.0
General Education	70.0
Humanities	28.0
Social Sciences	28.0
Mathematics	7.0
Natural and Physical Science	7.0
Other Required Courses	10.0

PROGRAM DESCRIPTION

The Business Administration Bachelor's program with a Major in Management helps students advance in their business fields or prepares students for entry-level positions in management. Coursework in business fundamentals provides students with a strong foundation in the general operations of a business. Leadership-related courses provide students with the skills needed to supervise others. Management courses provide students with practical skills in areas such as business law, project management, and supply management. This program infuses real-world, hands-on application of theoretical concepts so that students may apply concepts to the current business environment. Graduates of this program will be prepared to seek various entry-level positions in business such as sales representative, administrative services manager, human resources generalist, or promotions specialist.

PROGRAM OUTCOMES

Upon successful completion of the program, students will be able to:

- Demonstrate proficiency in common business technology.
- Recognize the dynamic global business environment.
- Apply effective management practices.
- Conduct ethical business practices.
- Create a strategic business plan.

LABORATORIES AND EQUIPMENT**

The campus has lecture classrooms and computer laboratories for use by students. The students also have access to reference materials in the learning commons as well as access to the Internet.

Course No.	Course Title	Quarter Credits
------------	--------------	-----------------

CORE COURSES

minimum 80.0 credit hours required

ACT120	Principles of Accounting I	3.5
ACT122	Principles of Accounting II	3.5
ACT130	Managerial Accounting	3.5
BUS100	Introduction to Business	3.5
BUS110	Principles of Human Resource Management	3.5
BUS210	Introduction to Business Law	3.5
BUS300	Business Ethics	3.5
BUS320	International Business	3.5
BUS350	Organizational Theory and Behavior	3.5
CA201	Advanced Business Software Applications	3.0
FIN101	Introduction to Finance	3.5
MGT100	Principles of Management	3.5
MGT210	Conflict Management	3.5
MGT220	Stress Management	3.5
MGT230	Principles of Small Business Management	3.5
MGT300	Leadership and Managerial Decision Making	3.5
MGT310	Project Management	3.5
MGT320	Change Management	3.5
MGT400	Operations Management	3.5
MGT450	Managing Across Cultures	3.5
MGT460	Strategic Management	3.5
MKT100	Principles of Marketing	3.5
MKT210	Customer Service	3.5

CAREER MAJOR

minimum 35.0 credit hours required

ACT360	Intermediate Accounting I	3.5
MGT330	Managerial Communications	3.5
MGT350	Purchasing and Supply Management	3.5
MGT360	Internal Control and Enterprise Risk Management	3.5
MGT410	Principles of Supervision	3.5
MGT480	Management Seminar	7.0
MKT310	Consumer Behavior	3.5
MKT320	Integrated Marketing Communications	3.5
SLS410	Internet Sales and Marketing	3.5

GENERAL EDUCATION

minimum 70.0 credit hours required

HUMANITIES

minimum 28.0 credit hours required

COM112	Communication Skills	3.5
COM305	Public Speaking	3.5
ENG121	College Writing I	3.5
ENG221	College Writing II	3.5
HIS420	Contemporary History	3.5
HUM180	Ethical and Critical Thinking	3.5
HUM250	Humanities	3.5
LIT301	Introduction to Literature	3.5

SOCIAL SCIENCES

minimum 28.0 credit hours required

POL107	American Government	3.5
POL423	Political Science	3.5
PSY101	Introduction to Psychology	3.5
SOC121	Human Relations	3.5
SOC321	Intercultural Relations	3.5
SOC401	Research Methodologies	3.5
SOC441	Microeconomics	3.5
SOC442	Macroeconomics	3.5

MATHEMATICS

minimum 7.0 credit hours required

MTH107	College Mathematics	3.5
MTH340	Introduction to Statistics	3.5

NATURAL AND PHYSICAL SCIENCE

minimum 7 credit hours required

SCI121	Introduction to Physical Science	3.5
SCI313	Environmental Studies	3.5

OTHER REQUIRED COURSES

minimum 10.0 credit hours required

CA101	Computer Applications	3.0
PDC111	Success Strategies	3.5
PDC200	Career Management	3.5

Note: *Courses may be taught in a sequence that differs from the order represented above.*

*In the state of Illinois, this degree is a Bachelor of Applied Science.

**Not applicable in the online environment.



**BUSINESS ADMINISTRATION:
MAJOR IN MARKETING MANAGEMENT**

BACHELOR OF SCIENCE*

PROGRAM LENGTH: 34 months
CREDIT HOURS: 195
CLOCK HOURS: 1995

COURSE REQUIREMENTS FOR GRADUATION

The program includes coursework typically delivered as described here.

Course Area	Minimum Credits
Core Courses	80.0
Career Major	35.0
General Education	70.0
Humanities	28.0
Social Sciences	28.0
Mathematics	7.0
Natural and Physical Science	7.0
Other Required Courses	10.0

PROGRAM DESCRIPTION

The Business Administration Bachelor's program with a Major in Marketing Management equips students with business skills necessary to advance in the field of marketing and sales. The combination of management and general education courses in the program helps students apply skills in effective management, critical thinking, communication, and ethical decision making to address workplace challenges. This program also includes critical marketing and sales courses that cover such topics as consumer behavior, integrated marketing communications, professional selling, and strategic marketing management. This program prepares students for entry-level positions in the field such as sales manager, operations manager, and marketing implementation manager, department supervisor, and management analyst.

PROGRAM OUTCOMES

Upon successful completion of the program, students will be able to:

- Detail essential business functions.
- Demonstrate proficiency in common business technology.
- Recognize the dynamic global business environment.
- Conduct business ethically.
- Apply organizational change principles.
- Employ effective sales practices.
- Develop a strategic marketing plan.

LABORATORIES AND EQUIPMENT**

The campus has lecture classrooms and computer laboratories for use by students. The students also have access to reference materials in the learning commons as well as access to the Internet.

Course No.	Course Title	Quarter Credits
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CORE COURSES

minimum 80.0 credit hours required

ACT120	Principles of Accounting I	3.5
ACT122	Principles of Accounting II	3.5
ACT130	Managerial Accounting	3.5
BUS100	Introduction to Business	3.5
BUS110	Principles of Human Resources	3.5
BUS210	Introduction to Business Law	3.5
BUS300	Business Ethics	3.5
BUS320	International Business	3.5
BUS350	Organizational Theory and Behavior	3.5
CA201	Advanced Business Software Applications	3.0
FIN101	Introduction to Finance	3.5
MGT100	Principles of Management	3.5
MGT210	Conflict Management	3.5
MGT220	Stress Management	3.5
MGT230	Principles of Small Business Management	3.5
MGT300	Leadership and Managerial Decision Making	3.5
MGT310	Project Management	3.5
MGT320	Change Management	3.5
MGT400	Operations Management	3.5
MGT450	Managing Across Cultures	3.5
MGT460	Strategic Management	3.5
MKT100	Principles of Marketing	3.5
MKT210	Customer Service	3.5

CAREER MAJOR

minimum 35.0 credit hours required

MKT300	Principles of Advertising	3.5
MKT310	Consumer Behavior	3.5
MKT320	Integrated Marketing Communications	3.5
MKT340	Services Marketing	3.5
MKT400	Strategic Marketing Management	3.5
MKT480	Marketing Seminar	7.0
SLS300	Professional Selling	3.5
SLS410	Internet Sales and Marketing	3.5
SLS420	International Sales and Marketing	3.5

GENERAL EDUCATION

minimum 70.0 credit hours required

HUMANITIES

minimum 28.0 credit hours required

COM112	Communication Skills	3.5
COM305	Public Speaking	3.5
ENG121	College Writing I	3.5
ENG221	College Writing II	3.5
HIS420	Contemporary History	3.5
HUM180	Ethical and Critical Thinking	3.5
HUM250	Humanities	3.5
LIT301	Introduction to Literature	3.5

SOCIAL SCIENCES

minimum 28.0 credit hours required

POL107	American Government	3.5
POL423	Political Science	3.5
PSY101	Introduction to Psychology	3.5
SOC121	Human Relations	3.5
SOC321	Intercultural Relations	3.5
SOC401	Research Methodologies	3.5
SOC441	Microeconomics	3.5
SOC442	Macroeconomics	3.5

MATHEMATICS

minimum 7.0 credit hours required

MTH107	College Mathematics	3.5
MTH340	Introduction to Statistics	3.5

NATURAL AND PHYSICAL SCIENCE

minimum 7.0 credit hours required

SCI121	Introduction to Physical Science	3.5
SCI313	Environmental Studies	3.5

OTHER REQUIRED COURSES

minimum 10.0 credit hours required

CA101	Computer Applications	3.0
PDC111	Success Strategies	3.5
PDC200	Career Management	3.5

Note: *Courses may be taught in a sequence that differs from the order represented above.*

*In the state of Illinois, this degree is a Bachelor of Applied Science.

**Not applicable in the online environment.



**BUSINESS ADMINISTRATION:
MAJOR IN RETAIL MANAGEMENT**

BACHELOR OF SCIENCE*

PROGRAM LENGTH: 34 months
CREDIT HOURS: 195
CLOCK HOURS: 1995

COURSE REQUIREMENTS FOR GRADUATION

The program includes coursework typically delivered as described here.

Course Area	Minimum Credits
Core Courses	80.0
Career Major	35.0
General Education	70.0
Humanities	28.0
Social Sciences	28.0
Mathematics	7.0
Natural and Physical Science	7.0
Other Required Courses	10.0

PROGRAM DESCRIPTION

The Business Administration: Major in Retail Management Bachelor's program emphasizes the analytical skills to identify and solve complex retail challenges. Students are exposed to critical retailing knowledge including store and merchandising management, operations management and leadership, marketing and consumer behavior, customer service and professional selling. These areas build upon the firm foundation in the functional areas of business so students will have the ability to make effective decisions in the retail industry. The program helps prepare students for entry-level positions in retail management such as sales associate, sales manager, assistant manager, shift manager, supervisor, assistant buyer, assistant department manager, and assistant store manager.

PROGRAM OUTCOMES

Upon successful completion of the program, students will be able to:

- Analyze customer needs.
- Formulate selling strategies.
- Formulate tactics for exceeding customer expectations based on varying retail strategies.
- Develop a retail product and service mix.
- Optimize the supply chain in a retail setting.
- Solve merchandising problems.
- Examine legal and ethical issues in retail management.

LABORATORIES AND EQUIPMENT**

The campus has lecture classrooms and computer laboratories for use by students. The students also have access to reference materials in the learning commons as well as access to the Internet.

Course No.	Course Title	Quarter Credits
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CORE COURSES

minimum 80.0 credit hours required

ACT120	Principles of Accounting I	3.5
ACT122	Principles of Accounting II	3.5
ACT130	Managerial Accounting	3.5
BUS100	Introduction to Business	3.5
BUS110	Principles of Human Resource Management	3.5
BUS210	Introduction to Business Law	3.5
BUS300	Business Ethics	3.5
BUS320	International Business	3.5
BUS350	Organizational Theory and Behavior	3.5
CA201	Advanced Business Software Applications	3.0
FIN101	Introduction to Finance	3.5
MGT100	Principles of Management	3.5
MGT210	Conflict Management	3.5
MGT220	Stress Management	3.5
MGT230	Principles of Small Business Management	3.5
MGT300	Leadership and Managerial Decision Making	3.5
MGT310	Project Management	3.5
MGT320	Change Management	3.5
MGT400	Operations Management	3.5
MGT450	Managing Across Cultures	3.5
MGT460	Strategic Management	3.5
MKT100	Principles of Marketing	3.5
MKT210	Customer Service	3.5

CAREER MAJOR

minimum 35.0 credit hours required

BUS390	Strategic Human Resource Management	3.5
MCH120	Retail Management	3.5
MCH140	Visual Merchandising	3.5
MCH150	Retail Buying	3.5
MCH320	Merchandising Planning and Control	3.5
MCH480	Merchandising Seminar	7.0
MKT310	Consumer Behavior	3.5
SLS300	Professional Selling	3.5
SLS410	Internet Sales and Marketing	3.5

GENERAL EDUCATION

minimum 70 credit hours required

HUMANITIES

minimum 28.0 credit hours required

COM112	Communication Skills	3.5
COM305	Public Speaking	3.5
ENG121	College Writing I	3.5
ENG221	College Writing II	3.5
HUM180	Ethical and Critical Thinking	3.5
HUM250	Humanities	3.5
LIT301	Introduction to Literature	3.5
HIS420	Contemporary History	3.5

SOCIAL SCIENCES

minimum 28.0 credit hours required

POL107	American Government	3.5
POL423	Political Science	3.5
PSY101	Introduction to Psychology	3.5
SOC121	Human Relations	3.5
SOC321	Intercultural Relations	3.5
SOC401	Research Methodologies	3.5
SOC441	Microeconomics	3.5
SOC442	Macroeconomics	3.5

MATHEMATICS

minimum 7.0 credit hours required

MTH107	College Mathematics	3.5
MTH340	Introduction to Statistics	3.5

NATURAL AND PHYSICAL SCIENCES

minimum 7.0 credit hours required

SCI121	Introduction to Physical Science	3.5
SCI313	Environmental Studies	3.5

OTHER REQUIRED COURSES

minimum 10.0 credit hours required

CA101	Computer Applications	3.0
PDC111	Success Strategies	3.5
PDC200	Career Management	3.5

Note: *Courses may be taught in a sequence that differs from the order represented above.*

*In the State of Illinois, this degree is a Bachelor of Applied Science.

*Not applicable to online students.



CONSTRUCTION MANAGEMENT

BACHELOR OF SCIENCE*

PROGRAM LENGTH: 34 months
 CREDIT HOURS: 191
 CLOCK HOURS: 2085

COURSE REQUIREMENTS FOR GRADUATION

The program includes coursework typically delivered as described here.

Course Area	Minimum Credits
Core Courses	111.0
General Education	70.0
Humanities	28.0
Social Sciences	17.5
Mathematics	14.0
Natural and Physical Science	10.5
Other Required Courses	10.0

PROGRAM DESCRIPTION

The Construction Management Bachelor's program prepares students for entry-level positions in the field of construction management. Through three main areas of instruction – construction science, construction management, and business – the program provides the concepts and tools needed to manage construction projects. Coursework in construction science provides a strong foundation in construction concepts fundamental to residential and light commercial buildings, such as building materials, construction design, and construction methods. Coursework in construction management teaches skills needed to provide supervisory support to construction projects, develop estimates and bids, develop construction schedules; and administer construction contracts. The business component of the program teaches the general business skills needed to provide administrative support to the internal operation of a construction company. Graduates of this program will be prepared to seek job titles such as assistant project manager, assistant project superintendent, assistant estimator, assistant field manager/supervisor, or assistant construction manager.

PROGRAM OUTCOMES

Upon successful completion of the program, students will be able to:

- Communicate professionally with construction project team members using correct construction terminology.
- Recognize industry standard construction documents, their sources, and their purposes.
- Identify how building codes and inspection processes are used in construction.
- Draft a drawing by hand and using a computer-aided design application applying correct construction graphics and related concepts.
- Develop sound construction documents, including bids, requests for information, and project plans.
- Manage financial information related to construction projects.
- Analyze construction data.
- Advocate safety regulations on a construction site.

LABORATORIES AND EQUIPMENT**

The campus has lecture classrooms and computer laboratories for use by students. The students also have access to reference materials in the learning commons as well as access to the Internet.

Course No.	Course Title	Quarter Credits
CORE COURSES		
<i>minimum 111.0 credit hours required</i>		
ACT120	Principles of Accounting I	3.5
ACT122	Principles of Accounting II	3.5
BUS100	Introduction to Business	3.5
BUS110	Principles of Human Resources	3.5
CA201	Advanced Business Software Applications	3.0
CM100	Introduction to Construction Management	3.5
CM111	Construction Materials and Methods I	3.5
CM121	Construction Materials and Methods II	3.5
CM140	Construction Documents	3.5
CM150	Construction Graphics	4.5
CM160	Fundamentals of Construction Surveying	4.5
CM220	Construction Safety	3.5
CM230	Building Codes and Inspection	3.5
CM240	Construction Law and Contracts	3.5
CM250	Construction Estimating I	3.5
CM260	Construction Planning and Scheduling	3.0
CM272	Construction Management Seminar	6.0
CM311	Below Grade Operations and Structures	3.5
CM321	Above Grade Operations and Structures	3.5
CM330	Mechanical Systems	3.5
CM340	Electrical Systems	3.5
CM350	Green Building Trends and Technology	3.5
CM360	Construction Equipment Operations	3.5
CM401	Advanced Construction Software Applications	3.5
CM411	Construction Estimating II	3.5
CM421	Productivity and Cost Control	3.5
CM431	Construction Project Management and Administration	3.5
CM441	Advanced Construction Management Seminar	6.0
MGT100	Principles of Management	3.5
MGT300	Leadership and Managerial Decision Making	3.5
GENERAL EDUCATION		
<i>minimum 70.0 credit hours required</i>		
HUMANITIES		
<i>minimum 28.0 credit hours required</i>		
COM112	Communication Skills	3.5
COM305	Public Speaking	3.5
ENG121	College Writing I	3.5
ENG221	College Writing II	3.5
HUM180	Ethical and Critical Thinking	3.5
HUM250	Humanities	3.5
LIT301	Introduction to Literature	3.5
LIT413	Contemporary Literature	3.5
SOCIAL SCIENCES		
<i>minimum 17.5 credit hours required</i>		
POL107	American Government	3.5
POL423	Political Science	3.5
PSY101	Introduction to Psychology	3.5
SOC121	Human Relations	3.5
SOC401	Research Methodologies	3.5
MATHEMATICS		
<i>minimum 14.0 credit hours required</i>		
MTH170	College Algebra I	3.5
MTH211	Geometry	3.5
MTH221	Trigonometry	3.5
MTH340	Introduction to Statistics	3.5

NATURAL AND PHYSICAL SCIENCE

minimum 10.5 credit hours required

SCI121	Introduction to Physical Science	3.5
SCI313	Environmental Studies	3.5
SCI321	Selected Topics in Physics	3.5

OTHER REQUIRED COURSES

minimum 10.0 credit hours required

CA101	Computer Applications	3.0
PDC111	Success Strategies	3.5
PDC200	Career Management	3.5

Note: *Courses may be taught in a sequence that differs from the order represented above.*

*In the state of Illinois, this degree is a Bachelor of Applied Science.

**Not applicable in the online environment.



HOSPITALITY ADMINISTRATION

BACHELOR OF SCIENCE*

PROGRAM LENGTH: 36 months
 CREDIT HOURS: 193.0
 CLOCK HOURS: 1990

COURSE REQUIREMENTS FOR GRADUATION

The program includes coursework typically delivered as described here.

Course Area	Minimum Credits
Core Courses	48.5
Career Major	64.5
General Education	70.0
Humanities	28.0
Social Science	28.0
Mathematics	7.0
Natural and Physical Science	7.0
Other Required Courses	10.0

PROGRAM DESCRIPTION

The Bachelor of Science degree in Hospitality Administration equips students with the knowledge and skills to pursue entry-level positions in a variety of hospitality related fields. Coursework in business, management, and marketing provides students with a strong foundation in the business operations of the hospitality industry. Additionally coursework in the career major area covers various aspects of hospitality related operations. The program infuses real-world, hands-on application of theoretical concepts so that students may apply concepts to the hospitality environment. This degree prepares students for entry-level positions such as front desk manager, assistant general manager, food and beverage manager, and catering manager.

PROGRAM OUTCOMES

Upon successful completion of the program, students will be able to:

- Apply effective management practices.
- Perform essential business functions.
- Manage human resources in a hospitality environment.
- Support basic hospitality related operations.
- Direct all aspects of hospitality related operations.

LABORATORIES AND EQUIPMENT

The campus has lecture classrooms and computer laboratories for use by students. The students also have access to reference materials in the learning commons as well as access to the Internet.

Course No.	Course Title	Quarter Credits
CORE COURSES		
<i>minimum 48.5 credit hours required</i>		
ACT120	Principles of Accounting I	3.5
BUS100	Introduction to Business	3.5
BUS110	Principles of Human Resource Management	3.5
BUS300	Business Ethics	3.5
BUS390	Strategic Human Resource Management	3.5
CA201	Advanced Business Software Applications	3.0
MGT100	Principles of Management	3.5
MGT210	Conflict Management	3.5
MGT220	Stress Management	3.5
MGT300	Leadership and Managerial Decision Making	3.5
MGT450	Managing Across Cultures	3.5
MKT100	Principles of Marketing	3.5

MKT210	Customer Service	3.5
SLS300	Professional Selling	3.5

CAREER MAJOR

minimum 64.5 credit hours required

HOS110	Purchasing Food and Beverage Products	4.5
HOS120	Food Service Sanitation	4.5
HOS130	Front Office Management	4.5
HOS200	Supervisory Housekeeping	4.5
HOS230	Hospitality Spanish	4.5
HOS300	Inventory and Planning Control	4.5
HOS310	Loss Prevention in Hospitality	4.5
HOS320	Marketing in the Hospitality Industry	4.5
HOS330	Conference Services	4.5
HOS400	Hospitality Financial Management	4.5
HOS410	Hospitality Law	4.5
HOS430	Hospitality Accounting	4.5
HOS460	Hospitality Information Systems	4.5
HOS490	Advanced Industry Seminar	6.0

GENERAL EDUCATION

minimum 70.0 credit hours required

HUMANITIES

minimum 28.0 credit hours required

COM112	Communication Skills	3.5
COM305	Public Speaking	3.5
ENG121	College Writing I	3.5
ENG221	College Writing II	3.5
HIS420	Contemporary History	3.5
HUM180	Ethical and Critical Thinking	3.5
HUM250	Humanities	3.5
LIT301	Introduction to Literature	3.5

SOCIAL SCIENCE

minimum 28.0 credit hours required

POL107	American Government	3.5
POL423	Political Science	3.5
PSY101	Introduction to Psychology	3.5
SOC121	Human Relations	3.5
SOC321	Intercultural Relations	3.5
SOC401	Research Methodologies	3.5
SOC441	Macroeconomics	3.5
SOC442	Microeconomics	3.5

MATHEMATICS

minimum 7.0 credit hours required

MTH107	College Mathematics	3.5
MTH340	Introduction to Statistics	3.5

NATURAL AND PHYSICAL SCIENCE

minimum 7.0 credit hours required

SCI121	Introduction to Physical Science	3.5
SCI313	Environmental Studies	3.5

OTHER REQUIRED COURSES

minimum 10.0 credit hours required

CA101	Computer Applications	3.0
PDC111	Success Strategies	3.5
PDC200	Career Management	3.5

Note: Courses may be taught in a sequence that differs from the order represented above.

*In the state of Illinois, this degree is a Bachelor of Applied Science.

**INFORMATION TECHNOLOGY:
MAJOR IN COMPUTER FORENSICS**

BACHELOR OF SCIENCE*

PROGRAM LENGTH: 36 months
CREDIT HOURS: 188.5
CLOCK HOURS: 2310

COURSE REQUIREMENTS FOR GRADUATION

The program includes coursework typically delivered as described here.

Course Area	Minimum Credits
Core Courses	58.0
Career Major	50.5
General Education	70.0
Humanities	28.0
Social Sciences	24.5
Mathematics	7.0
Natural and Physical Science	10.5
Other Required Courses	10.0

PROGRAM DESCRIPTION

The Computer Forensics Bachelor's program is designed to provide students with advanced security skills required to implement e-business security policies, identify security threats, develop countermeasures using firewall systems and attacking recognition technologies, and manage the deployment of security solutions. In addition, the general education courses in the program help students to apply skills in critical thinking, logic, communication and problem solving in a technical environment. The program helps prepare students for entry-level job titles in the information technology and computer forensic industry such as network administrator, systems administrator, computer/technical support specialist, help-desk technician, computer systems administrator, computer forensic technician, computer forensic specialist, computer information analyst, data investigation technician, system administrator, and loss control specialist.

PROGRAM OUTCOMES

Upon successful completion of the program, students will be able to:

- Secure industry-standard operating systems.
- Design secure computer networks.
- Apply industry-standard tools and techniques to implement and secure large-scale networks.
- Evaluate strategies and policies to protect large-scale networks from security risks.
- Apply fundamental computer and network forensic techniques to the information technology field.
- Manage incident responses appropriately.

LABORATORIES AND EQUIPMENT

The campus has lecture classrooms and computer laboratories for use by students. The students also have access to reference materials in the learning commons as well as access to the Internet.

Course No.	Course Title	Quarter Credits
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CORE COURSES

minimum 58.0 credit hours required

CJ101	Introduction to Criminal Justice	3.5
CJ242	Criminal Investigations	3.0
FOR150	Introduction to Computer Forensics	3.0
FOR250	Legal Aspects of Computer Forensics	3.5
NW105	Linux Operating Systems	7.0
NW106	Desktop Computing	7.0
NW110	Network Essentials	5.0
NW202	Microsoft Network Operating System	7.0
NW205	Advanced System Administration with Directory Services	7.0
NW222	Linux Systems Administration	7.0
NW250	Routing Protocols and Concepts	5.0

CAREER MAJOR

minimum 50.5 credit hours required

FOR350	Forensic Digital Evidence Handling and Investigation	3.0
FOR370	Managing Malicious Software	5.0
FOR420	Mobile Device Analysis	3.0
FOR430	Operating System Forensics	5.0
FOR450	Network Intrusion Detection and Forensics	5.0
FOR460	Disk Based Forensics	5.0
FOR499	Forensic Capstone	3.5
NW306	Introduction to Network Security	7.0
NW310	LAN Security	7.0
NW315	Internet Security	7.0

GENERAL EDUCATION

minimum 70.0 credit hours required

HUMANITIES

minimum 28.0 credit hours required

COM112	Communication Skills	3.5
COM305	Public Speaking	3.5
ENG121	College Writing I	3.5
ENG221	College Writing II	3.5
HUM180	Ethical and Critical Thinking	3.5
HUM250	Humanities	3.5
LIT301	Introduction to Literature	3.5
LIT415	Science Fiction and Fantasy	3.5

SOCIAL SCIENCES

minimum 24.5 credit hours required

POL107	American Government	3.5
POL423	Political Science	3.5
PSY101	Introduction to Psychology	3.5
SOC121	Human Relations	3.5
SOC299	Technology and Society	3.5
SOC321	Intercultural Relations	3.5
SOC401	Research Methodologies	3.5

MATHEMATICS

minimum 7.0 credit hours required

MTH107	College Mathematics	3.5
MTH340	Introduction to Statistics	3.5

NATURAL AND PHYSICAL SCIENCES

minimum 10.5 credit hours required

SCI121	Introduction to Physical Science	3.5
SCI311	Earth Science	3.5
SCI313	Environmental Studies	3.5



OTHER REQUIRED COURSES

minimum 10.0 credit hours required

CA101	Computer Applications	3.0
PDC111	Success Strategies	3.5
PDC200	Career Management	3.5

Note: *Courses may be taught in a sequence that differs from the order represented above.*

*In the state of Illinois, this degree is a Bachelor of Applied Science.

**INFORMATION TECHNOLOGY:
MAJOR IN NETWORK MANAGEMENT**

BACHELOR OF SCIENCE*

PROGRAM LENGTH: 36 months
CREDIT HOURS: 187
CLOCK HOURS: 2360

COURSE REQUIREMENTS FOR GRADUATION

The program includes coursework typically delivered as described here.

Course Area	Minimum Credits
Core Courses	72.0
Career Major	35.0
General Education	70.0
Humanities	28.0
Social Sciences	24.5
Mathematics	7.0
Natural and Physical Science	10.5
Other Required Courses	10.0

PROGRAM DESCRIPTION

The Information Technology: Major in Network Management Bachelor's program provides students with advanced networking skills required to design, install, configure, and maintain enterprise-wide networks. In addition, the combination of management and general education courses in the program helps students to apply skills in general management, critical thinking, logic, communication, and problem solving to manage challenges in a technical environment. The program helps prepare students for entry-level roles in the information technology industry such as network and systems administrator, network manager, database administrator/network engineer, I.T. administrator/export manager, global technical supervisor, information security administrator, IT manager, LAN security specialist, operation manager.

PROGRAM OUTCOMES

Upon successful completion of the program, students will be able to:

- Implement enterprise networks that support directory services.
- Apply industry-standard tools and techniques to manage enterprise networks.
- Design strategies to secure large-scale networks from security risks.
- Apply tools and concepts to plan, budget, design, and implement advanced networking projects.

LABORATORIES AND EQUIPMENT**

The campus has lecture classrooms and computer laboratories for use by students. The students also have access to reference materials in the learning commons as well as access to the Internet.

Course No.	Course Title	Quarter Credits
CORE COURSES		
<i>minimum 72.0 credit hours required</i>		
NW105	Linux Operating Systems	7.0
NW106	Desktop Computing	7.0
NW110	Network Essentials	5.0
NW202	Microsoft Network Operating Systems	7.0
NW205	Advanced System Administration with Directory Services	7.0
NW222	Linux Systems Administration	7.0
NW250	Routing Protocols and Concepts	5.0
NW260	LAN Switching	5.0
NW270	WAN Technologies	5.0
NW280	Wireless Technologies	5.0
NW301	Technical Documentation and Project Management	5.0
NW306	Introduction to Network Security	7.0
CAREER MAJOR		
<i>minimum 35.0 credit hours required</i>		
NW332	Database Management System	5.0
NW355	Network Operations and Monitoring	5.0
NW407	Designing Directory Services	7.0
NW421	Network Design and Analysis	5.0
NW422	Electronic Mail Systems	7.0
NW480	Emerging Technologies	5.0
NW490	Senior Seminar	1.0
GENERAL EDUCATION		
<i>minimum 70.0 credit hours required</i>		
HUMANITIES		
<i>minimum 28.0 credit hours required</i>		
COM112	Communication Skills	3.5
COM305	Public Speaking	3.5
ENG121	College Writing I	3.5
ENG221	College Writing II	3.5
HUM180	Ethical and Critical Thinking	3.5
HUM250	Humanities	3.5
LIT301	Introduction to Literature	3.5
LIT415	Science Fiction and Fantasy	3.5
SOCIAL SCIENCES		
<i>minimum 24.5 credit hours required</i>		
POL107	American Government	3.5
POL423	Political Science	3.5
PSY101	Introduction to Psychology	3.5
SOC121	Human Relations	3.5
SOC299	Technology and Society	3.5
SOC321	Intercultural Relations	3.5
SOC401	Research Methodologies	3.5
MATHEMATICS		
<i>minimum 7.0 credit hours required</i>		
MTH107	College Mathematics	3.5
MTH340	Introduction to Statistics	3.5
NATURAL AND PHYSICAL SCIENCE		
<i>minimum 10.5 credit hours required</i>		
SCI121	Introduction to Physical Science	3.5
SCI311	Earth Science	3.5
SCI313	Environmental Studies	3.5



OTHER REQUIRED COURSES

minimum 10.0 credit hours required

CA101	Computer Applications	3.0
PDC111	Success Strategies	3.5
PDC200	Career Management	3.5

Note: *Courses may be taught in a sequence that differs from the order represented above.*

*In the state of Illinois, this degree is a Bachelor of Applied Science.

**Not applicable in the online environment.

**INFORMATION TECHNOLOGY:
MAJOR IN SYSTEMS SECURITY**

BACHELOR OF SCIENCE*

PROGRAM LENGTH: 36 months
CREDIT HOURS: 187
CLOCK HOURS: 2380

COURSE REQUIREMENTS FOR GRADUATION

The program includes coursework typically delivered as described here.

Course Area	Minimum Credits
Core Courses	72.0
Career Major	35.0
General Education	70.0
Humanities	28.0
Social Sciences	24.5
Mathematics	7.0
Natural and Physical Science	10.5
Other Required Courses	10.0

PROGRAM DESCRIPTION

The Information Technology: Major in Systems Security Bachelor's program provides students with advanced security skills required to implement e-business solutions security policies, identify security threats, develop countermeasures using firewall systems and attacking recognition technologies, and manage the deployment of security solutions. In addition, the general education courses in the program help students to apply skills in critical thinking, logic, communication, and problem solving to manage challenges in a technical environment. The program helps prepare students for entry-level roles in the Information Systems industry such as IT security manager, data security administrator, product solutions manager, system architect, information systems security manager, LAN administrator, security practice manager, server manager, supervisor/service technician.

PROGRAM OUTCOMES

Upon successful completion of the program, students will be able to:

- Secure industry-standard operating systems.
- Design secure computer networks.
- Apply industry-standard tools and techniques to implement and secure large-scale networks.
- Evaluate strategies and policies to protect large-scale networks from security risks.
- Apply management tools and concepts to the planning, budgeting, and implementation of information systems security projects.

LABORATORIES AND EQUIPMENT**

The campus has lecture classrooms and computer laboratories for use by students. The students also have access to reference materials in the learning commons as well as access to the Internet.

Course No.	Course Title	Quarter Credits
CORE COURSES		
<i>minimum 72.0 credit hours required</i>		
NW105	Linux Operating Systems	7.0
NW106	Desktop Computing	7.0
NW110	Network Essentials	5.0
NW202	Microsoft Network Operating Systems	7.0
NW205	Advanced System Administration with Directory Services	7.0
NW222	Linux Systems Administration	7.0
NW250	Routing Protocols and Concepts	5.0
NW260	LAN Switching	5.0
NW270	WAN Technologies	5.0
NW280	Wireless Technologies	5.0
NW301	Technical Documentation and Project Management	5.0
NW306	Introduction to Network Security	7.0
CAREER MAJOR		
<i>minimum 35.0 credit hours required</i>		
FOR405	Computer Forensics Analysis	7.0
NW310	LAN Security	7.0
NW315	Internet Security	7.0
NW380	Securing Business Applications	7.0
NW499	Practical Applications in Network Security	7.0
GENERAL EDUCATION		
<i>minimum 70.0 credit hours required</i>		
HUMANITIES		
<i>minimum 28.0 credit hours required</i>		
COM112	Communication Skills	3.5
COM305	Public Speaking	3.5
ENG121	College Writing I	3.5
ENG221	College Writing II	3.5
HUM180	Ethical and Critical Thinking	3.5
HUM250	Humanities	3.5
LIT301	Introduction to Literature	3.5
LIT415	Science Fiction and Fantasy	3.5
SOCIAL SCIENCES		
<i>minimum 24.5 credit hours required</i>		
POL107	American Government	3.5
POL423	Political Science	3.5
PSY101	Introduction to Psychology	3.5
SOC121	Human Relations	3.5
SOC299	Technology and Society	3.5
SOC321	Intercultural Relations	3.5
SOC401	Research Methodologies	3.5
MATHEMATICS		
<i>minimum 7.0 credit hours required</i>		
MTH107	College Mathematics	3.5
MTH340	Introduction to Statistics	3.5
NATURAL AND PHYSICAL SCIENCE		
<i>minimum 10.5 credit hours required</i>		
SCI121	Introduction to Physical Science	3.5
SCI311	Earth Science	3.5
SCI313	Environmental Studies	3.5



OTHER REQUIRED COURSES

minimum 10.0 credit hours required

CA101	Computer Applications	3.0
PDC111	Success Strategies	3.5
PDC200	Career Management	3.5

Note: *Courses may be taught in a sequence that differs from the order represented above.*

*In the state of Illinois, this degree is a Bachelor of Applied Science.

**Not applicable in the online environment.

VISUAL COMMUNICATIONS

BACHELOR OF SCIENCE*

PROGRAM LENGTH: 36 months
 CREDIT HOURS: 200.5
 CLOCK HOURS: 2640

COURSE REQUIREMENTS FOR GRADUATION

The program includes coursework typically delivered as described here.

Course Area	Minimum Credits
Core Courses	120.5
General Education	70.0
Humanities	38.5
Social Sciences	17.5
Mathematics	7.0
Natural and Physical Science	7.0
Other Required Courses	10.0

PROGRAM DESCRIPTION

The Visual Communications Bachelor's program is designed to prepare students with the design and technical skills necessary to advance in the field of visual communications. Students take a combination of design theory, web design, imaging, print design, and multimedia courses. In addition, the general education courses in the program help students apply skills in critical thinking, logic, communication, and problem solving to workplace challenges. The program helps prepare students for entry-level roles in the field of Visual Communications such as graphic designer/artist, web page designer, print production designer, or commercial and industrial designer.

PROGRAM OUTCOMES

Upon successful completion of the program, students will be able to:

- Create professional quality layouts and illustrations.
- Develop multi-page websites.
- Create advanced interactive multi-media presentations.
- Develop professional quality creative briefs to meet client needs.
- Execute complete integrated design projects and campaigns.

LABORATORIES AND EQUIPMENT**

The campus has lecture classrooms and computer laboratories for use by students. The students also have access to reference materials in the learning commons as well as access to the Internet.

Course No.	Course Title	Credits
CORE COURSES		
<i>minimum 120.5 credit hours required</i>		
GD100	Fundamentals of Design	6.5
GD102	History of Graphic Design	3.5
GD111	Fundamentals of Image Editing	6.5
GD121	Fundamentals of Digital Illustration	6.5
GD131	Digital Layout	6.5
GD221	Digital Photography	6.5
GD241	Fundamentals of Web Design	6.5
GD252	Audio-Video	6.5
GD261	Fundamentals of Interactive Design	6.5
GD270	Print Production	6.5
GD280	Portfolio Review and Business Practices	6.5
GD306	Typography	6.5

GD308	Advanced Image Editing	6.5
GD332	Packaging Design	6.5
GD350	Advanced Illustration	6.5
GD355	Advertising Campaign Concepts	6.5
GD375	Color Theory	6.5
GD432	Motion Graphics	6.5
GD480	Visual Communications Portfolio Review	6.5

GENERAL EDUCATION

minimum 70.0 credit hours required

HUMANITIES

minimum 38.5 credit hours required

ART300	Art History	3.5
COM112	Communication Skills	3.5
COM305	Public Speaking	3.5
ENG121	College Writing I	3.5
ENG221	College Writing II	3.5
ENG421	Creative Writing	3.5
HUM180	Ethical and Critical Thinking	3.5
HUM250	Humanities	3.5
LIT301	Introduction to Literature	3.5
LIT415	Science Fiction and Fantasy	3.5
LIT417	Literature and Film	3.5

SOCIAL SCIENCES

minimum 17.5 credit hours required

POL107	American Government	3.5
POL423	Political Science	3.5
PSY101	Introduction to Psychology	3.5
SOC121	Human Relations	3.5
SOC401	Research Methodologies	3.5

MATHEMATICS

minimum 7.0 credit hours required

MTH107	College Mathematics	3.5
MTH340	Introduction to Statistics	3.5

NATURAL AND PHYSICAL SCIENCES

minimum 7.0 credit hours required

SC1121	Introduction to Physical Science	3.5
SCI311	Earth Science	3.5

OTHER REQUIRED COURSES

minimum 10.0 credit hours required

CA101	Computer Applications	3.0
PDC111	Success Strategies	3.5
PDC200	Career Management	3.5

Note: Courses may be taught in a sequence that differs from the order represented above.

*In the state of Illinois, this degree is a Bachelor of Applied Science.

**Not applicable in the online environment.



BUSINESS ADMINISTRATION

ASSOCIATE OF APPLIED SCIENCE

PROGRAM LENGTH: 20 months
 CREDIT HOURS: 104
 CLOCK HOURS: 1050

COURSE REQUIREMENTS FOR GRADUATION

The program includes coursework typically delivered as described here.

Course Area	Minimum Credits
Core Courses	55.5
General Education	38.5
Other Required Courses	10.0

PROGRAM DESCRIPTION

The Associate of Applied Science in Business Administration degree prepares students for an entry-level position in a variety of business fields. The program provides students with a solid business foundation in specific disciplines, including accounting, marketing, human resources, and small business management. In addition, the program develops management skills and prepares students to work with advanced business software. The program develops leadership and communication skills as well as decision-making and critical thinking proficiency. The program helps prepare students for entry-level jobs such as: human resources assistant, accounts payable/receivable clerk, sales associate and office manager.

PROGRAM OUTCOMES

Upon successful completion of the program, students will be able to:

- Detail essential business functions.
- Demonstrate proficiency in common business technology.
- Describe effective management practices.
- Identify ethical business practices.

LABORATORIES AND EQUIPMENT

The campus has lecture classrooms and computer laboratories for use by students. The students also have access to reference materials in the learning commons as well as access to the Internet.

Course No.	Course Title	Credits
CORE COURSES		
<i>minimum 55.5 credit hours required</i>		
ACT120	Principles of Accounting I	3.5
ACT122	Principles of Accounting II	3.5
ACT130	Managerial Accounting	3.5
ACT270	Fundamentals of Cost Accounting	3.5
BUS100	Introduction to Business	3.5
BUS110	Principles of Human Resource Management	3.5
BUS210	Introduction to Business Law	3.5
CA201	Advanced Business Software Applications	3.0
FIN101	Introduction to Finance	3.5
MGT100	Principles of Management	3.5
MGT210	Conflict Management	3.5
MGT220	Stress Management	3.5
MGT230	Principles of Small Business Management	3.5
MGT280	Business Administration Seminar	3.5
MKT100	Principles of Marketing	3.5
MKT210	Customer Service	3.5

GENERAL EDUCATION

minimum 38.5 credit hours required

COM112	Communication Skills	3.5
ENG121	College Writing I	3.5
ENG221	College Writing II	3.5
HUM180	Ethical and Critical Thinking	3.5
HUM250	Humanities	3.5
MTH107	College Mathematics	3.5
POL107	American Government	3.5
PSY101	Introduction to Psychology	3.5
SCI121	Introduction to Physical Science	3.5
SOC121	Human Relations	3.5
SOC299	Technology and Society	3.5

OTHER REQUIRED COURSES

minimum 10.0 credit hours required

CA101	Computer Applications	3.0
PDC111	Success Strategies	3.5
PDC200	Career Management	3.5

Note: Courses may be taught in a sequence that differs from the order represented above.

**COMPUTER AIDED DESIGN/
ARCHITECTURAL DRAFTING**

ASSOCIATE OF APPLIED SCIENCE*

PROGRAM LENGTH: 20 months
CREDIT HOURS: 99.5
CLOCK HOURS: 1340

COURSE REQUIREMENTS FOR GRADUATION

The program includes coursework typically delivered as described here.

Course Area	Minimum Credits
Core Courses	51.0
General Education	38.5
Other Required Courses	10.0

PROGRAM DESCRIPTION

The Computer Aided Design/Architectural Drafting Associate's program equips students with the skills necessary to utilize computer software to prepare drawings commonly used in the building industry. Students receive training on recent releases of industry standard computer aided design applications as well as a theoretical background including mathematics, communication skills, and career management techniques. They then immediately put this instruction to use in practical lab projects. This hands-on learning environment, coupled with industry-experienced faculty, ensures that graduates are well prepared for the work force. The program provides students with the entry-level skills necessary to enter careers in the drafting field such as a CAD operator, architectural CAD technician, or architectural drafter.

PROGRAM OUTCOMES

Upon successful completion of the program, students will be able to:

- Apply skills essential to success within the field of computer aided drafting and design.
- Demonstrate an understanding of both commercial and residential architectural concepts and principles.

LABORATORIES AND EQUIPMENT

The CAD Department has a large drafting laboratory with individual student work areas. Drafting workstations consist of a drafting table and chair. Each CAD station is equipped with a PC loaded with industry-standard computer aided design software.

Course No.	Course Title	Quarter Credits
CORE COURSES		
<i>minimum 51.0 credit hours required</i>		
CD111	Basic Drafting	6.0
CD121	Basic CAD	6.0
CD130	Residential Architectural Design	6.0
CD150	Residential Construction	6.0
CD223	Customization	6.0
CD225	Digital Walkthrough and Visualization	6.0
CD230	Commercial Architectural Design	6.0
CD250	Commercial Construction	6.0
CD280	CAD Portfolio Review	3.0

GENERAL EDUCATION

minimum 38.5 credit hours required

COM112	Communication Skills	3.5
ENG121	College Writing I	3.5
ENG221	College Writing II	3.5
HUM180	Ethical and Critical Thinking	3.5
MTH170	College Algebra I	3.5
MTH211	Geometry	3.5
MTH221	Trigonometry	3.5
POL107	American Government	3.5
PSY101	Introduction to Psychology	3.5
SCI121	Introduction to Physical Science	3.5
SOC121	Human Relations	3.5

OTHER REQUIRED COURSES

minimum 10.0 credit hours required

CA101	Computer Applications	3.0
PDC111	Success Strategies	3.5
PDC200	Career Management	3.5

Note: Courses may be taught in a sequence that differs from the order represented above.

*In the state of California, this degree is an Associate of Science.



CONSTRUCTION MANAGEMENT

ASSOCIATE OF APPLIED SCIENCE*

PROGRAM LENGTH: 20 months
 CREDIT HOURS: 108
 CLOCK HOURS: 1205

COURSE REQUIREMENTS FOR GRADUATION

The program includes coursework typically delivered as described here.

Course Area	Minimum Credits
Core Courses	56.0
General Education	42.0
Other Required Courses	10.0

PROGRAM DESCRIPTION

The Construction Management Associate's program prepares students for entry-level positions in the field of construction management. Through three main areas of instruction – construction science, construction management, and business – the program provides the concepts and tools needed to manage construction projects. Coursework in construction science provides a basic foundation in construction concepts fundamental to residential and light commercial buildings, such as building materials, construction design, and construction methods. Coursework in construction management teaches skills needed to provide support to construction projects, develop estimates and bids, and develop construction schedules. The business component of the program teaches the skills needed to provide administrative support to the internal operation of a construction company. Graduates of this program will be prepared to seek job titles such as assistant project manager, assistant project superintendent, assistant estimator, or assistant construction manager.

PROGRAM OUTCOMES

Upon successful completion of the program, students will be able to:

- Recognize industry standard construction documents, their sources, and their purposes.
- Identify how building codes and inspection processes are used in construction.
- Draft a drawing by hand and using a computer-aided design application applying correct construction graphics and related concepts.
- Develop sound construction documents, including bids, requests for information, and project plans.
- Advocate safety regulations on a construction site.

LABORATORIES AND EQUIPMENT

The campus has lecture classrooms and computer laboratories for use by students. The students also have access to reference materials in the learning commons as well as access to the Internet.

Course No.	Course Title	Quarter Credits
CORE COURSES		
<i>minimum 56 credit hours required</i>		
ACT120	Principles of Accounting I	3.5
CA201	Advanced Business Software Applications	3.0
CM100	Introduction to Construction Management	3.5
CM111	Construction Materials and Methods I	3.5
CM121	Construction Materials and Methods II	3.5
CM140	Construction Documents	3.5
CM150	Construction Graphics	4.5
CM160	Fundamentals of Construction Surveying	4.5
CM220	Construction Safety	3.5
CM230	Building Codes and Inspection	3.5
CM240	Construction Law and Contracts	3.5
CM250	Construction Estimating I	3.5
CM260	Construction Planning and Scheduling	3.0
CM272	Construction Management Seminar	6.0
MGT100	Principles of Management	3.5

GENERAL EDUCATION

minimum 42.0 credit hours required

COM112	Communication Skills	3.5
ENG121	College Writing I	3.5
ENG221	College Writing II	3.5
HUM180	Ethical and Critical Thinking	3.5
HUM250	Humanities	3.5
MTH170	College Algebra I	3.5
MTH211	Geometry	3.5
MTH221	Trigonometry	3.5
POL107	American Government	3.5
PSY101	Introduction to Psychology	3.5
SCI121	Introduction to Physical Science	3.5
SOC121	Human Relations	3.5

OTHER REQUIRED COURSES

minimum 10.0 credit hours required

CA101	Computer Applications	3.0
PDC111	Success Strategies	3.5
PDC200	Career Management	3.5

Note: Courses may be taught in a sequence that differs from the order represented above.

*In the state of California, this degree is an Associate of Science.

GRAPHIC DESIGN AND MULTIMEDIA

ASSOCIATE OF APPLIED SCIENCE*

PROGRAM LENGTH: 20 months

CREDIT HOURS: 107

CLOCK HOURS: 1390

COURSE REQUIREMENTS FOR GRADUATION

The program includes coursework typically delivered as described here.

Course Area	Minimum Credits
Core Courses	62.0
General Education	35.0
Other Required Courses	10.0

PROGRAM DESCRIPTION

The Graphic Design and Multimedia Associate's program prepares students for entry-level jobs in the graphic design and multimedia industry. Students learn to create effective designs that communicate visually in both print and multimedia environments. The combination of technical and general education courses in the program helps students develop skills in critical thinking, logic, communication, and problem solving. The program prepares graduates for positions such as graphic designer/artist, web page designer, multimedia designer/artist, or commercial and industrial designer.

PROGRAM OUTCOMES

Upon successful completion of the program, students will be able to:

- Create effective layouts and illustrations.
- Develop multi-page websites.
- Create interactive multi-media presentations.
- Develop creative briefs to meet client needs.
- Execute integrated design projects.

LABORATORIES AND EQUIPMENT**

The Graphic Design and Multimedia program has lecture classrooms, drawing laboratories, and computer laboratories for use by students. The students also have access to reference materials in the learning commons as well as access to the Internet.

Course No.	Course Title	Quarter Credits
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CORE COURSES

minimum 62.0 credit hours required

GD100	Fundamentals of Design	6.5
GD102	History of Graphic Design	3.5
GD111	Fundamentals of Image Editing	6.5
GD121	Fundamentals of Digital Illustration	6.5
GD131	Digital Layout	6.5
GD241	Fundamentals of Web Design	6.5
GD252	Audio-Video	6.5
GD261	Fundamentals of Interactive Design	6.5
GD270	Print Production	6.5
GD280	Portfolio Review and Business Practices	6.5

GENERAL EDUCATION

minimum 35.0 credit hours required

COM112	Communication Skills	3.5
ENG121	College Writing I	3.5
ENG221	College Writing II	3.5
HUM180	Ethical and Critical Thinking	3.5
HUM250	Humanities	3.5
MTH107	College Mathematics	3.5
POL107	American Government	3.5
PSY101	Introduction to Psychology	3.5
SCI121	Introduction to Physical Science	3.5
SOC121	Human Relations	3.5

OTHER REQUIRED COURSES

minimum 10.0 credit hours required

CA101	Computer Applications	3.0
PDC111	Success Strategies	3.5
PDC200	Career Management	3.5

Note: Courses may be taught in a sequence that differs from the order represented above.

*In the state of California, this degree is an Associate of Science

**Not applicable to online students.



HOSPITALITY ADMINISTRATION

ASSOCIATE OF APPLIED SCIENCE

PROGRAM LENGTH: 20 months
 CREDIT HOURS: 104.5
 CLOCK HOURS: 1105

COURSE REQUIREMENTS FOR GRADUATION

The program includes coursework typically delivered as described here.

Course Area	Minimum Credits
Core Courses	59.5
General Education	35.0
Other Required Courses	10.0

PROGRAM DESCRIPTION

The Associate of Applied Science degree in Hospitality Administration equips students with the knowledge and skills to pursue entry-level positions in a variety of hospitality related fields. Coursework in business, management, marketing, and hospitality fundamentals provides students with a strong foundation in the general operations of the hospitality industry. This degree prepares students for entry-level positions such as front desk manager, food and beverage manager, and catering manager.

PROGRAM OUTCOMES

Upon successful completion of the program, students will be able to:

- Apply effective management practices.
- Perform essential business functions.
- Manage human resources in a hospitality environment.
- Support basic hospitality related operations.

LABORATORIES AND EQUIPMENT*

The campus has lecture classrooms and computer laboratories for use by students. The students also have access to reference materials in the learning commons as well as access to the Internet.

Course No.	Course Title	Quarter Credits
CORE COURSES		
<i>minimum 59.5 credit hours required</i>		
ACT120	Principles of Accounting I	3.5
BUS100	Introduction to Business	3.5
BUS110	Principles of Human Resource Management	3.5
CA201	Advanced Business Software Applications	3.0
MGT100	Principles of Management	3.5
MGT210	Conflict Management	3.5
MGT220	Stress Management	3.5
MKT100	Principles of Marketing	3.5
MKT210	Customer Service	3.5
HOS110	Purchasing Food and Beverage Products	4.5
HOS120	Food Service Sanitation	4.5
HOS130	Front Office Management	4.5
HOS200	Supervisory Housekeeping	4.5
HOS230	Hospitality Spanish	4.5
HOS290	Industry Seminar	6.0
GENERAL EDUCATION		
<i>minimum 35.0 credit hours required</i>		
COM112	Communication Skills	3.5
ENG121	College Writing I	3.5
ENG221	College Writing II	3.5
HUM180	Ethical and Critical Thinking	3.5
HUM250	Humanities	3.5
MTH107	College Mathematics	3.5
POL107	American Government	3.5
PSY101	Introduction to Psychology	3.5
SCI121	Introduction to Physical Science	3.5
SOC121	Human Relations	3.5
OTHER REQUIRED COURSES		
<i>minimum 10.0 credit hours required</i>		
CA101	Computer Applications	3.0
PDC111	Success Strategies	3.5
PDC200	Career Management	3.5

Note: Courses may be taught in a sequence that differs from the order represented above.

HOTEL AND RESTAURANT MANAGEMENT

ASSOCIATE OF APPLIED SCIENCE*

PROGRAM LENGTH: 20 months
 CREDIT HOURS: 108
 CLOCK HOURS: 1150

COURSE REQUIREMENTS FOR GRADUATION

The program includes coursework typically delivered as described here.

Course Area	Minimum Credits
Core Classes	63.0
General Education	35.0
Other Required Courses	10.0

PROGRAM DESCRIPTION

The Hotel and Restaurant Management Associate program offers students a variety of practical experiences across the entire range of activities in the hotel and restaurant industries. Using industry-relevant software, students practice customer booking, develop work schedules, and plan for food purchasing to minimize waste. Additionally, students review the state and regulatory laws that apply to hotel and restaurant management. Students participate in a practical experience that often involves top-rated hotels or restaurants in the region. This degree prepares students for entry-level positions such as front desk manager, food and beverage manager, and catering manager.

PROGRAM OUTCOMES

Upon successful completion of the program, students will be able to:

- Support conference services and hotel operations.
- Develop basic supervisory techniques.
- Employ industry-specific customer booking practices.
- Incorporate industry-related legislation and policies.
- Create a menu based on cost management.
- Practice proper food processes and procedures.

LABORATORIES AND EQUIPMENT

The campus has lecture classrooms and computer laboratories for use by students. The students also have access to reference materials in the learning commons as well as access to the Internet.

Course No.	Course Title	Quarter Credits
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CORE COURSES

minimum 63.0 credit hours required

ACT120	Principles of Accounting I	3.5
ACT122	Principles of Accounting II	3.5
BUS110	Principles of Human Resource Management	3.5
HRM112	Inventory and Planning Control	6.5
HRM114	Purchasing Food and Beverage Products	6.5
HRM116	Food Service Sanitation	3.5
HRM121	Front Office Management	3.5
HRM125	Supervisory Housekeeping	6.5
HRM128	Consumer Nutrition	3.5
HRM202	Hospitality Law	3.5
HRM212	Marketing in the Hospitality Industry	3.5
HRM213	Conference Services	6.5
HRM240	Hospitality Spanish	3.5
HRM280	Industry Seminar	5.5

GENERAL EDUCATION

minimum 35.0 credit hours required

COM112	Communication Skills	3.5
ENG221	College Writing I	3.5
ENG122	College Writing II	3.5
HUM180	Ethical and Critical Thinking	3.5
HUM250	Humanities	3.5
MTH107	College Mathematics	3.5
POL107	American Government	3.5
PSY101	Introduction to Psychology	3.5
SCI121	Introduction to Physical Science	3.5
SOC121	Human Relations	3.5

OTHER REQUIRED COURSES

minimum 10.0 credit hours required

CA101	Computer Applications	3.0
PDC111	Success Strategies	3.5
PDC200	Career Management	3.5

Note: Courses may be taught in a sequence that differs from the order represented above.

*In the state of California, this degree is an Associate of Science.



INFORMATION TECHNOLOGY

ASSOCIATE OF APPLIED SCIENCE

PROGRAM LENGTH: 20 months
 CREDIT HOURS: 107.0
 CLOCK HOURS: 1365

COURSE REQUIREMENTS FOR GRADUATION

The program includes coursework typically delivered as described here.

Course Area	Minimum Credits
Core Courses	62.0
General Education	35.0
Other Required Courses	10.0

PROGRAM DESCRIPTION

The Information Technology Associate's program is designed to provide students with the skills required to design, install, configure, and maintain enterprise-wide networks. In addition, the combination of technical and general education courses in the program helps students develop skills in critical thinking, logic, communication, and problem-solving. The program helps prepare students for entry-level jobs in the industry such as network administrator, help desk technician, or computer system administrator.

PROGRAM OUTCOMES

Upon successful completion of the program, students will be able to:

- Install industry-standard operating systems.
- Design networks.
- Troubleshoot computer network, personal computer, and peripheral problems.
- Administer secure enterprise networks.

LABORATORIES AND EQUIPMENT**

The campus has lecture classrooms and computer laboratories for use by students. The students also have access to reference materials in the learning commons as well as access to the Internet.

Course No.	Course Title	Quarter Credits
CORE COURSES		
<i>minimum 62.0 credit hours required</i>		
NW105	Linux Operating Systems	7.0
NW106	Desktop Computing	7.0
NW110	Network Essentials	5.0
NW202	Microsoft Network Operating Systems	7.0
NW205	Advanced System Administration with Directory Services	7.0
NW222	Linux Systems Administration	7.0
NW250	Routing Protocols and Concepts	5.0
NW260	LAN Switching	5.0
NW270	WAN Technologies	5.0
NW280	Wireless Technologies	5.0
NW299	Networking Capstone Project	2.0
HUMANITIES		
<i>minimum 17.5 credit hours required</i>		
COM112	Communication Skills	3.5
ENG121	College Writing I	3.5
ENG221	College Writing II	3.5
HUM180	Ethical and Critical Thinking	3.5
HUM250	Humanities	3.5
SOCIAL SCIENCES		
<i>minimum 10.5 credit hours required</i>		
POL107	American Government	3.5
PSY101	Introduction to Psychology	3.5
SOC121	Human Relations	3.5
MATHEMATICS		
<i>minimum 3.5 credit hours required</i>		
MTH107	College Mathematics	3.5
NATURAL AND PHYSICAL SCIENCE		
<i>minimum 3.5 credit hours required</i>		
SCI121	Introduction to Physical Science	3.5
OTHER REQUIRED COURSES		
<i>minimum 10.0 credit hours required</i>		
CA101	Computer Applications	3.0
PDC111	Success Strategies	3.5
PDC200	Career Management	3.5

Note: Courses may be taught in a sequence that differs from the order represented above.

**Not applicable to online students.

PARALEGAL

ASSOCIATE OF APPLIED SCIENCE*

PROGRAM LENGTH: 20 months
 CREDIT HOURS: 108.0
 CLOCK HOURS: 1100

COURSE REQUIREMENTS FOR GRADUATION

The program includes coursework typically delivered as described here.

Course Area	Minimum Credits
Core Courses	63.0
General Education	35.0
Other Required Courses	10.0

PROGRAM DESCRIPTION

The Paralegal Associate's program equips students with the skills necessary to function as a qualified assistant to a lawyer. The program provides students with fundamental knowledge of legal terminology, procedural and substantive law, drafting of legal documents and legal research. Graduates of this program will be prepared to seek job titles such as entry-level legal assistants to attorneys in government, corporate, or private practice, and entry-level paralegals.

PROGRAM OUTCOMES

Upon successful completion of the program, students will be able to:

- Describe basic law, codes, court structure and judicial systems.
- Prepare effective and appropriate legal documents.
- Employ technology in a legal environment.
- Conduct preliminary legal investigations, including client and witness interviews.
- Demonstrate high standards of ethics and professionalism.

LABORATORIES AND EQUIPMENT**

The campus has lecture classrooms and computer laboratories for use by students. The students also have access to reference materials in the learning commons as well as access to the Internet.

Course No.	Course Title	Quarter Credits
CORE COURSES		
<i>minimum 63.0 credit hours required</i>		
CJ275	Constitutional Law	3.5
PL100	Introduction to Law and Ethics	3.5
PL101	Legal Writing	3.5
PL105	Legal Research	3.5
PL110	Tort Law	3.5
PL125	Alternative Dispute Resolution	3.5
PL130	Contract Law for Paralegals	3.5
PL140	Criminal Law for Paralegals	3.5
PL150	Real Estate Law	3.5
PL170	Criminal Procedure for Paralegals	3.5
PL180	Family Law	3.5
PL190	Business Law for Paralegals	3.5
PL200	Wills, Trusts, and Probate	3.5
PL210	Interviewing and Investigation	3.5
PL220	Civil Litigation	3.5
PL230	Immigration Law	3.5
PL240	Bankruptcy Law	3.5
PL260	Law Office Operations	3.5

GENERAL EDUCATION

minimum 35.0 credit hours required

COM112	Communication Skills	3.5
ENG121	College Writing I	3.5
ENG221	College Writing II	3.5
HUM180	Ethical and Critical Thinking	3.5
HUM250	Humanities	3.5
MTH107	College Mathematics	3.5
POL107	American Government	3.5
PSY101	Introduction to Psychology	3.5
SC1121	Introduction to Physical Science	3.5
SOC121	Human Relations	3.5

OTHER REQUIRED COURSES

minimum 10.0 credit hours required

CA101	Computer Applications	3.0
PDC111	Success Strategies	3.5
PDC200	Career Management	3.5

Note: Courses may be taught in a sequence that differs from the order represented above.

*In the state of California, this degree is an Associate of Science.

**Not applicable to online students.



MEDICAL ASSISTING

DIPLOMA

PROGRAM LENGTH: 12 months
 CREDIT HOURS: 77.0
 CLOCK HOURS: 1045

COURSE REQUIREMENTS FOR GRADUATION

The program includes coursework typically delivered as described here.

PROGRAM DESCRIPTION

The Medical Assisting Diploma program prepares students with the skills necessary to be responsible for a wide range of front office and back office functions in the medical field. Coursework includes hands-on training concluding with a 165-hour externship during which students will use acquired skills in a medical facility as a medical assistant performing administrative and patient contact tasks required of the job. Upon successful completion of this program, students will demonstrate competence in general, administrative, and clinical skills necessary for entry into the field as a medical assistant.

PROGRAM OUTCOMES

Upon successful completion of the program, students will be able to:

- Describe the terminology and procedures involved in patient care and healthcare delivery.
- Demonstrate standard safety practices and procedures.
- Exhibit competence in clinical and administrative duties as a medical assistant.
- Demonstrate effective communication skills with patients and providers.
- Demonstrate competence in cognitive, affective, and psychomotor skills related to medical assisting.
- Perform within legal and ethical boundaries.

LABORATORIES AND EQUIPMENT

The campus has lecture classrooms and computer laboratories for use by students. The students also have access to reference materials in the learning commons as well as access to the Internet.

Course No.	Course Title	Quarter Credits
CORE COURSES		
<i>minimum 77.0 credit hours required</i>		
CA101	Computer Applications	3.0
ENG121	College Writing I	3.5
HC100	Medical Terminology	8.0
HC110	Anatomy and Physiology	8.0
HC120	Pathophysiology	4.0
HC130	Medical Insurance Coding and Billing	3.5
HC140	Medical Administrative Procedures	3.5
HC150	Medical Law and Ethics	3.0
HC160	Patient Relations	3.0
MA200	Principles of Patient Care	5.0
MA210	Minor Surgical Procedures	3.5
MA220	Specialty Medical Procedures	5.0
MA230	Pharmacology	3.5
MA240	Phlebotomy	5.0
MA250	Medical Assisting Review	3.0
MA299	Externship	5.5
PDC111	Success Strategies	3.5
PDC200	Career Management	3.5

Note: Courses may be taught in a sequence that differs from the order represented above.

MEDICAL INSURANCE CODING AND BILLING

DIPLOMA

DAY SESSION: 30 weeks
 EVENING SESSION: 40 weeks
 CREDIT HOURS: 52.0
 CLOCK HOURS: 720

PROGRAM DESCRIPTION

The Medical Insurance Coding and Billing Diploma equips students with the skills necessary to enter the field of insurance coding and billing. Coders and billers play a key role in the financial operations of the medical and health care fields. The diploma program is designed for those who want to be involved in the medical field but are more directed toward administration and business. The program includes preparation in processing insurance claims in accordance with professional, legal, and insurance industry standards. Upon completion of this program, students should be prepared for entry-level positions such as Insurance Coder and Biller, Billing Coordinator, Insurance Billing Specialist, Patient Service Coordinator, Billing Specialist, Office/Manager/Billing, Medical Biller or Medical Research Coordinator.

PROGRAM OUTCOMES

Upon successful completion of the program, students will be able to:

- Apply knowledge and skills learned in the program to insurance and billing practices.
- Explain insurance benefits to patients and clients.
- Prepare and process insurance and billing documentation and forms used by health care providers.
- Use proper reimbursement practices.
- Demonstrate proficiency with ICD-9, CPT, and HCPCS coding.
- Interpret and understand clinical and laboratory procedures related to all aspects of the health care community.
- Abstract and analyze documentation and its use in accurate coding procedures.
- Demonstrate the appropriate work ethic to be able to work with minimal supervision as well as show confidence in their ability to deal with others on a professional level.
- Apply the skills learned in the program to function as a professional, including customer service, interpersonal communication, written and verbal communication, telephone etiquette, and patient confidentiality.

LABORATORIES AND EQUIPMENT

The campus has lecture classrooms and computer laboratories for use by students. The students also have access to reference materials in the learning commons as well as access to the Internet.

Course No.	Course Title	Clock Hours			Quarter Credits
		Lecture	Lab	Extern	
TECHNICAL COURSES					
<i>minimum 77.0 credit hours required</i>					
HC100	Medical Terminology	80	0	0	8.0
HC110	Anatomy and Physiology	80	0	0	8.0
ICB115	Medicaid / Tricare Reimbursement	40	0	0	4.0
ICB125	Commercial Insurance and Managed Care	40	0	0	4.0
ICB130	Medical Insurance and Billing	40	0	0	4.0
ICB135	Medicare Reimbursement	40	0	0	4.0
ICB145	Administrative Processes	40	0	0	4.0
ICB299	Externship	10	0	150	6.0
LAB115	Medicaid / Tricare Reimbursement Lab	0	40	0	2.0
LAB125	Commercial Insurance and Managed Care Lab	0	40	0	2.0
LAB130	Billing Administrative Lab	0	40	0	2.0
LAB135	Medicare Reimbursement Lab	0	40	0	2.0
LAB145	Administrative Processes Lab	0	40	0	2.0
TOTAL PROGRAM CREDIT HOURS		370	200	150	52.0

Note: Courses may be taught in a sequence that differs from the order represented above.



Westwood uses an alpha numeric course coding system in which the first several characters represent the subject area and the digits represent the level of the course offering. 100/200 level courses are typically lower division courses, as part of diploma or associate degree programs, and 300/400 level courses are considered to be upper division courses. For some associate degree programs, 300 level courses may occasionally be offered as needed to meet program outcomes. 500/600 level courses are considered to be graduate level courses.

ACT120 PRINCIPLES OF ACCOUNTING I

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): MTH107 OR MTH170

PREREQUISITE(S) (ILLINOIS ONLY): MTH107 OR MTH110

This course presents essential principles of accounting. Topics include the accounting cycle, special journals and subsidiary ledgers, internal control principles and practices, notes and interest, inventory systems and costing, plant intangible assets accounting, and depreciation methods and practices. Upon successful completion of this course, students will be able to identify elements of cash flows, prepare journals and ledger entries, and year end statements for a service or merchandising business.

ACT122 PRINCIPLES OF ACCOUNTING II

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): ACT120

This course presents essential principles of accounting. Topics include stocks and bonds, investments, cash flow statements, financial analysis, budgeting, and cost and managerial accounting. Upon successful completion of this course, students will be able to prepare financial analyses for investment purposes and internal financial needs.

ACT130 MANAGERIAL ACCOUNTING

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): ACT122

This course provides a decision making approach to managerial accounting. Topics include the use of relevant costs in decision making, incremental analysis, CVP analysis, activity-based costing and activity-based management, and the use of the theory of constraints as it can be used to analyze decisions relative to across-the-board cuts. Upon successful completion of this course, students will be able to apply these managerial accounting tools and approaches to real-world situations enabling them to optimize the situations that confront managers daily.

ACT270 FUNDAMENTALS OF COST ACCOUNTING

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): ACT122

This course covers the basics of cost accounting. Topics include cost and management accounting environments, introduction to cost management systems, organizational cost flows, activity-based costing, job order costing, process costing, special production issues, implementing quality concepts, cost allocation for joint products, and standard costing. Upon successful completion of this course, students will be able to perform a basic cost analysis of job orders, processes, joint productions, and activities.

ACT300 BUDGETING

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): ACT122

This course presents essential principles of budgeting. Topics include cash flow, returns on investments, assets and liabilities, forecasting, sales and income break-even analysis, cost-benefit analysis, and various budgeting techniques. Upon successful

completion of this course, students will be able to formulate and prepare budget reports and analyses.

ACT302 AUDITING

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): ACT122

This course introduces audit theory and practice. Topics include an overview of the audit process, risk assessment, and evidence gathering, and evaluation. Upon successful completion of this course, students will be able to assess risk, and gather and evaluate evidence.

ACT310 INDIVIDUAL TAXATION

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): ACT130

This course introduces laws, regulations, and accounting practices pertaining to individual federal taxes. Topics include analysis of gross income, exclusions, business expenses, depreciation, itemized deductions, capital gains, sales or personal residences, exemptions, and filing status. Upon successful completion of this course students will be able to analyze and apply individual and business tax concepts using appropriate federal and state forms.

ACT320 CORPORATE TAX

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): ACT310

This course presents essential principles of federal income tax as it applies to the formation, operation, and dissolution of business entities. Topics include the determination of corporate taxable income, special deductions, credits, methods of computing tax liability and estimated tax requirements. Upon successful completion of this course, students will be able to determine corporate ordinary income and deductible tax credits; and compute, prepare, and analyze tax reports for corporate shareholders.

ACT360 INTERMEDIATE ACCOUNTING I

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): ACT130

This course examines the preparation and analysis of financial statements for decision makers. Topics include preparation and review of financial statements, review of accounting standards and treatment methods, understanding of financial analysis and measurement techniques, and evaluation of accounting information to make management decisions. Upon successful completion of this course, students will be able to identify the financial reporting conceptual framework and apply financial accounting analysis and measurement techniques.

ACT362 INTERMEDIATE ACCOUNTING II

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): ACT360

This course examines advanced accounting concepts from an accounting and finance perspective. Topics include investments, current liabilities and contingencies, bonds and long-term notes, leases, pensions, shareholder equity, share-based compensation and earnings per share, as well as statements of cash flow. Upon successful completion of this course, students will be able to build a comprehensive set of financial statements.

ACT400 ACCOUNTING FOR NONPROFITS AND GOVERNMENT

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): ACT130

This course presents essential principles of accounting for non-profit organizations and government agencies. Topics include acquisition, reporting, taxation, risk management and regulatory issues; financial reporting for state and local governments; budgetary accounting for general and special revenue funds; and accounting for capital projects, debt service, and proprietary and fiduciary funds. Upon successful completion of this course, students will be able to assess the unique issues related to accounting processes for non-profit organizations and municipal agencies.

ACT480 ACCOUNTING SEMINAR

7.0 CREDIT HOURS/35 LECTURE HOURS/70 LAB HOURS

PREREQUISITE(S): UPPER-DIVISION STATUS

This course is the culmination of the accounting program. Topics include data selection, analysis, decision making and evaluation of results in complex, realistic situations. Upon successful completion of this course, students will be able to select and analyze data, make decisions, and evaluate results to resolve open-ended accounting problems.

ACT500 MANAGERIAL ACCOUNTING

4.5 CREDIT HOURS/45 LECTURE HOURS

PREREQUISITE(S): FIN301 OR EQUIVALENT

This course focuses on developing and interpreting accounting information for the purpose of making management decisions. Topics covered include cost variances, activity-based costing, operational and capital budgeting, and quantitative techniques used for performance measurement. Upon successful completion of the course, students will be able to interpret accounting information to make management decisions.

APT600 APPLIED THESIS SEMINAR I

4.5 CREDIT HOURS/45 LECTURE HOURS

PREREQUISITE(S): CORE MANAGEMENT COURSES

This applied thesis is an in-depth research and analysis project devoted to exploring a specific business topic. Topics covered in this course include the development of a research focus, conducting primary and secondary research, and development of a project plan and timeline. Upon successful completion of this course, students will be able to demonstrate the integration and application of skills and knowledge developed throughout the core business courses and area of concentration.

APT610 APPLIED THESIS SEMINAR II

4.5 CREDIT HOURS/45 LECTURE HOURS

PREREQUISITE: APT600

This seminar is a continuation of APT600. This applied thesis is an in-depth research and analysis project devoted to exploring a specific business topic. Topics covered in this course include synthesis of concepts in the development and completion of the thesis. Upon successful completion of this course, students will be able to demonstrate a complete analysis and application of skills and knowledge developed throughout the core business courses and area of concentration.

ART300 ART HISTORY

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): HUM250

This course provides a brief overview of historical ideas and events in the development of the arts. Topics include a review of

the styles and schools of art as well as the functions of art in varying cultures. Upon successful completion of this course, students will be able to describe major characteristics of art and architecture, analyze visual images, and identify historically significant artistic styles, individual artists, and works of art.

AT107 AUTOMOTIVE ELECTRICITY

6.5 CREDIT HOURS/20 LECTURE HOURS/90 LAB HOURS

This course introduces automotive electricity. Topics include safety, basic electricity, basic electronic principles, circuit diagrams, battery, starting, and charging systems, basic automotive lighting, and related test equipment. Upon successful completion of this course, students will be able to diagnose and repair electrical systems and components.

AT108 AUTOMOTIVE ELECTRONICS

6.5 CREDIT HOURS/20 LECTURE HOURS/90 LAB HOURS

PREREQUISITE(S) AT107

This course introduces automotive electronics and computers. Topics include electrical accessories, automotive body computers, vehicle communication networks, advanced lighting circuits, instrumentation and warning lamps, electronic chassis control, passive restraint systems, and alternative power sources such as hybrid vehicles. Upon successful completion of this course, students will be able to diagnose and repair automotive electronic systems.

AT109 AUTOMOTIVE ENGINE PERFORMANCE

9.0 CREDIT HOURS/40 LECTURE HOURS/100 LAB HOURS

This course introduces items that affect engine performance. Topics include safety, basic theories, engine design and operation, electricity and electronics, intake and exhaust systems, input sensors, computer outputs and networks, on board diagnostics, and related systems. Upon successful completion of this course, students will be able to diagnose and repair systems that affect engine performance.

AT110 AUTOMOTIVE ENGINE REBUILDING

9.0 CREDIT HOURS/40 LECTURE HOURS/100 LAB HOURS

This course provides a comprehensive coverage of engine design, engine operation, and engine structure. Topics include safety, engine operation, engine operating systems, engine materials, intake and exhaust systems, engine performance, engine configurations, cylinder heads, valve trains, timing mechanisms, engine block construction, connecting rods and bearings, alternative fuel vehicles. Upon successful completion of this course, students will be able to perform engine diagnosis and repair according to manufacturer's specifications and procedures.

AT115 AUTOMOTIVE A/C AND CLIMATE CONTROL SYSTEMS

6.5 CREDIT HOURS/20 LECTURE HOURS/90 LAB HOURS

This course introduces automotive A/C and climate control systems. Topics include safety, temperature, pressure fundamentals, history and purpose, engine cooling and comfort heating, system components, system service, refrigeration system, compressors, case and duct systems, system controls, and retrofitting. Upon successful completion of this course, students will be able to diagnose and repair engine cooling systems and automotive heating systems.

AT116 MANUAL TRANSMISSIONS AND DRIVE TRAINS

6.5 CREDIT HOURS/20 LECTURE HOURS/90 LAB HOURS

This course provides a comprehensive coverage of the principles



of operation in a manual automotive power train. Topics include safety, drivetrain theory, clutches, manual transmissions, axles, drive shafts, differentials, four wheel drive systems, and drivetrain electrical and electronic systems. Upon successful completion of this course, students will be able to diagnose and repair transmissions and drive trains.

AT117 AUTOMOTIVE BRAKE SYSTEMS

6.5 CREDIT HOURS/20 LECTURE HOURS/90 LAB HOURS

This course introduces automotive brake systems. Topics include safety, brake systems fundamentals, disc brakes, drum brakes, master cylinders, hydraulic systems, power brake systems, parking brake systems, antilock brake systems, and related systems. Upon successful completion of this course, students will be able to diagnose and repair brake problems in a repair shop atmosphere.

AT211 AUTOMOTIVE SUSPENSION AND STEERING

6.5 CREDIT HOURS/20 LECTURE HOURS/90 LAB HOURS

This course provides comprehensive coverage of the principles of operation of the typical suspension and steering systems. Topics include safety, basic theories, wheel bearings, tires and wheels, shock absorbers and struts, front suspension systems, rear suspension systems, computer controlled suspension systems, steering linkage, power steering systems, steering gears, four wheel steering systems, frames, and four wheel alignments. Upon successful completion of this course, students will be able to diagnose and repair suspension and steering systems.

AT212 AUTOMATIC TRANSMISSIONS AND TRANSAXLES

9.0 CREDIT HOURS/40 LECTURE HOURS/100 LAB HOURS

This course introduces automatic transmissions and transaxles. Topics include safety, drivetrain theory, general theories of operation, electronic controls, transmission designs, torque converters, hydraulic controls, gears and shafts, reaction and friction units, and common automatic transmissions. Upon successful completion of this course, students will be able to diagnose and repair automatic transmissions and transaxles.

AT213 ADVANCED AUTOMOTIVE ENGINE PERFORMANCE

6.5 CREDIT HOURS/20 LECTURE HOURS/90 LAB HOURS

This course provides skills required to diagnose and repair engine performance problems at an advanced level. Topics include fuel systems, fuel injection, ignition systems, and emission control systems. Upon successful completion of this course, students will be able to diagnose and repair systems that affect engine performance.

BUS100 INTRODUCTION TO BUSINESS

3.5 CREDIT HOURS/35 LECTURE HOURS

This course introduces the operation of various types of business, including business engaging in electronic commerce. Topics include an overview of various traditional and e-business models, building a business, business law, and government regulation. Special emphasis is placed on business in the "new economy." Upon successful completion of this course, students will be able to define the fundamental operations affecting business enterprises including the economy, social responsibility, marketing, management, production, government regulations, and tools of business.

BUS110 PRINCIPLES OF HUMAN RESOURCE MANAGEMENT

3.5 CREDIT HOURS/35 LECTURE HOURS

This course presents essential principles of human resources. Topics include job analysis, personnel planning, and employee

interviewing and selection. Upon successful completion of this course, students will be able to create a human resource plan integrating the legal and managerial aspects of human resources.

BUS210 INTRODUCTION TO BUSINESS LAW

3.5 CREDIT HOURS/35 LECTURE HOURS

This course introduces the study of laws that govern and apply to the business environment. Topics include an introduction to the legal process, governmental regulations, and contract law. Upon successful completion of this course, students will be able to articulate the impact of legal issues in both small and large businesses.

BUS300 BUSINESS ETHICS

3.5 CREDIT HOURS/35 LECTURE HOURS

This course introduces basic models of ethical decision making in business. Topics include ethical consideration, moral philosophy, and social responsibility. Upon successful completion of this course, students will be able to analyze ethical problems in business from a variety of models and present a personal ethical model that can be adapted to a business environment.

BUS320 INTERNATIONAL BUSINESS

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): BUS100

This course introduces the world of international business. Topics include trade issues, balance and monetary systems, international financial management, and the global economic environment. Upon successful completion of this course, students will be able to analyze the implications of conducting business in a global economy.

BUS350 ORGANIZATIONAL THEORY AND BEHAVIOR

3.5 CREDIT HOURS/35 LECTURE HOURS

This course examines management of human behavior in organizations. Topics include current issues in organizational behavior, organizational structure, decision making, communication, work teams, power in politics, organizational change, self-awareness, and stress management. Upon successful completion of this course, students will be able to identify and analyze an organizational behavior situation and suggest approaches to improving effectiveness in organizations.

BUS390 STRATEGIC HUMAN RESOURCE MANAGEMENT

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): BUS110

This course provides an in-depth look at strategic human resource management. The topics covered include strategic planning, ethical decision making, workforce diversity, job analysis, as well as recruiting and job performance enhancement. This course will also focus on the changing trends in human resources and how they impact compensation, benefits, health, and safety in a local and global environment. Upon successful completion of this course, students will be able to evaluate the impact of strategic human resource planning and management practices on the organization.

CA101 COMPUTER APPLICATIONS

3.0 CREDIT HOURS/25 LECTURE HOURS/10 LAB HOURS

This course is designed to increase proficiency in the use of common word processing, spreadsheet, and presentation application software. Topics include the production of business documents and reports. Upon successful completion of this course, students will be able to prepare documents using word processing, spreadsheet, and presentation software.

CA201 ADVANCED BUSINESS SOFTWARE APPLICATIONS

3.0 CREDIT HOURS/25 LECTURE HOURS/10 LAB HOURS

PREREQUISITE(S): CA101

This course introduces the integration of business software applications. Topics include production of business documents and reports, business presentations, and software integration. Upon successful completion of this course, students will be able to create reports and presentations through the integration of word processing, spreadsheets, and presentation software.

CD111 BASIC DRAFTING

6.0 CREDIT HOURS/20 LECTURE HOURS/80 LAB HOURS

This course presents the basic skills, knowledge, and applications needed to pursue training in architectural or interior design and drafting. Topics include board drafting, views, projections, geometric construction, and architectural plans and related instrumentation with which drawings are produced. Upon successful completion of this course, students will be able to manually draft simple architectural drawings.

CD121 BASIC CAD

6.0 CREDIT HOURS/20 LECTURE HOURS/80 LAB HOURS

PREREQUISITE(S): CD111

This course presents the basic skills, knowledge, and applications needed to produce computer generated architectural drawings. Topics include drawing, editing, display and plotting commands. Upon successful completion of this course, students will be able to produce 2D drawings and 3D models.

CD130 RESIDENTIAL ARCHITECTURAL DESIGN

6.0 CREDIT HOURS/20 LECTURE HOURS/80 LAB HOURS

PREREQUISITE(S): CD121

This course introduces residential architectural design. Topics include spatial relationships, residential styles, and residential building codes. Upon successful completion of this course, students will be able to produce a set of preliminary design development drawings using computer technology.

CD150 RESIDENTIAL CONSTRUCTION

6.0 CREDIT HOURS/20 LECTURE HOURS/80 LAB HOURS

PREREQUISITE(S): CD121

This course provides an overview of residential construction materials and methods needed to produce construction details and drawings. Topics include foundation, floor, framing, and roof construction and details. Upon successful completion of this course, students will be able to prepare frame construction documents.

CD223 CUSTOMIZATION

6.0 CREDIT HOURS/20 LECTURE HOURS/80 LAB HOURS

PREREQUISITE(S): CD150 OR CD250

This course introduces computer program customization. Topics include concepts of customization of menus and user interface. Upon successful completion of this course, students will be able to apply customization techniques to improve productivity.

CD225 DIGITAL WALKTHROUGH AND VISUALIZATION

6.0 CREDIT HOURS/20 LECTURE HOURS/80 LAB HOURS

PREREQUISITE(S): CD121

This course focuses on three-dimensional visualization of exterior and interior architectural design concepts using computer technology. Topics include modeling, rendering, lighting, texture mapping, and animation. Upon successful completion of this course, students will be able to produce portfolio and professional quality models in both printed and digital format for presentation.

CD230 COMMERCIAL ARCHITECTURAL DESIGN

6.0 CREDIT HOURS/20 LECTURE HOURS/80 LAB HOURS

PREREQUISITE(S): CD121

This course introduces commercial spatial relationships, architectural design concepts for a variety of commercial styles, and commercial building codes. Topics include design process, code issues, and sustainability. Upon successful completion of this course, students will be able to develop a set of design drawings including floor plans, sections, and elevations using computer technology.

CD250 COMMERCIAL CONSTRUCTION

6.0 CREDIT HOURS/20 LECTURE HOURS/80 LAB HOURS

PREREQUISITE(S): CD230

This course focuses on commercial construction drawings. Topics include site development and details; foundation, floor, and roof framing plans and details; reflected ceiling, mechanical, and electrical plans and details for a medium sized commercial mixed use building. Upon successful completion of this course, students will be able to produce partial sets of commercial construction drawings.

CD280 CAD PORTFOLIO REVIEW

3.0 CREDIT HOURS/10 LECTURE HOURS/40 LAB HOURS

PREREQUISITE(S): PROGRAM DIRECTOR'S APPROVAL

This course focuses on the development and critique of a professional portfolio. Topics include portfolio development process for traditional and digital portfolios, industry research, and peer critiques. Upon completion of this course, students will have created and presented both a print and digital portfolio that highlights their individual CAD skills.

CJ101 INTRODUCTION TO CRIMINAL JUSTICE

3.5 CREDIT HOURS/35 LECTURE HOURS

This course presents an overview of the components and processes of the criminal justice system. Topics include history, structure, functions, and philosophy of the three main components of the criminal justice system (law enforcement, courts and corrections), as well as a description of career options in the field. Upon successful completion of this course, students will be able to define and describe the major criminal justice system components and their interrelationships.

CJ111 INTRODUCTION TO POLICING

3.5 CREDIT HOURS/35 LECTURE HOURS

This course presents an overview of contemporary law enforcement agencies and their functions within the criminal justice system. Topics include historical development, roles and functions, the police sub-culture, ethics, corruption, and civil liability. Upon successful completion of this course, students will be able to describe the functions of modern law enforcement agencies, explain their histories and roles in society, and identify contemporary policing trends and issues.

CJ121 CORRECTIONS

3.5 CREDIT HOURS/35 LECTURE HOURS

This course presents an overview of the correctional system, as well as current practices and problems in the field of corrections. Topics include correctional history, correctional ideologies, the court processes, prisons, detention facilities, community corrections, alternatives to incarceration, inmate control and other related topics. Upon successful completion of this course, students will be able to explain the historical development, philosophy, and contemporary issues related to the correctional system.



CJ131 CRIMINOLOGY

3.5 CREDIT HOURS/35 LECTURE HOURS

This course presents an overview of various criminological theories and patterns of crimes. Topics include the definition and context of criminology, patterns and costs of crime, research methods in criminology, theories of crime causation, and the application of those theories to specific types of crime. Upon successful completion of this course, students will be able to identify theories, methods, and resources used to study and explain crime.

CJ141 CRIMINAL LAW

3.5 CREDIT HOURS/35 LECTURE HOURS

This course introduces students to criminal law and criminal defenses. Topics include the history and development of criminal law and the adversarial system. Upon successful completion of this course, students will be able to describe the development and key aspects of criminal law and explain distinctions among different types of crimes and criminal defenses.

CJ161 JUVENILE JUSTICE

3.5 CREDIT HOURS/35 LECTURE HOURS

This course presents a thorough overview of the juvenile justice system. Topics include the purpose of the juvenile justice system, theories of delinquency, and the juvenile justice system processes and sentencing options. Upon successful completion of this course, students will be able to explain the role, functions, and unique nature of the juvenile justice system.

CJ171 PRIVATE INVESTIGATION AND SECURITY

3.5 CREDIT HOURS/35 LECTURE HOURS

This course presents an introduction to private investigation and protective services. Topics include asset protection, loss prevention, corporate security, security management, investigations, internal and external relations, emergency planning, and facility safety. Upon successful completion of this course, students will be able to identify the differences between the roles of private sector and public law enforcement agencies and explain contemporary issues in private security and investigation practices.

CJ181 ORGANIZATIONAL ISSUES IN CRIMINAL JUSTICE

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): CJ101

This course presents an overview of the various cultures and organizational processes in the criminal justice field. Topics include staffing, organizational politics, and stresses inherent in the nature of criminal justice work. Upon successful completion of this course, students will be able to articulate the kinds of challenges faced by contemporary criminal justice organizations and describe the impact on organizational effectiveness.

CJ201 CRIMINAL JUSTICE ETHICS

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): CJ101

This course examines ethical issues within criminal justice. Topics include ethical reasoning, the influence of personal and moral beliefs on the administration of justice, and the frequent tension between social justice and criminal justice. Upon successful completion of this course, students will be able to analyze the effect of personal and moral beliefs on the criminal justice system and articulate the process of ethical reasoning.

CJ211 COMMUNICATION FOR THE CRIMINAL JUSTICE PROFESSIONAL

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): CJ101, ENG221

This course presents effective communication skills utilized on a daily basis in criminal justice occupations. Topics include written and oral communication skills, effective verbal de-escalation techniques, and basic interview and interrogation techniques. Upon successful completion of this course, students will be able to demonstrate effective communication techniques.

CJ221 RULES OF EVIDENCE AND COURTROOM PROCEDURE

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): CJ101

This course introduces the federal rules of evidence and courtroom procedure as they pertain to criminal law. Topics include types and authentication of evidence, relevance, hearsay, privileged communication, trial objections, grounds for appeal, and policy considerations in the development of the rules of evidence. Upon successful completion of this course, students will be able to identify and explain the application of the rules of evidence and courtroom procedures that impact the presentation of evidence in a court proceeding.

CJ232 CRIME SCENE INVESTIGATION

3.0 CREDIT HOURS/25 LECTURE HOURS/10 LAB HOURS

PREREQUISITE(S): CJ101

This course presents theories and fundamentals of crime scene investigation. Topics include crime scene management; the identification, documentation, collection and processing of physical evidence; report writing; and case preparation and presentation. Upon successful completion of this course, students will be able to demonstrate the crime scene investigation process, including the identification, documentation, collection and processing of physical evidence.

CJ242 CRIMINAL INVESTIGATIONS

3.0 CREDIT HOURS/25 LECTURE HOURS/10 LAB HOURS

PREREQUISITE(S): CJ101

This course presents an introduction to criminal investigation. Topics include the history of criminal investigation, interviewing witnesses, interrogating suspects, and preparing reports. Upon successful completion of this course, students will be able to demonstrate the techniques used to complete a criminal investigation and prepare a police report for use in court.

CJ251 CRIMINALISTICS

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): CJ101

This course provides an overview to forensic science and the use of physical evidence in criminal investigations. Topics include the definition and scope of forensic science, and the analysis of evidence. Upon successful completion of this course, students will be able to describe the common examination and analytical techniques used in forensic science and explain the significance of physical evidence in criminal investigations.

CJ261 CRIMINAL PROCEDURE

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): CJ141

This course presents the criminal procedures that impact a criminal investigation and the prosecution of criminal cases. Topics include the court decisions pertinent to contemporary criminal

justice issues, the Exclusionary Rule, arrests and stops, searches, right to counsel, interrogation, identification of suspects, pre-trial process and the trial process. Upon successful completion of this course, students will be able to identify criminal procedures and explain how court decisions develop the rules and procedures related to criminal cases.

CJ271 CRIMINAL COURTS

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): CJ101

This course presents an introduction to the structure of the court system (federal, state, and local) in the United States. Topics include descriptions and jurisdictions of each type of court, key court personnel, selection process and working environments, and the judge's unique role. Upon successful completion of this course, students will be able to chart both state and federal court structure and explain the roles of court personnel.

CJ275 CONSTITUTIONAL LAW

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): POL107

This course explores the history of the Constitution of the United States and its application to the legal system. Topics include the structure of the Constitution and its amendments, historical basis of the Constitution and its amendments, separation of powers, judicial review, and court decisions pertinent to contemporary legal issues. Upon successful completion of this course, students will be able to identify and discuss the basic structure of the U.S. Constitution and analyze rights, procedures, and issues as interpreted by the courts.

CJ281 COMMUNITY POLICING

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): CJ101

This course presents the historical, philosophical, and practical dimensions of community policing. Topics include empowering the community, and forming partnerships between the police and the community to find solutions to problems. Upon successful completion of this course, students will be able to define community policing, describe how community policing strategies solve problems, and compare community policing to traditional policing.

CJ291 CRIMINAL JUSTICE ADMINISTRATION

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): CJ101

This course examines the administration of the three components of the justice system. Topics include personnel roles and functions, issues and practices, rights of criminal justice employees, labor relations, financial administration, study and scope of justice administration, and administrative principles and practices. Upon successful completion of this course, students will be able to describe the concepts, terms, and realities of criminal justice administration.

CJ299 ASSOCIATE CAPSTONE PROJECT

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): MUST BE TAKEN IN LAST TERM

This course requires the utilization of knowledge, skills, and concepts acquired through the completion of other courses in the associate degree program in order to complete a capstone project. Topics include the integration of various concepts into a cogent deliverable. Upon successful completion of this course, students will be able to integrate information from various sources while demonstrating skills relevant to their degree program.

CJ310 CULTURAL DIVERSITY AND CRIMINAL JUSTICE

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): CJ101

This course presents a comprehensive discussion and analysis of sensitive topics and issues related to diversity and multiculturalism facing police in the 21st century. Topics include practical information and guidelines on working effectively with diverse cultural groups, the plight of racial minorities as opposed to ethnic minorities, and an analysis of actions taken to alleviate negative interactions between police and residents. Upon successful completion of this course, students will be able to analyze sensitive issues related to diversity and multiculturalism and construct guidelines for working with diverse groups.

CJ311 MENTAL HEALTH ISSUES IN THE CRIMINAL JUSTICE SYSTEM

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): PSY101

This course is an introduction to the impact of mental health issues on the criminal justice system. Topics include offenders with mental illness or cognitive deficiencies, the impact of a suspect's mental health on the investigation of a criminal case, behaviors associated with mental health issues, the insanity defense, and the impact of mental health issues on sentencing. Upon successful completion of this course, students will be able to analyze the impact of mental health issues on the criminal justice system.

CJ321 DRUGS AND NARCOTICS

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): CJ101

This course presents an overview of the various classifications and characteristics of drugs and narcotics. Topics include physical and psychological effects of drug and alcohol abuse, factors leading to addiction and dependence, and treatment options. Upon successful completion of this course, students will be able to distinguish between the various classifications and symptoms associated with drugs and narcotics and recognize accepted options for treatment.

CJ331 CRISIS INTERVENTION

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): CJ101

This course presents an overview of crisis intervention services. Topics include emergency intervention, communication principles in high stress or dangerous situations, active-listening techniques, and specific intervention techniques. Upon successful completion of this course, students will be able to analyze the appropriateness of crisis services and demonstrate intervention techniques used in the criminal justice field.

CJ341 SEX OFFENDERS

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): CJ101

This course explores issues related to deviant sexual behavior in contemporary society. Topics include sexual offenders, child molestation, pornography, Megan's Law, sexual assault, incest, prostitution, and sex offender legislation. Upon successful completion of this course, students will be able to differentiate the various types of sex crimes and offender profiles, and analyze sociological implications related to their punishment and treatment.



CJ361 PROBATION AND PAROLE

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): CJ101, CJ121

This course presents an overview of probation and parole in the United States. Topics include the processes associated with administrating probation and parole, supervision, acclimation into society, and the structure of probation and parole. Upon successful completion of this course, students will be able to distinguish between probation and parole, articulate issues and benefits associated with offenders' integration into society, and assess the effectiveness of supervision processes.

CJ371 VICTIMOLOGY AND DOMESTIC VIOLENCE

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): CJ101, PSY101

This course presents the patterns and characteristics of victims in the criminal justice system. Topics include the cause, consequences, and prevalence of domestic violence, and the different approaches law enforcement has taken to respond to victims' issues. Upon successful completion of this course, students will be able to differentiate the patterns, causes, and effects of victimization, and evaluate the effectiveness of victim assistance organizations and programs.

CJ381 WOMEN AND CRIMINAL JUSTICE

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): CJ101

This course emphasizes special issues concerning women within the criminal justice system. Topics include women in criminal justice professions, women as victims of violent crime, women and drugs, women in prison, and female-specific responses to criminal conduct. Upon successful completion of this course, students will be able to analyze issues and impacts specific to women within the criminal justice system.

CJ406 TERRORISM

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): UPPER-DIVISION STATUS

This course presents a comprehensive overview of terrorism. Topics include domestic and international terrorism, ideology and terrorism, terrorist training, defenses against terrorism, modern day terrorist activities, and the future of terrorism. Upon successful completion of this course, students will be able to articulate the concepts related to domestic and international terrorism, assess responses against terrorism, and analyze the legal aspects of terrorism.

CJ411 GANGS AND CRIMINAL SUB-CULTURES

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): UPPER-DIVISION STATUS

This course presents a comprehensive, contemporary, and interdisciplinary perspective on criminal sub-cultures in America. Topics include the nature and extent of the problem; events, organizations, and processes that surrounded the gang panic during the late 1980s and early 1990s; and the development of other sub-cultures that affect America. Upon successful completion of this course, students will be able to analyze issues related to criminal sub-cultures and assess the effectiveness of the criminal justice response.

CJ431 DIGITAL CRIME

3.0 CREDIT HOURS/25 LECTURE HOURS/10 LAB HOURS

PREREQUISITE(S): UPPER-DIVISION STATUS

This course provides students with an understanding of various digital crimes and digital crime investigations. Topics include the

history and types of digital crimes and digital crime laws. Upon successful completion of this course, students will be able to identify digital crimes, classify and collect evidence of digital crime, and prepare investigative strategies.

CJ435 WHITE COLLAR CRIME

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): UPPER-DIVISION STATUS

This course presents an overview of white-collar crime. Topics include theories, policies, and the enforcement challenges of white-collar crime. Upon successful completion of this course, students will be able to analyze the effects of white-collar crime as it compares to other types of crime.

CJ460 CRIMINAL JUSTICE AND PUBLIC POLICY

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): UPPER-DIVISION STATUS

This course presents the relationship between public policy and the criminal justice system. Topics include an overview of criminal justice public policy and contemporary public policy issues. Upon successful completion of this course, students will be able to analyze the relationship of public policy to the criminal justice system and the use of public policy for social change.

CJ465 SPECIAL TOPICS IN CRIMINAL JUSTICE

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): UPPER-DIVISION STATUS

This course provides students with a comprehensive understanding of selected topics in law enforcement, courts, and correctional fields. Examples of potential topics are homeland security, serial killers, death penalty, criminal profiling, and police use of force. Upon successful completion of this course, students will be able to research, analyze, and present findings and recommendations on a selected topic.

CJ470 COMPARATIVE CRIMINAL JUSTICE

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): UPPER-DIVISION STATUS

This course provides an introduction to the enforcement of law in various countries. Topics include courts, corrections, and procedures of law enforcement. Upon successful completion of this course, students will be able to analyze similarities, distinctions, and implications between the practices of international law enforcement agencies and those of the American criminal justice system.

CJ490 CAPSTONE PROJECT

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): UPPER-DIVISION STATUS

This course presents a structured research project concerning a criminal justice current issue or dilemma. Examples of potential topics are homeland security, aviation security, border security, restorative justice, diversity, and police use of force. Upon successful completion of this course, students will be able to research, analyze, and present findings and recommendations on a selected topic.

COM112 COMMUNICATION SKILLS

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): FOUNDATIONAL COURSE(S) IF INDICATED BY PLACEMENT SCORES

This course presents an overview of the various theories and methods of personal and professional communications. Topics include written and oral communication techniques, presentation

skills, intercultural communication skills, and negotiation skills. Upon successful completion of this course, students will be able to communicate effectively in personal and professional environments and be able to manage personal and professional conflicts.

COM305 PUBLIC SPEAKING

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): COM112

This course presents public speaking concepts and applications. Topics include assessing audience and environments, incorporating subject matter research, verbal and nonverbal communications, use of visual aids, outlining, and developing speeches for a variety of purposes. Upon successful completion of this course, students will be able to create and present speeches and presentations with appropriate visual aids, research, and organizational plans.

CM100 INTRODUCTION TO CONSTRUCTION MANAGEMENT

3.5 CREDIT HOURS/35 LECTURE HOURS

This course provides an introduction to the construction industry. Topics include an overview of the history of construction management, construction project delivery systems, typical roles and responsibilities, environmental protection considerations, and potential career paths for construction managers. Upon successful completion of this course, students will be able to describe a typical construction project including staffing and implementation methods, and to articulate the importance of ethical behavior and environmental considerations.

CM111 CONSTRUCTION MATERIALS AND METHODS I

3.5 CREDIT HOURS/35 LECTURE HOURS

This course introduces residential and commercial materials and methods used in the construction industry. Topics include an overview of the construction site; tests, properties of, and installation techniques for materials; and the CSI MasterFormat™. Upon successful completion of this course, students will be able to identify and explain the characteristics and use of standard construction materials.

CM121 CONSTRUCTION MATERIALS AND METHODS II

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): CM111

This course builds on CM111 Construction Materials and Methods I. Topics include openings, finishes, thermal and moisture protection, equipment, furnishings and fire suppression. Upon successful completion of this course, students will be able to identify and explain the characteristics and use of standard construction materials, as well as the industry-standard methods for their use on a construction site.

CM140 CONSTRUCTION DOCUMENTS

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): CM100

This course provides a detailed overview of the documents generated prior to the construction process. Topics include the roles and responsibilities of those who produce construction documents, the origin and format of construction documents, and how construction documents work together as a system. Upon successful completion of this course, students will be able to explain the origins and purpose of standard construction documents and to identify which documents are associated with the phases of the construction project.

CM150 CONSTRUCTION GRAPHICS

4.5 CREDIT HOURS/15 LECTURE HOURS/60 LAB HOURS

PREREQUISITE(S): CM111, CM140

This course introduces graphical communications related to construction. Topics include manual and computer-based drafting techniques, and reading of architectural, electrical, and mechanical systems prints. Upon successful completion of this course, students will be able to communicate graphically with construction project team members, correctly interpret residential and light commercial plans, identify potential errors or missing details on a print plan, and create and manipulate computer-aided design files.

CM160 FUNDAMENTALS OF CONSTRUCTION SURVEYING

4.5 CREDIT HOURS/15 LECTURE HOURS/60 LAB HOURS

PREREQUISITE(S): CM140, MTH221

This course introduces the fundamentals of construction site surveying. Topics include review of basic surveying equipment, distance measurement, leveling, site plans, and topographic maps. Upon successful completion of this course, students will be able to describe basic surveying operations necessary for location, layout, and construction of a building, and communicate effectively with those responsible for surveying a construction site.

CM220 CONSTRUCTION SAFETY

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): CM100

This course covers the Occupational Safety and Health Act (OSHA) as it relates to construction. Topics include OSHA regulations; the responsibilities of construction managers to enforce OSHA and related safety practices; and accident prevention, reporting and record keeping. Upon successful completion of this course, students will be able to articulate the critical importance of adherence to OSHA regulations on a construction project, explain common construction-related accidents and how they can be prevented, and describe appropriate steps to be taken if an accident occurs.

CM230 BUILDING CODES AND INSPECTION

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): CM121

This course surveys building codes, zoning ordinances, and related inspections. Topics include the origin of building codes and zoning ordinances, current building codes and their meanings, and the role of inspections in ensuring compliance with building codes. Upon successful completion of this course, students will be able to explain the purpose of building codes and zoning ordinances, describe current codes and ordinances, and perform a preliminary review of a construction site for compliance.

CM240 CONSTRUCTION LAW AND CONTRACTS

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): CM140

This course surveys the legal system as it pertains to the field of construction. Topics include an introduction to the legal system; legalities surrounding construction specifications and plans; how contract changes are handled; warranties, torts, contract termination, and contract damages; liability and indemnity; and conflict and dispute resolution. Upon successful completion of this course, students will be able to administer the construction contracting process, identify basic contract-related legal risks associated with a construction project, and support the management of a construction project within the legal framework of construction law.



CM250 CONSTRUCTION ESTIMATING I

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): CA201, CM121, CM150, MTH221

This course introduces the principles and practices of preparing a quantity survey for a construction estimate. Topics include an overview of the estimating and bidding process, and quantity surveys for a residential or light commercial construction project. Upon successful completion of this course, students will be able to describe the estimating and bidding process and develop a quantity survey using drawings and specifications.

CM260 CONSTRUCTION PLANNING AND SCHEDULING

3.0 CREDIT HOURS/25 LECTURE HOURS/ 10 LAB HOURS

PREREQUISITE(S): CA201, CM121, CM250

This course introduces planning and scheduling construction project concepts. Topics include project scheduling using the critical path method; determining tasks, their duration, and their start and finish dates; and use of communication tools to improve project planning and execution. Upon successful completion of this course, students will be able to plan a construction project; schedule the labor, equipment, and materials for a construction project; and manage project changes and their effect on the project schedule and resources.

CM272 CONSTRUCTION MANAGEMENT SEMINAR

6.0 CREDIT HOURS/10 LECTURE HOURS/100 LAB HOURS

PREREQUISITE(S): PROGRAM DIRECTOR'S PERMISSION

This course provides the student the framework to apply basic principles of Construction Management into a hands-on experience while being supervised by seasoned professionals. Topics include data selection, decision making, and evaluation of construction management activities in realistic situations. Upon successful completion of this course students will be able to identify and evaluate procedures related to the field of Construction Management.

CM311 BELOW GRADE OPERATIONS AND STRUCTURES

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): CM121, MTH221, SCI321

This course introduces the widely varying geological, geographical, and infrastructural considerations which determine the designs and methods used to accomplish the founding of various kinds of buildings and civil structures. Topics include the geological properties of soil identification and testing, regulatory and social considerations affecting the management of general site, and overall project operations. Upon successful completion of this course, students will be able to evaluate construction design and methods used for varying geological situations and provide options for construction project management considerations.

CM321 ABOVE GRADE STRUCTURE AND CONSTRUCTION OPERATIONS

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): CM121, MTH221, SCI321

This course provides an overview of varied structural design and construction methods, which employ concrete, steel, masonry, and wood products for varied building types and civil structures. The course also introduces management considerations for common building operations. Topics include properties and behaviors of structural materials and components, analysis of project functions in determining choices of lifts, scaffolding and rigging for shell enclosure, operations planning, crane operations, lumber and engineered wood, exterior wall products, roofing and

weatherproofing technology. Upon successful completion of this course, students will be able to evaluate and provide options for construction project management above grade structure and construction operations.

CM330 MECHANICAL SYSTEMS

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): CM260, MTH221

This course provides an in-depth study of mechanical systems. Topics include mechanical principles of heating, cooling, and plumbing systems in residential and light commercial construction, and the advantages and disadvantages of various mechanical systems. Upon successful completion of this course, students will be able to describe the mechanical principles related to heating, cooling, and plumbing systems; explain how those principles affect design and installation considerations; and apply their knowledge of mechanical systems in selecting and communicating with related trade contractors.

CM340 ELECTRICAL SYSTEMS

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): CM260, MTH221

This course provides an in-depth study of electrical systems related to construction. Topics include principles of electricity, power systems and equipment, communications, security, and lighting. Upon successful completion of this course, students will be able to identify sources of electricity and power; describe the general design principles behind communications, security, and lighting systems; and apply their knowledge of electrical systems in selecting and communicating with related trade contractors.

CM350 GREEN BUILDING TRENDS AND TECHNOLOGY

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): CM330, CM340

This course focuses on the major components of green building design and construction. Topics include green building practices, healthy buildings, energy, the basic design principles of water and sewage treatment, the use of natural resources, and other environmental and economic issues of sustainable built environments. Upon successful completion of this course, students will be able to describe the origins of the green building movement in advanced industrialized nations, and analyze recent developments in the United States.

CM360 CONSTRUCTION EQUIPMENT OPERATIONS

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): CM121, ACT122, AND CM260

This course is designed to provide in-depth knowledge and financial decisions of the equipment used in light construction. Topics include heavy equipment, economics, equipment performance criteria and financial accounting associated with the equipment. Upon completion of this course, students will be able to make effective equipment selections, communicate effectively with equipment contractors, and financially track the performance of construction equipment.

CM401 ADVANCED CONSTRUCTION SOFTWARE APPLICATIONS

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): CM330, CM340

This course introduces industry-standard software applications for construction project management. Topics include data management tools and analysis, Microsoft project applications, graphical capabilities of current CADD systems, and the most widely-used software systems available for construction

applications. Upon successful completion of this course, students will be able to analyze a project to determine the necessary data and documentation, select the appropriate software applications to produce what is needed, and integrate and evaluate the finished products in support of the project.

CM411 CONSTRUCTION ESTIMATING II

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): CM250

This course covers quantity surveys and the complex process of pricing a construction project. Topics include pricing construction equipment, excavation, materials, and subcontractors. Upon successful completion of this course, students will be able to explain the process of pricing a construction estimate, develop pricing for a construction project, and submit a completed construction project bid.

CM421 PRODUCTIVITY AND COST CONTROL

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): CM411

This course provides an overview and comparison of basic industry perspectives on productivity as a set of factors in cost control and profitability. Topics include constructability engineering and delivery productivity; resource availability and project management scheduling; project leadership and relationship management; jobsite start-up, layout, organization and re-organization; craft-personnel management, and point-of-production output. Upon successful completion of this course, students will be able to analyze the elements of a construction project, evaluate job progress and problems, and propose approaches to increase the project's profitability.

CM431 CONSTRUCTION PROJECT MANAGEMENT AND ADMINISTRATION

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): CM260

This course surveys the practices associated with managing a construction project from its inception to its closeout. Topics include creation and management of the project team, document management and recordkeeping, cost control based on estimation, procurement research and negotiations, subcontract management and administration. Upon successful completion of this course, students will be able to apply effective techniques for managing a construction project within the framework of construction law, contracts and subcontracts, and ethical business practices.

CM441 ADVANCED CONSTRUCTION MANAGEMENT SEMINAR

6.0 CREDIT HOURS/10 LECTURE HOURS/100 LAB HOURS

PREREQUISITE(S): PROGRAM DIRECTOR'S PERMISSION

This course provides the Construction Management student an opportunity to extend advanced theory of the classroom learning into real world complex, realistic situations. Topics include evaluation, analysis and management decision making of the construction process. Upon successful completion of this course students will be able to identify analyze and resolve open-ended problems related to the field of Construction Management

CS101 INTRODUCTION TO PROGRAMMING CONCEPTS

4.0 CREDIT HOURS/30 LECTURE HOURS/20 LAB HOURS

This course is a foundation for programming concepts and theory. Topics include computer hardware and software, critical thinking, style and syntax, pseudo-code, number systems and program design tools. Upon successful completion of this course,

students will be able to identify and discuss fundamental programming concepts and tools.

CS106 FUNDAMENTALS OF PROGRAMMING

6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS

PREREQUISITE(S): CS101 (EXCLUDING EBM BACHELOR'S PROGRAM)

This course introduces the basic concepts of computer programming, Integrated Development Environments (IDE), and problem-solving techniques. Topics include flowcharts, programming logic, debugging, control structures, file input/output, functions, classes, and input/output manipulation. Upon successful completion of this course, students will be able to create, run, debug, and document computer programs.

CS107 INTRODUCTION TO HTML

3.0 CREDIT HOURS/20 LECTURE HOURS/20 LAB HOURS

This course introduces Hypertext Markup Language (HTML). Topics include browsers, tags, page design, planning, formatting, linking, media, simple scripts, and style sheets. Upon successful completion of this course, students will be able to construct web pages that use formatting techniques and simple scripts.

CS111 VISUAL BASIC

4.0 CREDIT HOURS/30 LECTURE HOURS/20 LAB HOURS

This course presents an overview of the Visual Basic programming environment. Topics include controls, dialog boxes, message boxes, menus, interface creation, variables, values, procedures, objects, searching, printing, and sorting data. Upon successful completion of this course, students will be able to describe the Visual Basic environment and produce working Visual Basic code.

CS210 INTERMEDIATE PROGRAMMING

6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS

PREREQUISITE(S): CS106

This course is a continuation of CS106 Fundamentals of Programming. Topics include classes, objects, pointers, inheritance, and templates. Upon successful completion of this course, students will be able to design and build an object-oriented program.

CS215 ADVANCED PROGRAMMING

4.0 CREDIT HOURS/20 LECTURE HOURS/20 LAB HOURS

PREREQUISITE(S): CS210

This course covers the Integrated Development Environment (IDE). Topics include Graphical User Interface (GUI) windows, menus, dialogue boxes, message loops, keyboard and mouse input, icons, and bitmaps. Upon successful completion of this course, students will be able to develop an advanced program using a GUI.

CS220 DATA STRUCTURES

4.0 CREDIT HOURS/30 LECTURE HOURS/20 LAB HOURS

PREREQUISITE(S): CS210

This course covers data structures. Topics include nodes, linked lists, stacks, queues, and trees. Upon successful completion of this course, students will be able to write, compile, and debug programs containing data structures.

CS224 DATABASE APPLICATIONS

3.5 CREDIT HOURS/20 LECTURE HOURS/30 LAB HOURS

3.0 CREDIT HOURS/20 LECTURE HOURS/20 LAB HOURS (ILLINOIS ONLY) (E-BUSINESS MANAGEMENT AND SOFTWARE ENGINEERING ONLY)

This course covers the design and building of relational databases using a database application. Topics include database creation and



manipulation, normalization, entity relationships, creating keys, table relationships, reports, and forms. Upon successful completion of this course, students will be able to describe database design concepts, develop a database, establish relationships between tables, and design custom views and reports.

CS225 SQL AND RELATIONAL DATABASE MANAGEMENT SYSTEMS

6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): CS224

This course introduces Structured Query Language (SQL) and Relational Database Management Systems (RDBMS). Topics include statements, queries, data and table manipulation, error handling, and managerial procedures associated with the RDBMS. Upon successful completion of this course, students will be able to create and maintain tables, implement security, write queries, and run reports.

CS240 JAVASCRIPT

3.0 CREDIT HOURS/20 LECTURE HOURS/20 LAB HOURS
PREREQUISITE(S): CS107

This course is an introduction to JavaScript. Topics include object manipulation and definition, class structures, and applets. Topics also include JavaScript program control, the implementation of text boxes and buttons, cascading style sheets, and animation. Upon successful completion of this course, students will be able to produce JavaScript code.

CS253 JAVA

6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): CS210

This course covers Java programming. Topics include Java applications, Java applets, control structures, graphic objects, and Graphical User Interface (GUI). Upon successful completion of this course, students will be able to write, compile, and debug Java programs, as well as implement Java programs and embed them in web pages.

CS260 CAPSTONE PROJECT

2.0 CREDIT HOURS/5 LECTURE HOURS/30 LAB HOURS
PREREQUISITE(S): MUST BE TAKEN IN LAST TERM

This course requires the utilization of knowledge, skills, and concepts acquired through the completion of other courses in the degree program in order to complete a capstone project. Topics include the integration of various concepts into a cogent deliverable. Upon successful completion of this course, students will be able to integrate information from various sources while demonstrating skills relevant to their degree program.

EBM100 TRENDS IN ELECTRONIC BUSINESS

2.0 CREDIT HOURS/5 LECTURE HOURS/30 LAB HOURS

This course introduces the rapidly changing world of electronic business (e-business). Topics include an introduction to web concepts and terminology, a comparison between traditional and web-based businesses, and the effect of the web on contemporary business strategies and practices. Upon successful completion of this course, students will be able to define and explain the basic technology of e-business, articulate management issues relevant to e-business, evaluate an e-business web site, and provide examples of the impact of web technology on contemporary business.

EBM310 WEB SITE ARCHITECTURE AND DESIGN

4.5 CREDIT HOURS/25 LECTURE HOURS/40 LAB HOURS
PREREQUISITE(S): CS107

This course introduces the building and designing of web pages and develops the skills necessary to support business objectives through web site architecture. Topics include Rapid Application Development (RAD) tools, logical web design principles, information analysis, site maps and schematics, tables, forms, and navigational design. Upon successful completion of this course, students will be able to use RAD tools to analyze business requirements needed to design, build and navigate a web site, logically structure information to maximize site usability, and apply usability and human-factor principles to navigational design.

EBM330 WEB SERVER ADMINISTRATION

4.5 CREDIT HOURS/25 LECTURE HOURS/40 LAB HOURS
PREREQUISITE(S): CS107

This course covers the administrative tasks required to smoothly and securely maintain a web server. Topics include installing, configuring, securing and maintaining server software. Upon successful completion of this course, students will be able to install, implement, troubleshoot, and support components that comprise web server software.

EBM400 ELECTRONIC INFORMATION MANAGEMENT

4.5 CREDIT HOURS/25 LECTURE HOURS/40 LAB HOURS
PREREQUISITE(S): CS225, EBM310, EBM330

This course covers how to design and build an n-tiered e-business application. Topics include the architecture of e-business, server services, best practices, validation, and benchmarks. Upon successful completion of this course, students will be able to install and implement an e-business platform, evaluate e-business solutions, define the technical components and uses of an e-business platform, and access these components using Application Service Providers.

EBM401 SUPPORTING ELECTRONIC COMMERCE

4.5 CREDIT HOURS/25 LECTURE HOURS/40 LAB HOURS
PREREQUISITE(S): EBM400

This course covers how to support e-business sites and users. Topics include data access technologies, portals, search engines, Common Object Model (COM), transaction processing, brand management strategies, partnering, and XML. Upon successful completion of this course, students will be able to implement security and encryption; add search capabilities to a site; and design, implement, and test applications.

EBM435 DESIGNING GRAPHICS FOR THE WEB

4.5 CREDIT HOURS/25 LECTURE HOURS/40 LAB HOURS

This course covers the basics of digital image editing and creating illustrations for use in web site design. Topics include digital photography, scanning techniques, photo retouching and manipulation, electronic color theory, and special effects. The emphasis will be on the use of digital tools in the creation of interactive web sites for use in e-business. Upon successful completion of this course, students will be able to utilize layers, channels, filters, and masks as they apply to photo imagery; create web sites using appropriate software; and effectively utilize principles of digital Internet graphic design.

EBM499 PROFESSIONAL PORTFOLIO

2.0 CREDIT HOURS/10 LECTURE HOURS/20 LAB HOURS

PREREQUISITE(S): EBM400

This course supports the development of portfolios. Topics include the integration of various projects from other courses into a portfolio worthy of presentation to a prospective employer or client. Upon successful completion of this course, students will possess their individual portfolios of e-business products.

ENG090 READING FOR UNDERSTANDING

3.5 CREDIT HOURS/35 LECTURE HOURS

This course develops basic reading comprehension and vocabulary skills. Topics include critical reading and vocabulary building. Upon successful completion of this course, students will be able to identify and negotiate the meaning of a text and interact actively with a variety of readings.

ENG091 FUNDAMENTALS OF WRITING

3.5 CREDIT HOURS/35 LECTURE HOURS

This course concentrates on the mechanics of writing. Topics include sentence structure, grammar, syntax, word choice, punctuation, parts of speech, and paragraph development. Upon successful completion of this course, students will be able to write sentences and paragraphs accurately and proficiently.

ENG121 COLLEGE WRITING I

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): FOUNDATIONAL COURSE(S) IF INDICATED BY PLACEMENT SCORES

This course introduces productive writing techniques with an emphasis on the writing process. Topics include brainstorming, critical reading and thinking, analyzing audience and purpose, developing clear thesis statements, developing effective sentences and paragraphs, drafting, revising, and editing. Upon successful completion of this course, students will be able to use the writing process to produce effective essays.

ENG221 COLLEGE WRITING II

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): ENG121

This course builds on the skills taught in College Writing I, with increased emphasis on the writing process, argumentation, research, and documentation. Topics include brainstorming, analyzing audience and purpose, developing clear thesis statements, evaluating sources, performing research, and presenting correctly documented research results. Upon successful completion of this course, students will be able to adequately support a position, perform and correctly document research, and report the results of a research project.

ENG421 CREATIVE WRITING

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): LIT301

This course emphasizes the interdependence of writing and literary studies, knowledge of literature and literary theory, literary creativity, innovation, and the creative process. Topics include fiction, non-fiction, poetry, drama, screenplays, and the study of literary works that urge students to think outside the box. Upon successful completion of this course, students will be able to analyze works of fiction, expand their powers of observation and imagination, develop a unique voice in creative writing, and cultivate good writing habits.

FA100 INTRODUCTION TO THE FASHION INDUSTRY

3.5 CREDIT HOURS/35 LECTURE HOURS

This course provides an insider's look at the fashion industry. Topics include the history, nature, and globalization of the industry in wholesale and retail aspects; how fashions begin, move and disseminate; and how fashions are predicted and created. Upon successful completion of this course, students will be able to identify basic terminology of the fashion industry, cite names of key individuals who influenced the industry, and analyze current developments in the industry in light of its history.

FA110 TEXTILES

3.5 CREDIT HOURS/35 LECTURE HOURS

This course introduces the nature, characteristics, and types of textiles. Topics include types of textiles, textile identification, analysis of artificial and natural fibers, the process of dyeing and printing textiles, special characteristics and care of fabric, and innovations in textile for apparel. Upon successful completion of this course, students will be able to define and explain the basic vocabulary of textile and the textile manufacturing process, analyze fabric for type and use, describe and explain the transformation of textile into apparel, and evaluate swatch samples.

FA200 APPAREL ANALYSIS

3.5 CREDIT HOURS/35 LECTURE HOURS

This course focuses on the individual and psychological aspects of design and construction of apparel. Topics include the use of color in wardrobes, the variety of styles and uses that comprise a wardrobe, the elements of individual preference and clothing selection, apparel quality, construction features, and apparel analysis. Upon successful completion of this course, students will be able to list the variety of factors that go into quality apparel construction and selection and apply these principles in a wardrobe consultation.

FA330 TREND FORECASTING

3.5 CREDIT HOURS/35 LECTURE HOURS

This course presents the theory and practice of forecasting trends in the world of fashion. Topics include the purpose of trend forecasting, sources of data and techniques of data collection, tracking trends over time, the use of trend forecasts in fashion design and fashion retail. Upon successful completion of this course, students will be able to identify an area for trend research, collect and analyze trend data, and report the trend forecast.

FIN101 INTRODUCTION TO FINANCE

3.5 CREDIT HOURS/35 LECTURE HOURS

This course introduces the theories of financial management. Topics include markets, institutions, and beginning investment theory. Upon successful completion of this course, students will be able to articulate a model of how financial management works in the business arena, and describe the basics of investment theory.

FIN500 MANAGERIAL FINANCE

4.5 CREDIT HOURS/45 LECTURE HOURS

PREREQUISITE(S): FIN401 OR EQUIVALENT

This course provides an in-depth look at the financial concepts and tools for business planning. Topics include present value and capital budgeting, financial analysis, forecasting, capital structure, cost of capital, and capital management. Upon successful completion of this course, students will be able to apply these concepts to make sound financial management decisions.



FIN600 ADVANCED MANAGERIAL FINANCE

4.5 CREDIT HOURS/45 LECTURE HOURS

PREREQUISITE(S): FIN500

This course builds on FIN500 Managerial Finance and is designed to further knowledge and skill in the world of corporate finance. Topics covered include capital structure, risk, return, dividend policy, and valuations. Upon successful completion of this course, students will be able to analyze and recommend financial methods to manage risk and maximize return.

FIN610 SECURITIES AND PORTFOLIO MANAGEMENT

4.5 CREDIT HOURS/45 LECTURE HOURS

PREREQUISITE(S): FIN600

This course covers business and personal investment analysis. Topics covered include securities selections, risk and reward, allocation strategies, and portfolio management. Upon successful completion of this course, students will be able to analyze securities and make portfolio recommendations based on risk tolerances.

FOR150 INTRODUCTION TO COMPUTER FORENSICS

3.0 CREDIT HOURS/25 LECTURE HOURS/10 LAB HOURS

PREREQUISITE(S) CJ101, CA101

This course presents an overview of computer forensics. Topics include forensic terminology and methodologies, elements of a typical computer crime unit, and ethical considerations. Upon successful completion of this course, students will be able to explain common forensic terminology, use basic forensic methodologies, and apply ethical principles to forensic situations.

FOR250 LEGAL ASPECTS OF COMPUTER FORENSICS

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): FOR150, CJ231

This course covers the legal concepts behind computer forensics. Topics include rules of evidence related to magnetic media, electronic evidence, chain of custody, right to privacy, and court procedures in the presentation of technical evidence. Upon successful completion of this course, students will be able to apply rules of evidence to forensic seizures and acquisitions, present technical evidence in legal proceedings, and create applicable reports related to computer examinations.

FOR350 FORENSIC DIGITAL EVIDENCE HANDLING AND INVESTIGATION

3.0 CREDIT HOURS/25 LECTURE HOURS/10 LAB HOURS

PREREQUISITE(S): FOR250

This course presents concepts related to the handling, analysis, investigation, and recovery of digital evidence. Topics include handling procedures, preservation of evidence, accessing and interpreting metadata, data recovery techniques, recovering and defeating passwords, tracing Internet sites and e-mails, using command line hex editors, handling and examining disk drives, and proper investigative documentation. Upon successful completion of this course, students will be able to discover altered or hidden digital media, recover deleted data from common digital devices, and apply core forensic computer examination procedures.

FOR360 FORENSIC OPERATING SYSTEMS

3.0 CREDIT HOURS/25 LECTURE HOURS/10 LAB HOURS

PREREQUISITE(S): NW202

This course presents an overview of the forensic issues related to various operating systems. Topics include operating system concepts, memory management, file and resource allocation,

metadata, primary artifacts and data organization as they relate to Microsoft FAT, Microsoft NTFS, Microsoft TSF, UNIX/Linux, and MAC/Apple operating systems. Upon successful completion of this course, students will be able to compare and contrast various operating systems, create special boot disks, and analyze operating systems forensically.

FOR370 MANAGING MALICIOUS SOFTWARE

5.0 CREDIT HOURS/30 LECTURE HOURS/40 LAB HOURS

PREREQUISITE(S): FOR350

This course presents an overview of strategies in responding to and preventing malicious software attacks. Topics include an overview of viruses, Trojans, worms, backdoors, system attacks, application threats, common responses to threats, and strategies for their prevention. Upon successful completion of this course, students will be able to manage malicious software, compare and contrast common threats, and apply industry-standard strategies to prevent their occurrence.

FOR405 COMPUTER FORENSICS ANALYSIS

7.0 CREDIT HOURS/35 LECTURE HOURS/70 LAB HOURS

PREREQUISITE(S): NW310, NW315, NW380

This course discusses procedures, techniques, and tools related to forensics analysis and data recovery in computers and networks. Topics include forensic principles, forensic analysis, evidentiary recovery, wiretapping, traffic sniffing, and PDCERF methodology. Upon successful completion of this course, students will be able to perform simple network-oriented and system-oriented forensic analysis and recovery, handle basic computer security incidents, and develop policies and procedures for incident handling and forensic analysis.

FOR410 FORENSIC CRIME ANALYSIS

3.0 CREDIT HOURS/25 LECTURE HOURS/10 LAB HOURS

PREREQUISITE(S): FOR350

This course presents an overview of the skills used in crime analysis. Topics include crime analysis unit components, common crime analysis software, integration of analysis tools, data mining techniques, geographical information systems, forecasting methods, and statistical sampling. Upon successful completion of this course, students will be able to implement a modern crime analysis unit, operate crime analysis software, and analyze crime data to predict future crime occurrences.

FOR420 MOBILE DEVICE ANALYSIS

3.0 CREDIT HOURS/25 LECTURE HOURS/10 LAB HOURS

PREREQUISITE(S): UPPER-DIVISION STATUS

This course provides an overview of the skills used in forensically analyzing mobile devices. Topics include operating system concepts, search and seizure techniques, specialized software and hardware, evidence storage requirements, and investigative strategies for various mobile devices. Upon successful completion of this course, student will be able to compare various mobile operating systems, develop an examination and seizure protocol for mobile devices to include targeted evidentiary items, identify appropriate software and hardware for use in forensic analysis, and prepare an analysis report on a mobile device.

FOR430 OPERATING SYSTEM FORENSICS

5.0 CREDIT HOURS/30 LECTURE HOURS/40 LAB HOURS

PREREQUISITE(S): NW202, NW222

This course presents an overview of the forensic issues related to Windows operating systems. Topics include Microsoft DOS, Microsoft FAT (Windows 95/98), Microsoft NTFS (Windows

NT/2000/XP), file systems, structures and storage, windows registry, boot process and startup tasks, memory and file allocation, and the use of common forensic software tools. Upon successful completion of this course, student will be able to use forensic software tools as they apply to Windows operating systems, apply accepted forensic practices to avoid altering evidence, and recover data for computer investigations.

FOR450 NETWORK INTRUSION DETECTION AND NETWORK FORENSICS

5.0 CREDIT HOURS/30 LECTURE/40 LAB HOURS
PREREQUISITE(S): UPPER-DIVISION STATUS, NW306

This course presents an overview of concerns related to network forensics. Topics include the essentials of network forensics, intrusion detection and response, incident response, computer crime investigations, computer security policies and guidelines, network monitoring and security tools. Upon successful completion of this course, students will be able to appraise network vulnerabilities, employ common network monitoring and security tools, and apply ethical principles to investigations.

FOR460 DISK BASED FORENSICS

5.0 CREDIT HOURS/30 LECTURE/40 LAB HOURS
PREREQUISITE(S): UPPER-DIVISION STATUS

This course presents the processes involved in seizing computer disks and searching them for evidence. Topics include proper seizure of hardware; evidence protection; how information can be altered, deleted, and hidden; and strategies for uncovering evidence on computer disks. Upon successful completion of this course, student will be able to evaluate the legality of seizing a computer disk, apply proper preservation tactics, and analyze digital data.

FOR499 FORENSIC CAPSTONE

3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): UPPER-DIVISION STATUS

This course requires the integration of concepts and skills acquired in the program to develop and conduct an in-depth research project. Topics include selecting an appropriate topic or problem, developing a research plan, completing the research, analyzing the data, and presenting research results. Upon successful completion of this course, students will be able to demonstrate skills of research and analysis in the field of forensics.

GA330 GAME DESIGN PROCESS

6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): GD305

This course analyzes the game development and design process and introduces game engines. Topics include manual and conceptual skills, material collection, research, interface planning, game structure, and fundamental game engine operation. Upon successful completion of this course, students will be able to create a game design document and navigate a game engine.

GA340 TEXTURE MAPPING FOR GAMES

6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): GA330, GD380

This course develops advanced skills in texture mapping for games. Topics include high resolution and low resolution texture mapping for game assets. Upon successful completion of this course, students will be able to apply texture mapping to characters, environments, and other assets using industry-relevant software and techniques.

GA361 CHARACTER ANIMATION FOR GAMES

6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): GA330, GD395

This course develops advanced techniques in character animation. Topics include animation cycles and loops, acting, weight and balance, and interaction. Upon successful completion of this course, students will be able to complete animation cycles and import them into a game environment.

GA424 SPECIAL EFFECTS FOR GAMES

6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): GA340, GA445

This course covers special effects as applied to games. Topics include particle systems, volumetric effects, sprites and animated textures, and dynamics for games. Upon successful completion of this course, students will be able to produce various effects for use in a 3D game engine.

GA445 LEVEL AND ENVIRONMENT DESIGN

6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): GA361

This course covers level and environmental design as applied for use in a 3D game engine. Topics include controlling level flow, technical limitations, environmental design/layout, troubleshooting, and playability. Upon successful completion of this course, students will be able to design, create and test a game level or environment in a 3D game engine.

GA480 GAME ART PROJECT

6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): GA424

This course provides the opportunity to apply advanced game art design knowledge and skills to a portfolio quality game art project. Topics include enhancement and incorporation of game art assets to a portfolio quality product. Upon successful completion of this course, students will be able to effectively incorporate art assets into a working game level.

GA490 GAME ART PORTFOLIO REVIEW

6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): GA480

This course focuses on the development and critique of a professional game art portfolio. Topics include industry interviewing techniques, portfolio refinement and self-marketing skills. Upon successful completion of this course, students will be able to analyze their personal traits and present both a print and digital portfolio and résumé that highlight their individual game art skills in a professional manner.

GDI00 FUNDAMENTALS OF DESIGN

6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS

This course introduces basic design concepts using a hands-on approach to the development of design concepts and solutions to basic design problems. Topics include the design principles and process, drawing, color theory, typography, illustration and layout techniques and the vocabulary of design. Upon successful completion of this course, students will be able to apply visual problem-solving skills to create a concept development plan and a creative brief.

GDI02 HISTORY OF GRAPHIC DESIGN

3.5 CREDIT HOURS/35 LECTURE HOURS

This course explores the parallels between graphic design history and contemporary visual communications. Topics include major



trends in design as well as the evolution of paper, type design, typography, image making, photography, and printing techniques. Upon successful completion of this course, students will be able to identify the relationships between fine art and political and social movements, and explain their influence on graphic design.

GD104 THE INTERNET: HISTORY, ETHICS, AND ADVANCEMENTS

3.5 CREDIT HOURS/35 LECTURE HOURS

This course introduces students to the Internet and the World Wide Web. Topics include the history and evolution of the Internet and the World Wide Web, ethical considerations and best practices for web site design, usability, accessibility, development, and online communications. Upon successful completion of this course, students will have a solid understanding of the Internet, online communications, and their impact upon society.

GD110 INTRODUCTION TO DRAWING AND PERSPECTIVE

6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS

This course introduces fundamental drawing concepts and terminology. Topics include the principles of drawing, drawing styles and technique; including lighting, perspective fundamentals, gesture, and contour. Upon successful completion of this course, students will be able to demonstrate effective drawing skills using fundamental drawing tools and techniques, and properly use industry-standard terminology.

GD111 FUNDAMENTALS OF IMAGE EDITING

6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): GD100

This course covers the basics of digital image editing, manipulation, and creation of pixel-based imagery. Topics include digital photography, scanning techniques, photo retouching and manipulation, electronic color theory, special effects, print, and web graphics. Upon successful completion of this course, students will be able to utilize digital imaging software to digitally correct images, blend and composite images and create layered photographic compositions.

GD120 DIGITAL IMAGE EDITING

6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): GD110

This course covers the basics of digital image editing and compositing. Topics include digital photography, scanning techniques, photo retouching and manipulation, and texture creation. Upon successful completion of this course, students will be able to use industry-standard software to create seamless textures, prepare digital images, work with painted textures, and utilize alpha channels in a 3D application.

GD121 FUNDAMENTALS OF DIGITAL ILLUSTRATION

6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): GD100

This course introduces the basic concepts of illustration. Topics include traditional and digital methods of concept development, drawing, typography and design. Upon successful completion of this course, students will be able to apply illustration theory, tools, and techniques to create effective illustrations.

GD131 DIGITAL LAYOUT

6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): GD111, GD121

This course presents the skills necessary to combine imagery and typography to produce effective layouts. Topics include grid

theory, style sheets, master pages, pre-flight technologies, printing standards, resolution, and image placement. Upon successful completion of this course, students will be able to import images and format text to create multi-page layouts using industry-standard software.

GD150 INTRODUCTION TO ANIMATION

6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): GD110

This course introduces the fundamentals of traditional and digital animation. Topics include the history and principles of animating key poses, timing cycles, and the mechanics of motion. Upon successful completion of this course, students will be able to present a short animation using traditional and digital techniques.

GD221 DIGITAL PHOTOGRAPHY

6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): GD111

This course focuses on traditional and contemporary photography, with an emphasis on digital tools and techniques. Topics include the history of photography and its impact on studio and on-location photographic techniques, lighting, and composition. Upon successful completion of this course, students will be able to apply the technical and mechanical skills necessary to produce relevant photography for effective visual communications.

GD240 LIFE DRAWING FOR ANIMATION

6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): GD110

This course covers advanced drawing concepts as they relate to character modeling and animation. Topics include basic human and animal anatomy and form as it relates to the surrounding environment, spatial relationships, and introductory sculpting techniques. Upon successful completion of this course, students will be able to effectively capture and develop gestures and motion in various media for use in 2D and 3D animation.

GD241 FUNDAMENTALS OF WEB DESIGN

6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): GD121

This course introduces the basics of web site design and layout. Topics include foundational mark up languages including formatting, design theory, layout, utilization of typography, and web-appropriate imagery. Upon successful completion of this course, students will be able to apply the principles of web site design and use industry-standard software to create functional web sites.

GD250 2D ANIMATION

6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): GD150, GD240

This course covers the mechanics and principles of 2D animation. Topics include acting, exaggeration, light boards, peg boards, and digital media. Upon completion of this course, students will be able to complete a pencil test demonstrating an animation sequence.

GD252 AUDIO-VIDEO

6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): GD111

This course provides an overview of video editing, sound editing, and special effects. Topics covered include working with timelines to animate still clips, importing and editing digital video and audio clips, and creating special effects. Upon successful completion of this course, students will be able to use industry-relevant non-linear digital editing software to produce a short video production.

GD255 DIGITAL ANIMATION

6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS

PREREQUISITE(S): GD120, GD150

This course explores digital animation as it applies to film and video. Topics include key framing, animation software, optimization, rotoscoping, time-lapse, title sequencing, and audio specific to digital animation. Upon successful completion of this course, students will be able to apply a variety of animation techniques to create animation within a digital production pipeline.

GD260 FUNDAMENTALS OF 3D

6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS

PREREQUISITE(S): GD120

This course covers the fundamentals of a 3D application. Topics include modeling, rendering, texturing, animation, lighting and cameras. Upon successful completion of this course, students will be able to apply fundamental skills, techniques, and terms toward components of a 3D short.

GD261 FUNDAMENTALS OF INTERACTIVE DESIGN

6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS

PREREQUISITE(S): GD241

This course provides an overview of multimedia graphics focusing on interactive design for 2D animation and the Internet. Topics include storyboarding, basic scripting, and utilizing key frames and timelines. Upon successful completion of this course, students will be able to design and create basic interactive presentations utilizing animations, video, and sound delivered through interactive media and web technologies.

GD270 PRINT PRODUCTION

6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS

PREREQUISITE(S): GD131

This course presents the current software tools and techniques for print production of a wide variety of projects and materials. Topics covered include forming concepts that produce layouts with impact, designing with type, creating a visual hierarchy, and identifying current production and pre-press standards. Upon successful completion of this course, students will be able to use current industry software tools and techniques to conceptualize, create, and carry a project through the print production process.

GD275 DIGITAL COLOR THEORY

3.0 CREDIT HOURS/20 LECTURE HOURS/20 LAB HOURS

PREREQUISITE(S): GD110

This course explores the principles of color as it applies to digital media. Topics include RGB versus CYMK, digital color principals in the game environment, color for screen, bit depth, color pallets, color channels, alpha channels and file formats. Upon successful completion of this course, students will be able to demonstrate an understanding of the psychology of color and how to properly apply digital color theory for screen and digital media.

GD280 PORTFOLIO REVIEW AND BUSINESS PRACTICES

6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS

PREREQUISITE(S): PROGRAM DIRECTOR'S APPROVAL

This course covers business practices in the design industry and focuses on the development and critique of a professional portfolio and résumé. Topics include design industry business practices, portfolio development process for traditional and digital portfolios, industry research, peer critiques, and design continuity. Upon successful completion of this course, students will have created and presented both a print and digital portfolio and résumé that highlights their individual design skills.

GD281 INTERMEDIATE WEB DESIGN

6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS

PREREQUISITE(S): GD261

This course builds upon fundamental knowledge of web page design and layout. Topics include client side scripting, basic information architecture, and layout techniques according to current browser standards. Upon successful completion of this course, students will be able to document and create flexible web solutions that effectively support industry standards.

GD300 SEARCH ENGINE OPTIMIZATION

3.0 CREDIT HOURS/20 LECTURE HOURS/20 LAB HOURS

PREREQUISITE(S): GD261

This course examines web site traffic generation strategies. Topics include search engine optimization techniques as well as keyword, content and meta-tag usage. Upon successful completion of this course, students will be able to create and execute an effective search engine optimization plan.

GD304 ADVANCED DRAWING AND PERSPECTIVE

6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS

PREREQUISITE(S): GD240

This course builds on traditional drawing skills, focusing on advanced drawing and perspective techniques. Topics include advanced drawings and perspective terms and techniques used in concept design, industrial design, storyboarding and other relevant areas. Upon successful completion of this course, students will be able to apply skills to develop effective concept art for, but not limited to, organic forms, environments, industrial design and buildings.

GD305 SEQUENTIAL ART AND VISUAL NARRATIVE

6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS

PREREQUISITE(S): GD304

This course covers the elements and techniques of sequential storytelling. Topics include story boarding and scene layout, graphic arts publishing, pencil tests, and animatics. Upon successful completion of this course, students will be able to create dynamic and effective narrative content for a variety of visual media.

GD306 TYPOGRAPHY

6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS

PREREQUISITE(S): GD131

This course explores the parallels between typographic history and contemporary visual communication, leading up to a contemporary skill set focusing on the expressive qualities of type and the evolution of typographic style. Topics include technical aspects of typography, output options, the anatomy and expressive qualities of type and its formal applications, and intuitive design. Upon successful completion of this course, students will be able to creatively and effectively incorporate typography into multi-faceted design projects.

GD308 ADVANCED IMAGE EDITING

6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS

PREREQUISITE(S): GD111, GD221

This course presents advanced image manipulation, color management, and editing techniques for print and web technologies. Topics include photographic collage, composition, filters, layers, masking, and effects. Upon successful completion of this course, students will be able to incorporate advanced image editing techniques into design projects.



GD310 SERVER SCRIPTING BASICS

3.0 CREDIT HOURS/20 LECTURE HOURS/20 LAB HOURS
PREREQUISITE(S): GD261

This course investigates the functionality of dynamically driven web sites. Topics include server side scripting languages associated with database applications. Upon successful completion of this course, students will be able to analyze and manipulate dynamic web sites.

GD320 WEB MARKETING AND NEW MEDIA

6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): GD241, GD252

This course analyzes new media and online marketing techniques. Topics include tools and strategies for effective utilization of web marketing and new media technologies. Upon successful completion of this course, students will be able to create targeted visual communications for multiple distribution platforms.

GD332 PACKAGING DESIGN

6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): GD121, GD131

This course investigates design concepts as they relate to 3D forms and current packaging trends. Topics include contemporary package design, manufacturing and printing technologies, and design elements related to products and promotional materials. Upon successful completion of this course, students will be able to analyze and apply contemporary package design elements, tools, and techniques to produce effective industry-standard 3D designs.

GD350 ADVANCED ILLUSTRATION

6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): GD121

This course offers an advanced study of illustrative techniques from the classical to the contemporary. Topics include hand and digital illustrative techniques for figure construction, perspective, and design composition. Upon successful completion of this course, students will be able to develop contemporary concepts and illustrations appropriate to a variety of professional applications including editorial content and media.

GD351 ADVANCED INTERACTIVE DESIGN

6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): GD261

This course builds upon foundational interactive and multimedia design knowledge. Topics include advanced scripting techniques used to create highly interactive multimedia presentations. Upon successful completion of this course, students will be able to create a professional web site based on client needs.

GD355 ADVERTISING CAMPAIGN CONCEPTS

6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): GD131

This course focuses on advertising campaigns and concepts related to graphic design. Topics include concept development and creative brief writing that incorporates media types, media mixing, client positioning, and branding. Upon successful completion of this course, students will be able to design an integrated advertising campaign using targeted marketing messages to effectively promote a product or service.

GD360 INTERMEDIATE 3D

6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): GD260

This course expands upon modeling and texturing skills and concepts in a 3D application. Topics include poly-modeling,

nurbs/spline modeling, sub-division surfaces, texture mapping, lighting, and rendering. Upon successful completion of this course, students will be able to model, texture, light and render a complex 3D object or environment.

GD370 MATERIALS AND LIGHTING

6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): GD360

This course focuses on advanced uses of materials and lighting as they apply to film and video. Topics include low vs. high resolution maps, displacement mapping, photo-realism, optimization theory and technique, painting for 3D and unwrapping techniques as well as lighting techniques for animation. Upon successful completion of this course, students will be able to apply advanced texturing and lighting techniques in film and video.

GD375 COLOR THEORY

6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): GD111, GD121

This course provides an in-depth study of the principles of color as it applies to print and digital media. Topics include color relationships, color composition, and visual color mixing. Upon successful completion of this course, students will be able to analyze the impact and psychology of color on the development of design, and the power of color to create and influence effective visual marketing.

GD380 ADVANCED 3D

6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): GD360

This course covers advanced 3D methods and techniques. Topics include rigging, scripting, and advanced rendering techniques; as well as an introduction to particles, dynamics, and simulations. Upon successful completion of this course, students will be able to apply advanced 3D techniques towards the production of a professional 3D short.

GD395 CHARACTER DEVELOPMENT AND SETUP

6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): GD240, GD380

This course explores character design and modeling. Topics include traditional pencil sketching and drawing techniques, low poly and high poly character modeling, and rigging characters for animation. Upon successful completion of this course, students will be able to apply traditional techniques to design an original character and then model it in a 3D software application and prepare it for animation.

GD400 INTERACTIVE SCRIPTING

6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): GD310, GD351

This course covers designing advanced web media content for cross platform distribution using interactive scripting strategies. Topics include techniques for developing interactive, event-driven modules for creating compelling visual presentations. Upon successful completion of this course, students will be able to develop dynamic multimedia content enhanced with industry-standard scripting tools.

GD430 ADVANCED WEB DESIGN

6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): GD281

This course expands upon the knowledge and skills needed to create visually dynamic and effective designs for the web. Topics

include advanced formatting and multimedia integration techniques. Upon successful completion of this course, students will be able to use industry-standard software and techniques to design and develop advanced integrated web solutions.

GD432 MOTION GRAPHICS

6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): GD252

This course explores digital effects for video. Topics include storyboarding, effects design, motion effects, morphing, titling, blue screen, and 3D camera matching. Upon successful completion of this course, students will be able to create effective visual effects using current mastering technologies.

GD433 ADVANCED DIGITAL EFFECTS

6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): GD380

This course explores advanced digital effects techniques used in film and video. Topics include blue/green screen, matte creation, rotoscoping, 3D elements, matte painting, particles, and compositing. Upon successful completion of this course, students will be able to apply digital effects techniques to a film or video project.

GD437 WEB/MULTIMEDIA DEVELOPMENT AND PLANNING

6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): GD261

This course covers the importance of planning and development of well designed and effective web site and multimedia projects. Topics include client and project management skills, competitive analysis, audience analysis, prototype creation, site mapping, usability, and accessibility. Upon successful completion of this course, students will be able to develop and creatively implement an effective web site project plan by designing a user-friendly web site that meets the client's goals and objectives.

GD438 INFORMATION ARCHITECTURE AND E-BUSINESS STRATEGIES

6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): GD281, GD310, GD320

This course analyzes integrated marketing techniques for designing web based solutions. Topics include branding, messaging, user experience design, and business strategies. Upon successful completion of this course, students will be able to incorporate integrated content to develop an effective online marketing campaign.

GD460 ADVANCED CHARACTER ANIMATION

6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): GD250, GD305, GD395

This course is a progressive study of complex character animation techniques within a 3D environment. Topics include fundamental motions, expressions, interaction, physics, and weights commonly applied to animation. Upon successful completion of this course, students will be able to create a short animation sequence focusing on character acting.

GD465 DIGITAL EDITING FOR ANIMATION

6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): GD380

This course explores advanced editing techniques used for animation in film and video. Topics include various post production techniques. Upon successful completion of this course, students will be able to use industry-standard software to author, assemble, and edit animation sequences for use in a demo reel.

GD470 3D SIMULATION

6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): GD465

This course is a progressive study in physics based simulation and natural phenomenon. Topics include advanced tools and scripting used in simulation. Upon successful completion of this course, students will be able to analyze and reconstruct an actual event as an animation.

GD480 VISUAL COMMUNICATIONS PORTFOLIO REVIEW

6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): UPPER-DIVISION STATUS

This course focuses on the development and critique of a professional design portfolio. Topics include design industry business practices, industry interviewing techniques, portfolio refinement, and self-marketing skills. Upon successful completion of this course, students will be able to analyze their personal traits and present a print, digital, and web portfolio, and a résumé that highlight their individual design skills in a professional manner.

GD491 WEB DESIGN AND MULTIMEDIA PORTFOLIO REVIEW

6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): UPPER-DIVISION STATUS

This course focuses on the development and critique of a professional portfolio. Topics include design industry business practices, industry interviewing techniques, portfolio refinement and self-marketing skills. Upon successful completion of this course, students will be able to analyze their personal traits and present a web and print portfolio, and a résumé that highlights their individual web design and multimedia skills in a professional manner.

GD495 ANIMATION PORTFOLIO REVIEW

6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): UPPER-DIVISION STATUS

This course focuses on the development and critique of a professional animation portfolio. Topics include industry interviewing techniques, portfolio refinement and self-marketing skills. Upon successful completion of this course, students will be able to analyze their personal traits and present a digital portfolio and résumé that highlights their individual animation skills in a professional manner.

HC100 MEDICAL TERMINOLOGY

8.0 CREDIT HOURS/80 LECTURE HOURS

This course covers the pronunciation, spelling, and usage of medical terms and abbreviations. Topics include building medical terms using word roots, suffixes, prefixes, and combining forms. Emphasis is placed on medical abbreviations, definitions, pronunciation, and spelling of terms. Upon successful completion of this course, students will be able to use medical terms and abbreviations as well as pronounce medical terminology.

HC110 ANATOMY AND PHYSIOLOGY

8.0 CREDIT HOURS/80 LECTURE HOURS

PREREQUISITE(S): HC100

This course presents an integrated approach to the human body. Topics include the structural makeup and function of each body system and the organic process of living organisms. Upon successful completion of this course, students will be able to separate and identify the parts of the human body to ascertain their position, anatomy, and function as well as to determine healthy organic processes.



HCI20 PATHOPHYSIOLOGY

4.0 CREDIT HOURS/40 HOURS LECTURE

PREREQUISITE(S): HCI10

This course presents an integrated approach to pathogenic processes of anatomical systems. The systems include, but are not limited to, integumentary, skeletal, muscular, nervous, circulatory, immune, respiratory, digestive, endocrine, special senses, urinary, and reproductive. Pharmacokinetics is also introduced with emphasis placed on the action of drugs on the body. Upon successful completion of this course, students will be able to identify disease processes of these systems to determine environmental and genetic conditions that affect the human body.

HCI30 MEDICAL INSURANCE CODING AND BILLING

3.5 CREDIT HOURS/20 LECTURE HOURS/30 LAB HOURS

This course covers insurance coding and claims processing and their relationship to the financial management of the medical office, including billing and basic accounting practices. Topics include health insurance carriers, terminology relating to insurance, bookkeeping procedures, billing and collections, and coding claims. Upon successful completion of this course, students will be able to extract information from patient records and documentation in order to properly complete and process insurance claim forms.

HCI40 MEDICAL ADMINISTRATIVE PROCEDURES

3.5 CREDIT HOURS/20 LECTURE HOURS/30 LAB HOURS

PREREQUISITE(S): FOUNDATIONAL COURSE(S) IF INDICATED BY PLACEMENT SCORES

This course provides skills in administrative procedures and professional communication. Topics include manual and electronic record keeping, patient scheduling, telephone etiquette, basic clerical equipment operations, written communication, and chart preparation. Upon successful completion of this course, students will be able to collate patient charts, create and annotate appointment schedules, complete patient registration, transcribe handwritten notes and reports, and create letters for a variety of medical situations.

HCI50 MEDICAL LAW AND ETHICS

3.0 CREDIT HOURS/30 LECTURE HOURS

This course presents basic legal and ethical issues related to the medical field. Topics include confidentiality, Health Insurance Portability and Accountability Act (HIPAA), standard of care for health professionals, medical malpractice and negligence, criminal and civil divisions of law, privileged communication in medical records, and ethics. Upon successful completion of this course, students will be able to utilize legal terminology and respond ethically to situations that arise in the workplace.

HCI60 PATIENT RELATIONS

3.0 CREDIT HOURS/30 LECTURE HOURS

This course explores communication techniques and emphasizes the changing behaviors and thought patterns of the patient. Topics include verbal and nonverbal communication, coping mechanisms, patient/provider relationships, cultural differences, conflict resolution, and stress management. Upon successful completion of this course, students will be able to interact with all patients in a manner that conveys empathy and respect.

HCM100 INTRODUCTION TO HEALTHCARE

3.5 CREDIT HOURS/35 LECTURE HOURS

This course presents an overview of the structures and functions of the healthcare industry as a whole. Topics include the historical

origins of the U.S. healthcare system, healthcare organizational structure, the roles of each healthcare sector and how they interact, the interconnections of various health professional roles healthcare finance, and the social forces that influence healthcare today. Upon successful completion of this course, students will be able to describe the historical origins of healthcare, explain structural aspects the healthcare system, and analyze the social forces that influence healthcare today.

HCM200 LAW AND COMPLIANCE IN HEALTHCARE

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): HCM100

This course introduces the laws and regulations governing the healthcare industry. Topics include the basic structure of the legal system as it impacts healthcare organizations, the laws pertaining to healthcare institutions and personnel, and case studies of specific healthcare law issues. Upon successful completion of this course, students will be able to summarize how today's legal system affects healthcare organizations, describe the various laws pertaining to healthcare personnel, and apply legal knowledge to current healthcare issues.

HCM210 HEALTHCARE NEEDS OF THE ELDERLY

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): HCM100

This course focuses on the healthcare needs of an aging population. Topics include gerontology and geriatric medicine, social and behavioral aspects of the aging, and the roles of healthcare providers working with the elderly. Upon successful completion of this course, students will be able to articulate the impact of the elderly on the healthcare system, describe the unique aspects of caring for elderly patients, and describe the complex needs of the elderly patient in the healthcare system.

HCM230 PUBLIC HEALTH AND DISEASE

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): HCM100

This course provides an overview of public health and its functions. Topics include epidemiology, social and behavioral influences on health, and environmental issues in public health. Upon successful completion of this course, students will be able to describe the various influences on people's health choices, recognize basic epidemiological principles and methods, and explain the top environmental issues affecting public health today.

HCM241 HEALTH CARE DELIVERY AND FINANCING

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): HCM200

This course focuses on the history and evolution of health care delivery and financing in the integrated health care system. Topics include third party payment, reimbursement and compensation, quality assurance, cost center accounting and government insurance programs. Upon successful completion of this course, students will be able to identify various types of managed care and healthcare insurance organizations, describe different methods of reimbursement, and explain the roles of the governing bodies affecting general health care delivery and financing.

HCM260 INTRODUCTION TO LONG-TERM CARE

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): HCM100

This course provides an overview of long-term care. Topics include the formal organizational arrangements for providing long-term care, different populations in long-term care settings, and the types of services provided in long-term care facilities.

Upon successful completion of this course, students will be able to identify the different types of organizations and populations in long-term care settings and describe the types of services provided in long-term care facilities.

HCM310 HEALTH INFORMATION SYSTEMS

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): HCM100

This course presents different approaches to managing information systems in a variety of healthcare organizations. Topics include managing the planning, selection, and implementation of current health technology and information systems. Upon successful completion of this course, students will be able to identify common information systems in use today as well as to evaluate how they ensure data security and quality patient care.

HCM430 RISK MANAGEMENT IN HEALTHCARE

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): HCM200

This course examines risk management and methods to protect an organization against the potential of liability. Topics include regulatory and legal requirements, risk assessment, patient safety, and error reduction. Upon successful completion of this course, students will be able to evaluate risk exposures confronting different organizations and develop a risk management program.

HCM480 HEALTHCARE MANAGEMENT SEMINAR

7.0 CREDIT HOURS/35 LECTURE HOURS/70 LAB HOURS

PREREQUISITE(S): UPPER-DIVISION STATUS

This course is the culminating class for the healthcare management program. Topics include data selection, analysis, decision making and evaluation of results in complex, realistic situations. Upon successful completion of this course, students will be able to research, analyze, and resolve open-ended problems related to the healthcare management field.

HIS420 CONTEMPORARY HISTORY

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): ENG221

This course provides an overview of the major events in contemporary history. Topics include economics, ideologies, military power, social development, and the impact of technological innovations on contemporary politics. Upon successful completion of this course, students will be able to identify major contemporary historical events and analyze how these events have been impacted by technology and the current political, economic, and social climates.

HOS110 PURCHASING FOOD AND BEVERAGE PRODUCTS

4.5 CREDIT HOURS/45 LECTURE HOURS

This course introduces the concepts of buying major commodities and non-food supplies. Topics include purchasing systems, quantity and quality, distribution, buyer-seller relations, and the audit process. Upon successful completion of this course, students will be able to articulate the specifics of negotiation, data management, distribution systems, price forecasting, market analysis, and the shift of purchasing from routine supply levels to a forward-thinking, cost-saving hospitality function.

HOS120 FOOD SERVICE SANITATION

4.5 CREDIT HOURS/45 LECTURE HOURS

This course explores the essentials of food safety and sanitation in the food service industry. Topics include the Food Code,

hazards, HACCP, equipment, cleaning, accident prevention, crisis control, and government regulations regarding sanitation principles. Upon successful completion of this course, students will be able to describe how to deal with food in any capacity in order to ensure quality, cleanliness, and safety in handling, preparing, and storing food products.

HOS130 FRONT OFFICE MANAGEMENT

4.5 CREDIT HOURS/45 LECTURE HOURS

PREREQUISITE(S): MGT100

This course presents the principles of coordinating and commanding front office operations. Topics include hotel organization, reservations, registration, guest services, security, account settlement, bookkeeping, audit procedures, revenue management and human resources. Upon successful completion of this course, students will be able to articulate the dynamics of front office operations and their relationship to other departments in delivering high-quality service in the lodging industry.

HOS200 SUPERVISORY HOUSEKEEPING

4.5 CREDIT HOURS/45 LECTURE HOURS

PREREQUISITE(S): BUS110

This course provides the fundamentals of management and administration for a housekeeping department. Topics include managing resources, administering assets, technical operations, structural planning, large-scale properties, staffing patterns, inventory, materials and supplies, personnel, cost control, and risk management. Upon successful completion of this course, students will be able to explain the elements of effectively managing and scheduling a housekeeping department.

HOS230 HOSPITALITY SPANISH

4.5 CREDIT HOURS/45 LECTURE HOURS

This course covers the basic language skills needed for daily operations with Spanish-speaking employees. Topics include common dialogues, useful phrases, greetings, introductions, vocabulary, pronunciation, and English to Spanish / Spanish to English translations. Upon successful completion of this course, students will be able to communicate effectively using conversational Spanish for hospitality managers.

HOS290 INDUSTRY SEMINAR

6.0 CREDIT HOURS/10 LECTURE HOURS/100 LAB HOURS

PREREQUISITE(S): MUST BE TAKEN IN LAST TERM

This course is the culminating class for the hospitality administration associate's program and provides the opportunity to turn theory into hands-on experience while being supervised by seasoned professionals. Topics include data selection, analysis, decision making, and evaluation of results in complex, realistic situations. Upon successful completion of this course, students will be able to identify, analyze, and resolve open-ended problems related to the field of hospitality administration .

HOS300 INVENTORY AND PLANNING CONTROL

4.5 CREDIT HOURS/45 LECTURE HOURS

PREREQUISITE(S): HOS110

This course presents the fundamentals of inventory planning and the application of control processes used to reduce costs in food and beverage operations. Topics include purchasing and receiving, food and beverage products, controlling revenue, and supervising labor costs. Upon successful completion of this course, students will be able to apply systems that maximize revenue while maintaining value and quality within the organization.



HOS310 LOSS PREVENTION IN HOSPITALITY

4.5 CREDIT HOURS/45 LECTURE HOURS

PREREQUISITE(S): HOS130

This course provides an overview of loss prevention issues in the hospitality industry. Topics include risk management, security, internal theft prevention and controls, safety concerns, negligence and reasonable care. Upon successful completion of this course, students will be able to identify, evaluate, manage and avoid the risks that have a critical impact in the hospitality arena.

HOS320 MARKETING IN THE HOSPITALITY INDUSTRY

4.5 CREDIT HOURS/45 LECTURE HOURS

PREREQUISITE(S): MKT100

This course presents the principles of marketing for a constantly changing consumer public in the hospitality field. Topics include evaluating the marketplace, marketing methodologies, public relations, packaging, pricing, consumer law, budgets, and the use of electronic media. Upon successful completion of this course, students will be able to create basic strategies for targeting, positioning, and planning an effective marketing campaign.

HOS330 CONFERENCE SERVICES

4.5 CREDIT HOURS/45 LECTURE HOURS

PREREQUISITE(S): HOS130

This course covers the components and scope of convention services and event planning. Topics include meeting planning, maximization of space, conference configuration, functional materials, contracts, and closing the sale. Upon successful completion of this course, students will be able to articulate the key components of convention services and formulate a basic event plan.

HOS400 HOSPITALITY FINANCIAL MANAGEMENT

4.5 CREDIT HOURS/45 LECTURE HOURS

PREREQUISITE(S): ACT120

This course covers the application of financial management within the hospitality industry. Topics include report analysis, internal controls, sales accountability, development techniques, and presentation of budgets and other pertinent reports. Upon successful completion of this course, students will be able to analyze financial data, create a hospitality based budget, and advocate for the importance of budgeting in the hospitality arena.

HOS410 HOSPITALITY LAW

4.5 CREDIT HOURS/45 LECTURE HOURS

PREREQUISITE(S): MGT300

This course covers the legal issues confronted by managers within the hospitality field. Topics include contract law, regulatory considerations, civil rights, guest relations, protection of property, alcohol consumption, licensing, liability, and negligence. Upon successful completion of this course, students will be able to communicate the importance of compliance, identify legal violations, and evaluate appropriate measures needed to avoid litigation against the organization.

HOS430 HOSPITALITY ACCOUNTING

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): ACT120

This course presents the theory and practice of basic hospitality based accounting. Topics include business transactions, balance worksheets, accounting cycles, ledgers, and payroll. Upon successful completion of this course, students will be able to identify elements of cash flow and prepare journals, ledger entries, and evaluate accounting information and transactions.

HOS460 HOSPITALITY INFORMATION SYSTEMS

3.5 CREDIT HOURS/25 LECTURE HOURS/10 LAB HOURS

PREREQUISITE(S): CA201

This course examines some of the technology-based systems typically used in the hospitality industry. Topics include management systems such as global distribution systems, yield management, property management, food service, club management, and scheduling software. Upon successful completion of this course, students will be able to identify and analyze the appropriate tool to solve a hospitality-related problem.

HOS490 ADVANCED INDUSTRY SEMINAR

6.0 CREDIT HOURS/10 LECTURE HOURS/100 LAB HOURS

PREREQUISITE(S): MUST BE TAKEN IN LAST TERM

This course is the culminating class for the hospitality administration bachelor's program and provides the opportunity to turn theory into hands-on experience while being supervised by seasoned professionals. Topics include data selection, analysis, decision making, and evaluation of results in complex, realistic situations. Upon successful completion of this course, students will be able to identify, analyze, and resolve open-ended problems related to the field of hospitality administration.

HUM180 ETHICAL AND CRITICAL THINKING

3.5 CREDIT HOURS/35 LECTURE HOURS

This course covers the principles and applications of ethical and critical thinking. Topics include argument construction and analysis, inductive and deductive reasoning, logical fallacies, perception, moral approaches, and social responsibility. Upon successful completion of this course, students will be able to analyze ethical issues, evaluate and clarify their own thinking, create sound and valid arguments, and effectively weigh the arguments of others.

HUM250 HUMANITIES

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): ENG221

This course explores the foundations and development of Western culture from its origins in the ancient Near East to modern Western civilization. Topics include cultural history, philosophy, religion, literature, art, and music. Upon successful completion of this course, students will be able to identify influential figures and events, appreciate and discuss well-known works of art and thought, and recognize and analyze significant movements and genres in Western culture.

ICB115 MEDICAID/TRICARE REIMBURSEMENT

4.0 CREDIT HOURS / 40 LECTURE HOURS

CO-REQUISITE(S): LAB115

This course covers professional conduct, record keeping, and Medicaid and Tricare reimbursement. Topics include, receiving phone calls, typing letters, reading and interpreting charts, standard filing methods, manuscript preparation, HIPAA guidelines, basic pharmacology, and ICD-9, HCPCS and CPT codes for Medicaid and Tricare guidelines. Upon completion of this course, students should be able to complete patient registration, interpret handwritten notes and reports, identify Medicaid and Tricare guidelines, complete insurance claim forms properly, and communicate professionally in a variety of medical situations.

ICB125 COMMERCIAL INSURANCE AND MANAGED CARE

4.0 CREDIT HOURS / 40 LECTURE HOURS

CO-REQUISITE(S): LAB125

This course covers professional conduct, record keeping, commercial insurance, and managed care. Topics include receiving phone calls, typing letters, reading and interpreting charts, standard filing methods, manuscript preparation, HIPAA guidelines, basic pharmacology, and ICD-9, ICD-10, and CPT codes. Upon completion of this course, students should be able to complete patient registration, interpret handwritten notes and reports, identify HIPAA guidelines, complete insurance claim forms properly, and communicate professionally in a variety of medical situations.

ICB130 MEDICAL INSURANCE AND BILLING

4.0 CREDIT HOURS / 40 LECTURE HOURS

CO-REQUISITE(S): LAB130, MTH090 IF INDICATED BY PLACEMENT SCORES

This course familiarizes students with the financial management of the medical office. Topics include bookkeeping, accounting, insurance coding, claim handling, billing, and collections. Upon completion of this course, students should be able to perform bookkeeping procedures, apply accounting principles, and process insurance claims.

ICB135 MEDICARE REIMBURSEMENT

4.0 CREDIT HOURS / 40 LECTURE HOURS

CO-REQUISITE(S): LAB135

This course provides skills in professional conduct, records management, and billing procedures according to Medicare standards. Topics include ICD-9, ICD-10, CPT, and HCPCS coding, appropriate modifiers, patient record abstracts and analysis, Medicare guidelines, and computer data entry. Upon completion of this course, students should be able to code accurately according to ICD-9, ICD-10, CPT, and HCPCS coding standards.

ICB145 ADMINISTRATIVE PROCESSES

4.0 CREDIT HOURS / 40 LECTURE HOURS

PREREQUISITE(S): ENG090, ENG091 IF INDICATED BY PLACEMENT SCORES
CO-REQUISITE(S): LAB145

This course covers completing and following up on insurance claims, record keeping and utilizing proper communication tools. Topics include record keeping, closing files, collection strategies, customer service skills, claim denial, insurance fraud, and oral and written communication. Upon completion of this course, students should be able to abstract information from documentation to fill out forms, troubleshoot denied insurance claims, detect potential insurance fraud, and provide professional customer service.

ICB299 EXTERNSHIP

6.0 CREDIT HOURS/10 LECTURE HOURS, 150 EXTERNSHIP HOURS

PREREQUISITES: MUST BE TAKEN IN STUDENT'S LAST TERM

In this course students practice coding and billing principles at a health care facility. Students will be expected to demonstrate the skills they learned in previous coursework. Upon completion of this course, students should be able to successfully enter the insurance coding and billing workforce.

INT100 DESIGN THEORY

3.0 CREDIT HOURS/25 LECTURE HOURS/10 LAB HOURS

This course introduces design theory as applied to interior spaces. Topics include the elements and principles of design. Upon successful completion of this course, students will be able to apply the elements and principles of design to develop successful concepts while comprehending the creative process.

INT101 COLOR THEORY FOR INTERIORS

6.0 CREDIT HOURS/20 LECTURE HOURS/80 LAB HOURS

This course covers the principles of color as it relates to interior environments. Topics include color relationships, composition, the psychology of color, and color order systems. Upon successful completion of this course, students will be able to apply color theory and concepts to produce effective color presentations.

INT102 HISTORY AND THEORY OF HUMAN ENVIRONMENTS

6.0 CREDIT HOURS/20 LECTURE HOURS/80 LAB HOURS

This course provides an overview of human environments. Topics include the history of architectural and interior designs, ergonomics, and anthropometrics. Upon successful completion of this course, students will be able to extract historical themes and design concepts and apply them to the design of a spatial environment.

INT110 INTERIOR DRAWING AND PERSPECTIVE

6.0 CREDIT HOURS/20 LECTURE HOURS/80 LAB HOURS

This course introduces drawing techniques necessary for effective visual communication. Topics include perspective theory and rendering techniques. Upon successful completion of this course, students will be able to produce freehand sketches and interior perspective drawings, and render material texture and depth.

INT200 INTERIOR FINISHES

6.0 CREDIT HOURS/20 LECTURE HOURS/80 LAB HOURS

PREREQUISITE(S): INT101 OR INT102

This course provides an overview of interior finishes. Topics include ceiling, wall, and floor finishes; window coverings, moldings, textiles, and other surfaces. Upon successful completion of this course, students will be able to specify interior finishes, assemble sample boards, and establish contacts with related manufacturers.

INT210 INTERIOR FURNISHINGS

6.0 CREDIT HOURS/20 LECTURE HOURS/80 LAB HOURS

PREREQUISITE(S): INT101 OR INT102

This course focuses on furnishings used in Interior Design. Topics include furniture, appliances, art work, and decor. Upon successful completion of this course, students will be able to combine individual elements to make a harmonious environment.

INT315 LIGHTING

6.0 CREDIT HOURS/20 LECTURE HOURS/80 LAB HOURS

PREREQUISITE(S): CD121, INT100

This course covers the knowledge, theory, and skills associated with lighting design. Topics include the artistic and technical aspects of lighting design for residential and commercial interior spaces. Upon successful completion of this course, students will be able to prepare designs and documents incorporating light to enhance spaces.

INT306 SPACE PLANNING

6.0 CREDIT HOURS/20 LECTURE HOURS/80 LAB HOURS

PREREQUISITE(S): CD121 AND INT101 OR INT102

This course covers the knowledge, theory, and skills associated with space planning. Topics include relationship diagrams, preliminary block plans, matrices, and their connection to the building shell and support systems. Upon successful completion of this course, students will be able to produce a functional space plan that incorporates functional and economic considerations while meeting local and national building codes.



INT310 RESIDENTIAL INTERIORS

6.0 CREDIT HOURS/20 LECTURE HOURS/80 LAB HOURS

PREREQUISITE(S): CD121, INT100

This course focuses on residential interior designs. Topics include methodology, relating to the architect's building design, sustainable design as well as kitchen and bath design trends. Upon successful completion of this course, students will be able to establish a complete residential interior design concept for a range of economic possibilities.

INT320 COMMERCIAL INTERIORS

6.0 CREDIT HOURS/20 LECTURE HOURS/80 LAB HOURS

PREREQUISITE(S): CD121, INT100

This course focuses on commercial interior designs. Topics include methodology, space planning, relating to the architect's building design, sustainable design, and building codes. Upon successful completion of this course, students will be able to establish a complete commercial interior design concept for a range of economic possibilities.

INT400 PROFESSIONAL ETHICS AND PRACTICE

3.5 CREDIT HOURS/35 LECTURE HOURS/0 LAB HOURS

PREREQUISITE(S): INT310 OR INT320

This course focuses on business practices and ethics as they relate to interior designers. Topics include legal, financial, management, marketing, and ethical issues within the interior design industry. Upon successful completion of this course, students will have developed an appreciation for ethics and be able to market their personal skills and write contracts in a professional manner based on industry standards.

INT410 RESIDENTIAL INTERIOR DESIGN STUDIO

6.0 CREDIT HOURS/20 LECTURE HOURS/80 LAB HOURS

PREREQUISITE(S): INT310 OR INT320

This course develops advanced and comprehensive interior design concepts for a residential project. Topics include overall spatial concepts, advanced interior design and detailing including lighting, furnishings, fixtures and decor. Upon successful completion of this course, students will be able to produce a set of drawings including details and presentation boards.

INT420 COMMERCIAL INTERIOR DESIGN STUDIO

6.0 CREDIT HOURS/20 LECTURE HOURS/80 LAB HOURS

PREREQUISITE(S): INT310 OR INT320

This course develops advanced and comprehensive interior design concepts for a commercial project. Topics include overall spatial concepts, advanced interior design and detailing including lighting, furnishings, fixtures and decor. Upon successful completion of this course, students will be able to produce a set of drawings including details and presentation boards.

LAB115 MEDICAID/TRICARE REIMBURSEMENT LAB

2.0 CREDIT HOURS / 40 LAB HOURS

CO-REQUISITE(S): ICB115

This course allows students to practice the skills learned in ICB115. Upon completion of this course, students should be able to assign codes accurately according to Medicaid and Tricare standards, apply I0-key techniques, complete insurance claims forms properly, interpret information in medical reports, and apply appropriate modifiers to codes.

LAB125 COMMERCIAL INSURANCE AND MANAGED CARE LAB

2.0 CREDIT HOURS / 40 LAB HOURS

CO-REQUISITE(S): ICB125

This course allows students to practice the skills learned in ICB125. Upon completion of this course, students should be able to assign codes accurately according to commercial insurance and managed care standards, apply I0-key techniques, complete insurance claims forms properly, interpret information in medical reports, and apply appropriate modifiers to codes.

LAB130 BILLING ADMINISTRATIVE LAB

2.0 CREDIT HOURS / 40 LAB HOURS

CO-REQUISITE(S): ICB130

This course allows students to practice the skills learned in ICB130. Upon completion of this course, students should be able to perform billing and collection procedures, apply managed care policies and third party guidelines, obtain referrals and precertifications, perform coding, complete insurance claim forms, and prepare accounting entries.

LAB135 MEDICARE REIMBURSEMENT LAB

2.0 CREDIT HOURS / 40 LAB HOURS

CO-REQUISITE(S): ICB135

This course allows students to practice the skills learned in ICB135. Upon completion of this course, students should be able to assign codes accurately according to Medicare standards, apply I0-key techniques, abstract and analyze information from patient records, complete insurance claims forms properly, and apply appropriate modifiers to codes.

LAB145 ADMINISTRATIVE PROCESSES LAB

2.0 CREDIT HOURS / 40 LAB HOURS

CO-REQUISITE(S): ICB145

This course allows students to practice the skills learned in ICB145. Upon completion of this course, students should be able to apply coding and billing applications to health care reimbursement, abstract information from patient files to fill out forms, troubleshoot and follow up on denied insurance claims, maintain patient records, close files, trace delinquent accounts, and provide appropriate written documentation and oral communication.

LIT301 INTRODUCTION TO LITERATURE

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): ENG221

This course introduces students to the literary genres of fiction, poetry, and drama. Topics include literary terminology, criticism, forms, elements, themes, and major works and authors within these genres. Upon successful completion of this course, students will be able to actively read, appreciate, analyze, and respond to works of literature.

LIT413 CONTEMPORARY LITERATURE

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): LIT301

The course presents an overview of short stories, novels, poetry, and drama from the latter half of the twentieth century to the present. Topics include the use of language, composition, and characterization. Upon successful completion of this course, students will be able to identify major authors and analyze significant literary works of the period.

LIT415 SCIENCE FICTION AND FANTASY

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): LIT301

This course covers the genres of science fiction and fantasy. Topics include the use of language, composition, and characterization within different forms of science fiction and fantasy. Upon successful completion of this course, students will be able to identify major authors and analyze significant works of science fiction and fantasy.

LIT417 LITERATURE AND FILM

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): LIT301

This course explores the relationship between film and literature. Topics include narrative techniques and the differences between the media. Upon successful completion of this course, students will be able to identify the narrative techniques used in film and literature, and compare and analyze the two formats.

MA200 PRINCIPLES OF PATIENT CARE

5.0 CREDIT HOURS/20 LECTURE HOURS/60 LAB HOURS

This course introduces the clinical skills necessary to be an active member of a medical team. Topics include an introduction to infection control, vital signs and anthropometric measurements, medical emergencies, SOAP and POMR charting, therapeutic modalities, and methods of examination. Upon successful completion of this course, students will be able to demonstrate knowledge of medical asepsis, administer basic first aid, assess vital signs, prepare and educate patients, and create appropriate documentation. Healthcare provider CPR/AED certification is included.

MA210 MINOR SURGICAL PROCEDURES

3.5 CREDIT HOURS/20 LECTURE HOURS/30 LAB HOURS

PREREQUISITE(S): MA200

This course provides the framework for minor surgical procedures. Topics include sanitation and sterilization methods, surgical instruments, surgery routines, suture care, and postoperative care instructions. Upon successful completion of this course, students will be able to demonstrate competence in surgical asepsis, use surgical instruments appropriately, and prepare and assist patients for minor surgical procedures.

MA220 SPECIALTY MEDICAL PROCEDURES

5.0 CREDIT HOURS/20 LECTURE HOURS/60 LAB HOURS

PREREQUISITE(S): MA200

This course introduces various specialty exams and covers advanced-level office procedures. Topics include electrocardiography, spirometry, basic principles of radiology, diagnostic testing, microbiology, OB/GYN, geriatrics, pediatrics, ENT, and urology. Upon successful completion of this course, students will be able to demonstrate competency in urinalysis, ECG testing, throat and wound cultures, and assisting and preparing patients for specialty exams.

MA230 PHARMACOLOGY

3.5 CREDIT HOURS/20 LECTURE HOURS/30 LAB HOURS

PREREQUISITE(S): HCl 10, MA200 AND MTH091 IF INDICATED BY PLACEMENT SCORES

This course covers terminology and abbreviations of medications as well as the proper identifications, purposes, and policies relative to prescription drugs. Topics include medication names, prescriptions, dosage calculations, FDA and state laws, IV theory, and use of the PDR. Upon successful completion of this course, students will be able to demonstrate working knowledge of the

legal aspects of administering medications, properly calculate medication dosages, and administer various injections.

MA240 PHLEBOTOMY

5.0 CREDIT HOURS/20 LECTURE HOURS/60 LAB HOURS

PREREQUISITE(S): HCl 10, MA200

This course explores basic invasive procedures. Topics include needle types, the order of draw, hematology, chemistry, and basic blood testing. Upon successful completion of this course, students will be able to perform phlebotomy procedures using the evacuated tube, syringe, and butterfly methods. In addition, students will be able to perform hematology and chemistry testing such as glucose screening, ESR, HCT, infectious mononucleosis, and blood typing, and properly complete laboratory requisition forms.

MA250 MEDICAL ASSISTING REVIEW

3.0 CREDIT HOURS/20 LECTURE HOURS/20 LAB HOURS

PREREQUISITE(S): ALL MA CLINICAL COURSES MUST BE COMPLETED

This course provides a final review of the knowledge and skills learned throughout the program. Topics include a supervisory skill review and preparation for the national certification exam. Upon successful completion of this course, students will be able to demonstrate competency in general, clinical, and administrative skills.

MA299 EXTERNSHIP

5.5 CREDIT HOURS/165 EXTERNSHIP HOURS

PREREQUISITE(S): MUST BE TAKEN IN LAST TERM

This course provides an opportunity to incorporate knowledge and skills acquired during coursework into an actual clinical environment through non-paid training under the guidance of experienced professionals. Upon successful completion of this course, students will be prepared to successfully enter the field of medical assisting.

MCH120 RETAIL MANAGEMENT

3.5 CREDIT HOURS/35 LECTURE HOURS

This course provides an introduction to the world of retail management. Topics include an overview of strategic retail management, types of retail establishments, and location analysis. Upon successful completion of this course, students will be able to describe the dimensions of setting up and running a retail establishment, evaluate a retail strategy, and create a basic multi-dimensional retail strategy.

MCH140 VISUAL MERCHANDISING

3.5 CREDIT HOURS/35 LECTURE HOURS

This course introduces the basic elements of design in contemporary visual merchandising. Topics include exterior and interior display; coordination with other related departments; and the use of color, equipment, lighting, and display materials. Upon successful completion of this course, students will be able to plan, install, and evaluate a merchandising display.

MCH150 RETAIL BUYING

3.5 CREDIT HOURS/35 LECTURE HOURS

This course introduces the basic elements of retail buying. Topics include an analysis of the factors influencing the selection of merchandise and the techniques involved, anticipation of customer demand, and the relationships among participants in the supply chain. Upon successful completion of this course, students will be able to describe the steps and roles in the retailing supply chain; describe and explain the tools used by retail buyers in identifying their purchasing needs and obtaining merchandise; and



explain the role of the retail establishment from planning to receiving, control, and selling of merchandise.

MCH200 FASHION EVENTS AND PROMOTION

3.5 CREDIT HOURS/35 LECTURE HOURS

This course focuses on the process of persuading customers to buy retail merchandise, including the essential aspects needed to plan and execute a fashion event. Topics include the purpose of advertising, fashion events, and promotion; planning and implementing a fashion promotion; budgeting for the promotion; selection of strategies and media; and event evaluation. Upon successful completion of this course, students will be able to plan a fashion event, including documentation and analysis associated with the promotion or event.

MCH280 PORTFOLIO REVIEW

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): PROGRAM DIRECTOR'S PERMISSION

This course provides the guidelines for creating a portfolio as well as polishing their presentation skills. Topics include selection and refinement of portfolio items, the role of the portfolios in a successful job search, and skills related to portfolio presentation. Upon successful completion of this course, students will be able to prepare and present their portfolios in a professional manner.

MCH320 MERCHANDISING PLANNING AND CONTROL

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): MTH107 OR MTH110

This course introduces the critical function of inventory management. Topics include principles of planning and control for inventory; typical merchandising problems and the basic tools, formulas and calculations used to solve problems; and the concepts beyond pricing. Upon successful completion of this course, students will be able to analyze and solve everyday problems of planning and control and to use retail technologies to track the merchandising process.

MCH480 MERCHANDISING SEMINAR

7.0 CREDIT HOURS/35 LECTURE HOURS/70 LAB HOURS

PREREQUISITE(S): UPPER-DIVISION STATUS

This course is the culminating class for the merchandising program. Topics include data selection, analysis, decision making and evaluation of results in complex, realistic situations. Upon successful completion of this course, students will be able to identify, analyze, and resolve open-ended problems related to the merchandising field.

MGT100 PRINCIPLES OF MANAGEMENT

3.5 CREDIT HOURS/35 LECTURE HOURS

This course presents an overview of the various principles of management. Topics include planning, decision making, developing organizational structures, and managing performance. Upon successful completion of this course, students will be able to describe the functions and roles of management.

MGT210 CONFLICT MANAGEMENT

3.5 CREDIT HOURS/35 LECTURE HOURS

This course explores the various dynamics found in workplace conflict with a focus on resolution techniques. Topics include attitudes, self-esteem, anger, decision-making, and conflict management strategies. Upon successful completion of this course, students will be able to implement a framework for successfully resolving conflicts in the workplace.

MGT220 STRESS MANAGEMENT

3.5 CREDIT HOURS/35 LECTURE HOURS

This course is designed to explore factors that contribute to workplace stress with a focus on stress management techniques. Topics include contemporary stressors, the effects of stress, relaxation techniques, and physiological interventions. Upon successful completion of this course, students will be able to implement strategies for managing workplace stress.

MGT230 PRINCIPLES OF SMALL BUSINESS MANAGEMENT

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): MGT100

This course provides an overview of small business ownership and management. Topics include new ventures, buyouts of an existing business, franchises, financing, accounting, and marketing. Upon successful completion of this course, students will be able to describe the resources needed to start or acquire a small business and the elements of managing a small business.

MGT300 LEADERSHIP AND MANAGERIAL DECISION MAKING

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): MGT100

This course provides a framework of leadership and decision making. Topics include psychology of decision making, decision making techniques, leadership, and the impact of leadership and decision making on organizations. Upon successful completion of this course, students will be able to identify leadership models and apply effective decision making approaches to real-world business situations.

MGT310 PROJECT MANAGEMENT

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): BUS100

This course covers project management tools. Topics include starting a project, establishing goals, and staying within cost and time parameters. Upon successful completion of this course, students will be able to effectively implement project management skills in real-world project assignments.

MGT320 CHANGE MANAGEMENT

3.5 CREDIT HOURS/35 LECTURE HOURS

This course introduces the concepts of change management. Topics include resistance, creating a culture of change, and changes in the workplace. Upon successful completion of this course, students will be able to investigate the impact of a change management plan on the long-term viability and success of an organization.

MGT330 MANAGERIAL COMMUNICATIONS

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): COM112

This course examines the principles of management-level communications. Topics include the managerial communication process, the role of technology in communication, writing management reports and proposals, managerial listening and negotiations, managing meetings, and making formal presentations. Upon successful completion of this course, students will be able to analyze a communication process; write a management report or proposal; facilitate an effective meeting; and design, make, and evaluate a formal presentation.

MGT350 PURCHASING AND SUPPLY MANAGEMENT

3.5 CREDIT HOURS/35 LECTURE HOURS

This course describes the concepts of purchasing and supply management in business today. Topics include a description of the

purchasing and supply management function in organizations, relationship management, and supplier negotiations. Upon successful completion of this course, students will be able to explain the typical organization and competencies associated with the purchasing function, assess a purchase order agreement, and negotiate a vendor relationship.

MGT360 INTERNAL CONTROL AND ENTERPRISE RISK MANAGEMENT

3.5 CREDIT HOURS/35 LECTURE HOURS

This course covers internal control and fraud prevention procedures based on the current legislative environment. Topics include an overview of the history of management's role in fostering and developing ethical environments, methods for evaluating the current state of an organization's internal control and processes, and methods for meeting compliance with the Sarbanes Oxley (SOX) Act of 2002. Upon successful completion of this course, students will be able to create business processes that are Sarbanes Oxley compliant.

MGT400 OPERATIONS MANAGEMENT

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): MGT100

This course surveys operations management principles. Topics include operations strategy, process design, forecasting, inventory management, scheduling, and quality management. Upon successful completion of this course, students will be able to formulate an operation strategy and apply it to a business situation.

MGT410 PRINCIPLES OF SUPERVISION

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): MGT100

This course covers the role of supervisor. Topics include planning, organizing, staffing, employee development, conflict, discipline, and labor relations. Upon successful completion of this course, students will be able to analyze a complex workplace situation and recommend approaches that support efficient and effective solutions.

MGT450 MANAGING ACROSS CULTURES

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): BUS320

This course presents essential concepts for cross-cultural effectiveness in management. Topics include communication, cross cultural effectiveness, managing transitions, and managing performance of a diverse employee base on a global scale. Upon successful completion of this course, students will be able to analyze a complex multi-cultural workplace situation, recommend non-biased, non-sexist, multicultural approaches, and justify how the approaches support an effective and productive workplace.

MGT460 STRATEGIC MANAGEMENT

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): MGT100

This course surveys business strategy and related management principles. Topics include strategic management and competitiveness, internal and external environmental scanning, strategy formulation and implementation. Upon successful completion of this course, students will be able to formulate a strategic action plan focused on effective implementation for desired results.

MGT480 MANAGEMENT SEMINAR

3.5 CREDIT HOURS/35 LECTURE HOURS/70 LAB HOURS

PREREQUISITE(S): UPPER-DIVISION STATUS

This course is the culminating class for the management program.

Topics include data selection, analysis, decision making and evaluation of results in complex, realistic situations. Upon successful completion of this course, students will be able to identify, analyze, and resolve open-ended problems related to the management field.

MGT500 LEADERSHIP AND ORGANIZATIONAL BEHAVIOR

4.5 CREDIT HOURS/45 LECTURE HOURS

This course provides an in-depth and advanced view of the principles of leadership and organizational behavior. Topics covered include leadership, motivation, change management, power, politics, organizational structures, and organizational design. Upon successful completion of this course, students will be able to analyze a complex organization to determine the key leadership qualities and their impact on organizational behavior.

MGT510 OPERATIONS MANAGEMENT

4.5 CREDIT HOURS/45 LECTURE HOURS

This course provides a practical approach to operations management. Topics include forecasting, system design, quality, supply chain management, inventory management and scheduling, project management and management of waiting lines. Upon successful completion of this course, students will be able to analyze a complex operations system to determine how resources are converted into goods and services, and to evaluate the interrelation of the internal systems.

MGT550 MANAGERIAL COMMUNICATIONS

4.5 CREDIT HOURS/45 LECTURE HOURS

This course provides detailed insight into the principles and techniques associated with good communication. Topics include both internal and external communication, email, report writing, oral presentations, group work, and effective meetings. Upon successful completion of this course, students will be able to assess a series of managerial communications to both internal and external constituencies, and evaluate the effectiveness and professionalism of the communications. In addition, students should demonstrate effective and professional communication during the course.

MGT600 BUSINESS PLANNING SEMINAR I

4.5 CREDIT HOURS/45 LECTURE HOURS

PREREQUISITE(S): CORE MANAGEMENT COURSES

This course, in conjunction with MGT610 Business Planning Seminar II, is designed to be a culminating capstone for the MBA program. Topics include business plans and raising capital. Upon successful completion of this course, students working in teams will be able to research, develop a draft for, and present a written business plan for a start-up business.

MGT610 BUSINESS PLANNING SEMINAR II

4.5 CREDIT HOURS/45 LECTURE HOURS

PREREQUISITE(S): MGT600

This course builds on MGT600 Business Planning Seminar I as a culminating capstone for the MBA program. Upon successful completion of this course, students working in teams will be able to complete and present a written business plan for a start-up business.

MGT650 LEGAL AND ETHICAL ASPECTS OF BUSINESS

4.5 CREDIT HOURS/45 LECTURE HOURS

PREREQUISITE(S): CORE MANAGEMENT COURSES

This course provides an in-depth look at the legal and ethical aspects of business. Topics covered include governmental regulation, impacts of e-business, employment law, financial disclosure, consumer protection, contracts, and the ethical



responsibilities of business. Upon successful completion of this course, students will be able to analyze a complex management situation, apply legal and ethical principles to addressing and resolving the situation, and justify their chosen approach.

MGT660 BUSINESS POLICY AND STRATEGIC MANAGEMENT

4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): MGT650

This course provides a detailed look at how businesses make strategic and business policy decisions. Topics covered include mission, vision, strategy, SWOT analysis, management, implementation, and evaluation of corporate resources. Upon successful completion of this course, students will be able to apply theories and concepts learned in the course to analyze a complex business issue, develop a business strategy to address the issue, and create policies to support the strategy.

MKT100 PRINCIPLES OF MARKETING

3.5 CREDIT HOURS/35 LECTURE HOURS

This course introduces the basic elements of marketing. Topics include marketing channels, business-to-business and business-to-consumer communication, marketing theory, planning, and implementation. Upon successful completion of the course, students will be able to describe how the marketing process works in a given business realm, and explain the impact of the marketing process on the success of the business.

MKT210 CUSTOMER SERVICE

3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): MKT100

This course surveys the fundamentals of customer relations and rapport. Topics include defining customer relations, establishing employee accountability, promoting a “customer first” attitude, integrating new technologies, and handling customer complaints. Upon successful completion of this course, students will be able to identify communication that promotes good customer relations and demonstrate complaint resolution techniques.

MKT300 PRINCIPLES OF ADVERTISING

3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): MKT100

This course defines effective advertising principles and practices that cut through the message clutter that exists today. Topics include what makes an ad memorable, the use of humor, tapping into consumer motivation, and the use of celebrity endorsement. Upon successful completion of this course, students will be able to assess the effectiveness of an ad campaign.

MKT310 CONSUMER BEHAVIOR

3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): MKT100

This course describes the process of how consumers make buying decisions. Topics include a variety of factors influencing consumer behavior, such as the psychology, motivation, exposure, attention, perception, knowledge, attitude formation, memory and retrieval, judgment, and decision making. Upon successful completion of this course, students will be able to provide examples of how knowledge of consumer behavior is used to influence marketing, advertising, promotion, and direct sales.

MKT320 INTEGRATED MARKETING COMMUNICATIONS

3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): MKT100

This course emphasizes the value of integrating various communication tools such as public relations, promotion, advertising and direct marketing to satisfy strategic business objectives. Topics include stakeholder analysis, target identification, customer value, and message consistency. Upon successful completion of this course, students will be able to develop a marketing communications package including use of a variety of integrated tools that support given strategic business objectives.

MKT340 SERVICES MARKETING

3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): MKT100

This course provides information on how to effectively market services rather than goods. Topics include contact point identification, framing service experiences, developing effective service marketing strategies, creating value, pricing, and promotion. Upon successful completion of this course, students will be able to create a marketing plan that effectively positions services in a competitive environment.

MKT400 STRATEGIC MARKETING MANAGEMENT

3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): MTH340, MKT100

This course covers concepts in strategic marketing management. Topics include environmental scanning, best practices in marketing, market research, analysis and evaluation, product development and distribution, integrating marketing communications, pricing, and the future of marketing. Upon successful completion of this course, students will be able to plan a marketing strategy.

MKT480 MARKETING SEMINAR

7.0 CREDIT HOURS/35 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): UPPER-DIVISION STATUS

This course is the culminating class for the marketing program. Topics include data selection, analysis, decision making and evaluation of results in complex, realistic situations. Upon successful completion of this course, students will be able to research, identify, analyze, and resolve open-ended problems related to the marketing field.

MKT500 MARKETING MANAGEMENT AND E-COMMERCE

4.5 CREDIT HOURS/45 LECTURE HOURS

This course provides an in-depth view of marketing principles and functions in the 21st century economy. Topics covered include market segmentation, targeting, positioning, pricing, distribution, and new product development. Emphasis is placed on applying these concepts to the e-business framework. Upon successful completion of this course, students will be able to organize the marketing function and design, implement, and evaluate a comprehensive marketing plan for an e-business enterprise.

MKT600 MARKETING RESEARCH

4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): CORE MANAGEMENT COURSES

This course provides insight into the methods and techniques used to conduct market research and gather market intelligence. Topics covered include information gathering, market research techniques, data interpretation, and decision making. Upon successful completion of this course, students will be able to identify a consumer, industrial, or international market and design, implement, and evaluate a comprehensive market research plan.

MKT610 ADVERTISING AND SALES

4.5 CREDIT HOURS/45 LECTURE HOURS

PREREQUISITE(S): MKT600

This course provides a detailed look into the advertising and sales management functions. Topics covered include sales promotions, public relations, media selection, sales monitoring, forecasting, compensation plans, and evaluation of results. Upon successful completion of this course, students will be able to design, implement, and evaluate a comprehensive advertising and sales plan for a dynamic business market.

MTH090 PRE-ALGEBRA I

3.5 CREDIT HOURS/35 LECTURE HOURS

This course covers the fundamental operations of pre-algebra. Topics include whole numbers, fractions, decimals, and percentages. Upon successful completion of this course, students will be able to solve problems using the fundamental operations.

MTH091 PRE-ALGEBRA II

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): MTH090 IF INDICATED BY PLACEMENT SCORES

This course continues to cover the operations for pre-algebra. Topics include the real number system, exponents, order of operations, proportions, percents, applying formulas, and solving basic equations. Upon successful completion of this course, students will be equipped with the foundational tools of algebra.

MTH097 ELEMENTARY ALGEBRA

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): MTH091 IF INDICATED BY PLACEMENT SCORES

This course provides the basic tools of algebra. Topics include algebraic expressions including integer exponents and properties of real numbers, linear equations and inequalities, simplifying polynomials, and coordinate geometry. Upon successful completion of this course, students will be able to apply the basic rules of algebra to solve real-world problems.

MTH107 COLLEGE MATHEMATICS

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): MTH091 IF INDICATED BY PLACEMENT SCORES

This course develops problem-solving and decision-making strategies using mathematical tools from arithmetic, algebra, geometry, and statistics. Topics include consumer mathematics, key concepts in statistics and probability, sets of numbers, and geometry. Upon successful completion of this course, students will be able to apply mathematical tools and methods to solve real-world problems.

MTH170 COLLEGE ALGEBRA I

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): MTH097 IF INDICATED BY PLACEMENT SCORES

This course provides intermediate algebra skills. Topics include factoring polynomials, graphing and interpreting linear and nonlinear equations, solving linear systems of equations and quadratic equations, and performing basic operations with functions. Upon successful completion of this course, students will be able to use the rules of algebra to solve applied problems.

MTH211 GEOMETRY

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): MTH170

PREREQUISITE(S) (ILLINOIS ONLY): MTH111

This course introduces the basics of Euclidean geometry. Topics include elementary proofs, basic constructions of geometric

figures, and computations involving lines, angles, polygons, and polyhedra. Upon successful completion of this course, students will be able to recognize and analyze geometric figures within a given context.

MTH221 TRIGONOMETRY

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): MTH170

PREREQUISITE(S) (ILLINOIS ONLY): MTH111

This course introduces trigonometric functions and applications. Topics include conversions between degree and radian measurements, solving right and oblique triangles, graphing trigonometric functions, and trigonometric identities. Upon successful completion of this course, students will be able to use trigonometry to solve real-world problems.

MTH270 COLLEGE ALGEBRA II

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): MTH170

This course focuses on providing the mathematical tools for advanced mathematical topics. Topics include logarithms and exponential equations, simplifying and graphing rational expressions and equations, function composition and inverses, and conic sections. Upon successful completion of this course, students will be able to utilize these topics to solve problems found in algebra, economics, computing, and the natural and physical sciences.

MTH331 CALCULUS I

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): MTH221, MTH270

This course presents an introduction to differential calculus. Topics include determining limits and continuity of functions, finding and evaluating derivatives of various functions, and determining the concavity and extrema of functions along an interval. Upon successful completion of this course, students will be able to join their knowledge of algebra with calculus to solve a variety of problems in mathematics, finance, and the natural sciences.

MTH332 CALCULUS II

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): MTH331

This course is a continuation of Calculus I. Topics include a review of derivatives, techniques and applications of integration, transcendental functions, infinite series, as well as an introduction to differential equations. Upon successful completion of this course, students will be able to apply these concepts to the fields of economics, business, physics, and computer science.

MTH333 DISCRETE MATHEMATICS

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): MTH270

This course introduces the concepts of discrete mathematics. Topics include Boolean algebra, proof techniques, set functions, and various types of logic. Upon successful completion of this course, students will be able to incorporate decision-making processes in the fields of computer science and other real-world applications.

MTH340 INTRODUCTION TO STATISTICS

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): MTH107 OR MTH170

PREREQUISITE(S) (ILLINOIS ONLY): MTH107 OR MTH110

This course introduces basic concepts in statistics with emphasis on quantitative analysis. Topics include measures of center and



variation, applications of normal distribution, interpretations of correlation coefficients, analyzing and graphing linear regression models and fundamentals of probability. Upon successful completion of this course, students will be able to analyze real-world data, interpret graphs, create simple linear regression models, and form valid conclusions on the basis of such analysis.

MTH401 LINEAR ALGEBRA

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): MTH331

This course provides the methods and processes in solving systems of linear equations. Topics include the theory of systems of linear equations, matrices, vectors, determinants, and linear transformations. Upon successful completion of this course, students will have the required skills to apply linear algebra methods in solving natural and social science problems.

NW105 LINUX® OPERATING SYSTEMS

7.0 CREDIT HOURS/35 LECTURE HOURS/70 LAB HOURS

This course introduces basic concepts of Linux operating systems. Topics include file management, user administration, directory structure, processes, and basic system architecture. Upon successful completion of this course, students will be able to log on to a UNIX-style system, navigate the file structure, edit files, and control processes.

NW106 DESKTOP COMPUTING

7.0 CREDIT HOURS/35 LECTURE HOURS/70 LAB HOURS

This course provides an overview of computer hardware, software, and computer terminology. Topics include hardware architecture, component installation, operating system installation, desktop components, and troubleshooting methodologies. Upon successful completion of this course, students will be able to identify and install various computer components, build a computer, install, configure, and support desktop operating systems, and perform basic troubleshooting.

NW110 NETWORK ESSENTIALS

5.0 CREDIT HOURS/30 LECTURE HOURS/40 LAB HOURS

This course introduces the architecture, structure, functions, components, and models of the Internet and other computer networks. It uses the OSI and TCP layered models to examine the nature and roles of protocols and services at the application, network, data link, and physical layers. Topics include the principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations. Upon successful completion of this course, students will be able to build simple local area network (LAN) topologies by applying basic principles of cabling, performing basic configurations of network devices (including routers and switches), and implementing IP addressing schemes.

NW202 MICROSOFT NETWORK OPERATING SYSTEMS

7.0 CREDIT HOURS/35 LECTURE HOURS/70 LAB HOURS

PREREQUISITE(S): NW106

This course introduces Windows network server administration. Topics include Active Directory Services, Microsoft Management Console, system architecture, and other services. Upon successful completion of this course, students will be able to install, administer, and troubleshoot network services.

NW205 ADVANCED SYSTEM ADMINISTRATION WITH DIRECTORY SERVICES

7.0 CREDIT HOURS/35 LECTURE HOURS/70 LAB HOURS

PREREQUISITE(S): NW202

This course covers methods for designing and administering Internet-based services. Topics include security, interoperability, and server operations across a heterogeneous infrastructure. Upon successful completion of this course, students will be able to manage and configure services in an internetworked environment.

NW222 LINUX® SYSTEMS ADMINISTRATION

7.0 CREDIT HOURS/35 LECTURE HOURS/70 LAB HOURS

PREREQUISITE(S): NW105

This course introduces the methods of administering a Linux operating system. Topics covered include network file system, system architecture, and other services. Upon successful completion of this course, students will be able to install, administer, and troubleshoot a Linux operating system.

NW250 ROUTING PROTOCOLS AND CONCEPTS

5.0 CREDIT HOURS/30 LECTURE HOURS/40 LAB HOURS

PREREQUISITE(S): NW110

This course describes the architecture, components, and operation of routers, and explains the principles of routing and routing protocols. Topics include the analysis, configuration, verification, and troubleshooting of both classful and classless routing protocols. Upon successful completion of this course, students will be able to configure a router, manage router operating system software, configure routing protocols, and design and implement security measures.

NW260 LAN SWITCHING

5.0 CREDIT HOURS/30 LECTURE HOURS/40 LAB HOURS

PREREQUISITE(S): NW250

This course focuses on how switches operate and are implemented in the LAN environment for small and large networks. Topics include LAN switch operation, VLAN implementation, Rapid Spanning Tree Protocol (RSTP), VLAN Trunking Protocol (VTP), Inter-VLAN routing, and wireless network operations. Upon successful completion of this course, students will be able to analyze, configure, verify, and troubleshoot VLANs, RSTP, VTP, and wireless networks.

NW270 WAN TECHNOLOGIES

5.0 CREDIT HOURS/30 LECTURE HOURS/40 LAB HOURS

PREREQUISITE(S): NW260

This course introduces user access technologies and devices. Topics include the implementation and configuration of Point-to-Point Protocol (PPP), Point-to-Point Protocol over Ethernet (PPPoE), DSL, and Frame Relay with traffic control and access lists. WAN security concepts, tunneling, and VPN basics are introduced, along with a discussion of the special network services required by converged applications and an introduction to quality of service (QoS). Upon successful completion of this course, students will be able to install and configure WAN technologies.

NW280 WIRELESS TECHNOLOGIES

5.0 CREDIT HOURS/30 LECTURE HOURS/40 LAB HOURS

PREREQUISITE(S): NW260

This course introduces wireless Local Area Networks (LANs) and provides a comprehensive overview of technologies, security, and design. Topics include the design, planning, implementation,

operation, and troubleshooting of wireless LANs. Upon successful completion of this course, students will be able to design and implement a secure wireless LAN.

NW299 CAPSTONE PROJECT

2.0 CREDIT HOURS/5 LECTURE HOURS/30 LAB HOURS
MUST BE TAKEN IN LAST TERM

This course requires the utilization of skills, concepts, and techniques acquired through other courses in the degree program in order to complete a capstone project. Topics include the integration of various concepts into a cogent deliverable. Upon successful completion of this course, students will be able to integrate information from various sources while demonstrating subject knowledge relevant to their degree program.

NW301 TECHNICAL DOCUMENTATION AND PROJECT MANAGEMENT

5.0 CREDIT HOURS/30 LECTURE HOURS/40 LAB HOURS
PREREQUISITE(S): ENG121

This course emphasizes the importance of documentation and the skills necessary to develop relevant, useful technical documentation and project plans. Topics include the documentation process, style and design, digital formats, technical baselines, project management documentation, disaster recovery planning, document archiving, and documentation configuration management. Upon successful completion of this course, students will be able to create technical documents and project plans and value effective documentation for an enterprise environment.

NW306 INTRODUCTION TO NETWORK SECURITY

7.0 CREDIT HOURS/35 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): NW202

This course introduces security concepts as they relate to personal computers in a networked environment. Topics include an introduction to security threats to personal computers, countermeasures, local area network (LAN) security topologies, server security services, network security measures, security protocols, types of firewall security, introduction to dial-up security and virtual private networks, an introduction to public key infrastructure (PKI) and certificate authority functions. Upon successful completion of this course, students will be able to effectively identify potential security risks and take reasonable countermeasures to safeguard personal computers in a networked environment.

NW310 LAN SECURITY

7.0 CREDIT HOURS/35 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): NW222

This course provides an overview, comparison, and analysis of LAN components and security features and costs, including man-hours, product strengths and weaknesses, and risks involved. Topics include an introduction to local area networks (LAN) and components, security features of LAN elements (including hardware such as workstations, servers, printers, modems, faxes, scanners, routers), and software (such as network service, browsers, protocols, and various operating systems and distributions). Upon successful completion of this course, students will be able to identify LAN components and security features of LAN elements, and analyze potential security risks and strengths.

NW315 INTERNET SECURITY

7.0 CREDIT HOURS/35 LECTURE HOURS/70 LAB HOURS

This course covers fundamental network and Internet security concepts in a mixed environment using multiple operating systems. Topics include an introduction to Internet security,

concepts and vulnerabilities, foundations of network security, packet analysis, routing and access control lists (ACL), securing computers, Internet security, and attack techniques. Upon successful completion of this course, students will be able to identify potential Internet security risks and take countermeasures to safeguard personal computers in a networked environment using multiple operating systems.

NW332 DATABASE MANAGEMENT SYSTEM

5.0 CREDIT HOURS/30 LECTURE HOURS/40 LAB HOURS

This course covers the technical skills required to implement a database solution in a client/server database management system. Topics include the three fundamental models – hierarchical, network, and relational – with a focus on relational databases. Upon successful completion of this course, students will be able to administer a database server and operate database client software.

NW355 NETWORK OPERATIONS AND MONITORING

5.0 CREDIT HOURS/30 LECTURE HOURS/40 LAB HOURS

This course introduces the principles, techniques, and tools used for the management of modern networks. Topics include the five major functional areas of network management (FCAPS): Fault management for detecting and responding to fault conditions in the network, Configuration management for configuring the hardware and software on network elements, Accounting management for tracking and logging network usage, Performance management for measuring and controlling network performance, and Security management for securing and controlling access to resources in the network. Upon successful completion of this course, students will be able to operate in an enterprise network management system.

NW380 SECURING BUSINESS APPLICATIONS

7.0 CREDIT HOURS/35 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): NW306

This course introduces the concepts of securing business applications including web, database, email, and other demilitarized zone (DMZ) server services. Topics include writing requests for proposal (RFP) documents, permissions, network services, encryption, DMZ services, database, mail servers, and web hosting. Upon successful completion of this course, students will be able to write an RFP and design security for permissions, network services, encryption, DMZ services, database, mail servers, and web hosting.

NW407 DESIGNING DIRECTORY SERVICES

7.0 CREDIT HOURS/35 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): NW205

This course covers network directory design concepts. Topics include designing directory services infrastructure, creating a domain plan, creating an organizational unit plan, creating a site topology plan, and creating a directory services implementation plan. Upon successful completion of this course, students will be able to assess the impact of directory services on systems and processes, create a modification plan, define naming conventions per X.500 industry standards, design the site topology, and develop the structure of organizational units.

NW421 NETWORK DESIGN AND ANALYSIS

5.0 CREDIT HOURS/30 LECTURE HOURS/40 LAB HOURS
PREREQUISITE(S): NW113 OR NW270

This course addresses the analysis and design of computer and information network systems. Topics include the system development lifecycle, network design, network security and network management. Upon successful completion of this course, students will be able to analyze and design heterogeneous networks that meet a variety of requirements.



NW422 ELECTRONIC MAIL SYSTEMS

7.0 CREDIT HOURS/35 LECTURE HOURS/70 LAB HOURS
 PREREQUISITE(S): NW202, NW222

This course will explore the core components and features of mail clients and servers. Topics include installing mail servers, creating and managing mail components, installing and configuring clients, and managing and utilizing mail services. Upon successful completion of this course, students will be able to install, configure, manage, maintain, and secure a fully-functional mail environment.

NW430 ADVANCED ROUTING

7.0 CREDIT HOURS/35 LECTURE HOURS/70 LAB HOURS
 PREREQUISITE(S): NW270

This course covers advanced routing principles, configuration, and implementation. Topics include configuring scalable IP address solutions, configuring and redistributing between multiple advanced routing protocols, and configuring network access control and traffic management. Upon successful completion of this course, students will be able to select and implement the appropriate routing services needed to design and build scalable, routed internetworks.

NW435 IMPLEMENTING SECURE CONVERGED WIDE-AREA NETWORKS

7.0 CREDIT HOURS/35 LECTURE HOURS/70 LAB HOURS
 PREREQUISITE(S): NW270

This course covers remote access principles, network technologies, configuration and implementation. Topics include modems, Point-to-Point Protocol (PPP), Frame Relay, and Integrated Services Digital Network (ISDN), dial-on-demand routing (DDR), dial backup, asynchronous serial connections, remote connectivity security techniques, address translation (NAT/PAT) and network access control. Upon successful completion of this course, students will be able to design and implement remote access networks.

NW440 MULTILAYER SWITCHING

7.0 CREDIT HOURS/35 LECTURE HOURS/70 LAB HOURS
 PREREQUISITE(S): NW270

This course covers multilayer switching principles, configuration and implementation. Topics include layer 2, 3, and 4 switching and multilayer switching (MLS); virtual LANs (VLANs); routing between VLANs and Route Switch Modules (RSMs); trunking and VLAN Trunking Protocol (VTP); Spanning Tree Protocol (STP) and redundant links; Hot Standby Routing Protocol (HSRP); multicasting; and network access policies and security. Upon successful completion of this course, students will be able to design and configure scalable, multilayer switched networks.

NW445 OPTIMIZED CONVERGED NETWORKS

7.0 CREDIT HOURS/35 LECTURE HOURS/70 LAB HOURS
 PREREQUISITE(S): NW270

This course covers inter-network troubleshooting procedures and principles. Topics include a troubleshooting model, an overview of LAN and WAN protocols, and management and diagnostic tools. Also included is troubleshooting the following technologies: TCP/IP and IPX/SPX, LAN switches and VLANs, Frame Relay and ISDN, and routers. Upon successful completion of this course, students will be able to effectively perform troubleshooting on routed and switched networks.

NW450 IP TELEPHONY

7.0 CREDIT HOURS/35 LECTURE HOURS/70 LAB HOURS
 PREREQUISITE(S): NW445

This course provides an introduction to converged voice and data networks as well as the challenges faced by its various technologies. The course presents Cisco® solutions and implementation considerations to address those challenges. Topics include Cisco® CallManager Express (CME) architecture, components, functionality, and features. Topics also include Voice over IP (VoIP) and Quality of Service (QoS) technologies as applied to the Cisco® CME environment. Upon successful completion of this course, students will be able to implement IP Telephony in a Single Office Home Office (SOHO) environment.

NW480 EMERGING TECHNOLOGIES

5.0 CREDIT HOURS/30 LECTURE HOURS/40 LAB HOURS

This course explores recent advances in high performance computing and computer networks and their impact on work methods and productivity. Topics include new developments in information technology, technology's impact on other converging industries, and the evolutionary nature of technology itself. Upon successful completion of this course, students will be able to evaluate the rapid pace of technology growth and appreciate the need for life-long learning.

NW490 SENIOR SEMINAR

1.0 CREDIT HOURS/5 LECTURE HOURS/10 LAB HOURS
 PREREQUISITE(S): MUST BE TAKEN IN LAST TERM

This course provides the opportunity to develop and conduct an in-depth research project in an area of particular interest in computer networking. Topics include the integration of various concepts into a cogent deliverable designed in collaboration with the instructor. Upon successful completion of this course, students will be able to integrate information from various sources while demonstrating subject knowledge relevant to their degree program.

NW499 PRACTICAL APPLICATIONS IN NETWORK SECURITY

7.0 CREDIT HOURS/35 LECTURE HOURS/70 LAB HOURS
 PREREQUISITE(S): NW310, NW315, NW380

This course covers network security concepts through hands-on practical exercises in a mixed environment using multiple operating systems. Topics include designing and establishing a secure network in a mixed environment, installing and configuring multiple operating systems, designing and configuring firewalls, virtual private networks (VPN), and intrusion detection systems (IDS), analyzing intrusion signatures, performing a risk analysis, developing a security policy, and applying security commands. Upon successful completion of this course, students will be able to analyze potential security risks, take countermeasures to safeguard personal computers in a networked environment using multiple operating systems, and develop a security proposal.

PL100 INTRODUCTION TO LAW AND ETHICS

3.5 CREDIT HOURS/35 LECTURE HOURS

This course introduces the American legal system, the paralegal profession, and legal ethical considerations. Topics include legal terminology, ethical obligations, and paralegal skills and duties. Upon successful completion of this course, students will be able to define basic legal terminology, recognize paralegal duties, identify paralegal career options, and value the importance of ethics to the legal profession.

PL101 LEGAL WRITING

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): ENG121

This course introduces the fundamentals of effective legal writing using practical writing applications. Topics include the basics of legal writing, integrating citations into legal writing, preparing legal correspondence, pleadings, legal memoranda, and case briefs. Upon successful completion of this course, students will be able to draft legal documents and citations.

PL105 LEGAL RESEARCH

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): CA101, PL101

This course introduces effective legal research techniques. Topics include case, statutory, and administrative laws, legal annotations, court rules, types of citators, and the use of primary and secondary sources using electronic and library research tools. Upon successful completion of this course, students will be able to conduct basic legal research for legal documents.

PL110 TORT LAW

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): PL100, PL105

This course introduces the fundamentals of tort law. Topics include tort law terminology, tort elements, and defenses. Upon successful completion of this course, students will be able to distinguish the elements of various torts, and identify applicable defenses.

PL125 ALTERNATIVE DISPUTE RESOLUTION

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): PL100, PL105

This course explores alternatives to litigation to resolve legal disputes. Topics include the nature and sources of conflict, negotiation, mediation, arbitration, participants' roles in resolving disputes, ethical issues associated with alternative dispute resolution, and the role of the paralegal in these alternative approaches. Upon successful completion of this course, students will be able to distinguish between various alternative dispute resolution methods, evaluate suitable alternative dispute methods for particular disputes, and appraise ethical issues associated with those methods.

PL130 CONTRACT LAW FOR PARALEGALS

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): PL100, PL105

This course introduces the foundational concepts of contract law. Topics include elements of a contract, enforcement of contracts, and documents used in the creation of contracts. Upon successful completion of this course, students will be able to identify the primary elements of a contract, draft documents commonly used in contract law, and describe remedies for breach of contract.

PL140 CRIMINAL LAW FOR PARALEGALS

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): PL100, PL105

This course introduces criminal law and defenses. Topics include the history and development of criminal law, the adversarial system, the key components of criminal conduct, elements of various types of crimes, and defenses to crime. Upon successful completion of this course, students will be able to recognize the influence of the historical developments of criminal law upon modern day criminal laws, explain key aspects of criminal laws, and distinguish between different types of criminal laws and defenses.

PL150 REAL ESTATE LAW

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): PL100, PL105

This course introduces the essential concepts of real estate law. Topics include an overview of both residential and commercial real estate law concepts, legal exchanges of property, title of property, and landlord-tenant law. Upon successful completion of this course, students will be able to describe how real estate transactions are performed, draft basic documents used in real estate transactions, and identify issues relevant to the lease of property.

PL170 CRIMINAL PROCEDURE FOR PARALEGALS

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): PL140

This course presents the primary concepts of criminal procedure. Topics include procedures from pre-arrest to final disposition, constitutional aspects of criminal procedure, and court decisions pertinent to the criminal justice system. Upon successful completion of this course students will be able to identify the primary provisions of the Constitution that impact the criminal justice system, examine court decisions that develop the rules and procedures related to various aspects of a criminal case, and reflect upon the importance of criminal procedure in our legal system.

PL180 FAMILY LAW

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): PL100, PL105

This course examines the fundamental concepts of family law. Topics include marriage, divorce, annulment, marital and non-marital property rights, alimony, child support, custody, adoption, and trends in family law. Upon successful completion of this course, students will be able to examine the primary components of various family actions, draft legal documents relevant to family law, and value the impact of family law issues on society.

PL190 BUSINESS LAW FOR PARALEGALS

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): PL100, PL105

This course introduces the basic concepts of business organizations as they relate to the paralegal. Topics include various legal structures of business organization and ethical obligations related to business law. Upon successful completion of this course, students will be able to assess the appropriate legal organizational structure for various types of business entities, predict liability issues, and appraise ethical concerns that could arise.

PL200 WILLS, TRUSTS, AND PROBATE

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): PL100, PL105

This course introduces the fundamental concepts of wills, trusts, and probate administration. Topics include various types of estate planning tools, including wills and trusts, legal considerations for end-of-life decisions, and probate. Upon successful completion of this course, students will be able to apply essential estate planning tools, draft legal documents pertaining to estate planning, and value the legal importance of estate planning and preparing for end-of-life decisions.

PL210 INTERVIEWING AND INVESTIGATION

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): PL100, PL105

This course is designed to develop skills in legal interviewing and investigation. Topics include approaches to investigating legal cases, tools for legal investigation, and techniques for interviewing



clients and witnesses. Upon successful completion of this course, students will be able to identify issues for investigation, develop an investigation plan, and demonstrate effective investigation and interview techniques.

PL220 CIVIL LITIGATION

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): PL100, PL105

This course examines the civil litigation process. Topics include trial preparation, trial procedures related to various stages of litigation, and evidentiary issues. Upon successful completion of this course, students will be able to describe the litigation process, research issues pertinent to civil litigation, draft legal documents for litigation, and assess the paralegal's role in civil litigation.

PL230 IMMIGRATION LAW

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): PL100, PL105

This course introduces the fundamentals of immigration law. Topics include legal citizenship, types of legal non-citizen status, immigration procedures, forms utilized in immigration law, and current issues in immigration law. Upon successful completion of this course, students will be able to describe immigration laws, distinguish between legal and illegal immigration, draft forms utilized in immigration law, and evaluate immigration laws in relation to current issues.

PL240 BANKRUPTCY LAW

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): PL100, PL105

This course introduces the fundamentals of bankruptcy law. Topics include various chapters in bankruptcy, debtors' rights, creditors' rights, trustee duties, the bankruptcy estate, and bankruptcy documents. Upon successful completion of this course, students will be able to assess the appropriate use of applicable bankruptcy laws, describe trustee duties and the bankruptcy estate, draft bankruptcy documentation, and appreciate the rights afforded to creditors and debtors.

PL260 LAW OFFICE OPERATIONS

3.5 CREDIT HOURS/20 LECTURE HOURS/30 LAB HOURS

PREREQUISITE(S): PL170

This course introduces the foundational technologies and operations used in law offices. Topics include utilizing technology and the Internet in the delivery of legal service, litigation support software, and law office management software. Upon successful completion of this course, students will be able to compare and contrast different technological methods of delivering legal services in law offices, employ software to support litigation needs, and appreciate the effective management of the law office.

PDCI11 SUCCESS STRATEGIES

3.5 CREDIT HOURS/35 LECTURE HOURS

This course focuses on providing the skills and strategies to achieve personal and educational goals. Topics include learning styles, accountability, self-directed learning, managing resources, goal setting, self-esteem, critical thinking, and problem-solving skills. Upon successful completion of this course, students will be able to demonstrate self-reliance and apply the tools for success.

PDC200 CAREER MANAGEMENT

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): STUDENT MUST HAVE COMPLETED 50% OF DEGREE REQUIREMENTS

This course provides the foundation for developing long-term career management skills. Topics include tips for producing quality résumés and cover letters and interactive techniques for interviewing success. Upon successful completion of this course, students will be able to research job leads, write a résumé, prepare for a job interview, follow up on a job interview, and apply strategies to keep a job and advance in a career.

PHL301 INTRODUCTION TO PHILOSOPHY

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): ENG221

This course presents the important questions human beings ask about subjects such as the nature of reality, the possibility of knowledge, the existence of a higher power, free will, right and wrong, the value of art, and the role of government, as well as the answers philosophers have offered. Topics include metaphysics, epistemology, ethics, aesthetics, philosophy of religion, and political philosophy. Upon successful completion of this course, students will be able to identify major philosophers and significant philosophical works, explain the different areas of philosophy, and analyze the dominant theories within each area.

POL107 AMERICAN GOVERNMENT

3.5 CREDIT HOURS/35 LECTURE HOURS

This course is designed to present an overview of American government. Topics include the federal system; political parties, nominations and elections; the legislative, executive and judicial branches; civil liberties and civil rights. Upon successful completion of this course, students will be able to trace the development of the U.S. Constitution, understand and analyze issues in American government, and discuss the policy-making process.

POL423 POLITICAL SCIENCE

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): ENG221, POL107

This course explores some of the most pressing political issues facing the United States and other nations. Topics include problems and issues inherent in different governmental styles and the political process of democracies and other forms of government. Upon successful completion of this course students will be able to research, analyze, and discuss issues related to the function of political institutions, issues relating to a variety of social changes, public policy matters, and America's role as a global leader in foreign affairs.

PSY101 INTRODUCTION TO PSYCHOLOGY

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): ENG121

This course is designed to present a general overview of psychology as a social science. Topics include historical perspectives, research methods, therapies, applied psychology, and other current issues. Upon successful completion of this course, students will be able to identify psychological concepts and methods as used commonly to address real-world situations.

PSY201 ABNORMAL PSYCHOLOGY

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): PSY101

This course is designed to introduce topics and issues relating to abnormal psychology. Topics include the theoretical models of

psychopathology, normal and abnormal behavior, disorder classifications, and treatment methodologies. Upon successful completion of this course, students will be able to identify various pathological and maladaptive behaviors, compare and contrast disorders, and analyze community attitudes as well as ethical and legal issues related to psychopathology.

PSY301 PERSPECTIVES IN PSYCHOLOGY

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): PSY101

This course is designed to present an opportunity to further explore and apply principles of psychology. Topics include five variant perspectives on behavior (behaviorist, biopsychological, cognitive, humanistic, and psychodynamic) and other current issues related to psychological experience. Upon successful completion of this course, students will be able to analyze psychological theories and concepts, and apply them to real-world situations.

SC1121 INTRODUCTION TO PHYSICAL SCIENCE

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): ENG121 AND EITHER MTH107 OR MTH170

PREREQUISITE(S) (ILLINOIS ONLY): ENG121 AND EITHER MTH107 OR MTH110

This course is designed as an introduction to physical science. Topics include motion, conservation laws, gravity, waves, and thermodynamics. Upon successful completion of this course, students will be able to describe the scientific method, explain and define the principles and terminology of physical science, and use formulas to solve related problems.

SC1151 BIOLOGY

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): ENG121

This course introduces the basic concepts of biology. Topics include cells, genetics, simple to complex organisms, and ecology. Upon successful completion of this course, students will be able to identify the parts of a cell, describe reproductive and physiological processes, and demonstrate their understanding of heredity.

SC1311 EARTH SCIENCE

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): ENG121

This course integrates the various fields of earth science and explores how these fields interact. Topics include meteorology, geology, astronomy, and oceanography. Upon successful completion of this course, students will be able to analyze the interactions of geological events, the weather, the oceans, and astronomy.

SC1313 ENVIRONMENTAL STUDIES

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): ENG121

This course presents the complex relationship between human technological advancements and the need to use finite resources wisely. Topics include human population dynamics, industry impacts, and the role consumerism plays in the ecosystems and the limited resources available. Upon successful completion of this course, students will be able to analyze the interrelatedness of ecosystems, human population, and energy resources as well as identify ways an individual can affect pollution and the depletion of natural resources.

SCI321 SELECTED TOPICS IN PHYSICS

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): SC1121

This course covers selected topics in physics. Topics include the fundamental principles of science, Newton's laws of force and motion, Newton's laws of universal gravitation, and laws of thermodynamics. Upon successful completion of this course students will be able to solve problems dealing with equilibrium, momentum, energy, thermodynamics, light, and sound waves.

SG110 INTRODUCTION TO GAME DEVELOPMENT

3.0 CREDIT HOURS/30 LECTURE HOURS

This course covers the theoretical and practical considerations governing the development of a game, and how these considerations are manifested in the design and development of games. Topics include game history, terminologies, philosophies, and genres. Upon successful completion of this course, students will be able to demonstrate knowledge of the basics of gaming.

SG140 GAME ANALYSIS AND PLAYABILITY

3.0 CREDIT HOURS/30 LECTURE HOURS

This course covers the concepts behind the development of games, conceptual reflection, genres, and the determination of what actually defines a game's playability. Topics include game world concepts, game story development, game character development, and considerations for genre-specific game design. Upon successful completion of this course, students will be able to document game playability through analysis of graphics, sound, artificial intelligence, and intended audience.

SG150 SOFTWARE DEVELOPMENT LIFECYCLE

4.0 CREDIT HOURS/30 LECTURE HOURS/20 LAB HOURS

This course covers the software development lifecycle, including requirements, analysis, design, implementation, testing, deployment, maintenance, and retirement. This course covers a variety of methodologies used in software development, including UML. Topics include documentation, procedures, standards, and practices related to each phase of the software development lifecycle. Upon successful completion of this course, students will be able to analyze and implement appropriate systems development methods.

SG210 2D GAME PROGRAMMING

6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS

PREREQUISITE(S): CS220, SG110

This course explores the fundamentals of 2D game programming. Topics include graphic APIs, window creation, input methods, collision detection, and playing sounds. Upon successful completion of this course, students will be able to develop a complete basic 2D game and articulate the value and developmental challenges of older 2D games.

SG215 3D GRAPHICS PROGRAMMING

4.0 CREDIT HOURS/30 LECTURE HOURS/20 LAB HOURS

PREREQUISITE(S): SG210

This course explores the fundamentals of 3D graphics programming. Topics include mathematics needed for 3D graphics, meshes, texturing, lighting, and the rendering pipeline. Upon successful completion of this course, students will be able to write a program that uses an Application Programming Interface (API) to display a fully textured and lit mesh on the screen.



SG220 3D GAME ENGINE ARCHITECTURE

6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): SG215

This course explores 3D game engine architecture and graphic functions, and investigates approaches to developing code for different engines using procedural, object-oriented, or patterned architectures. Topics include scene hierarchy, texture management and formats, graphic tools, and how these work together. Upon successful completion of this course, students will be able to demonstrate the process of building a 3D graphics engine.

SG230 GAME ENGINE SCRIPTING AND TOOLS

4.0 CREDIT HOURS/30 LECTURE HOURS/20 LAB HOURS
PREREQUISITE(S): SG220

This course focuses on a game engine product. Topics include game engine scripting, level editing, object manipulation, terrain editing, the asset pipeline, and game engine modifications. Upon successful completion of this course, students will be able to use game engine tools to validate a game design developed in previous courses.

SG300 GAME SOFTWARE PROJECT

3.0 CREDIT HOURS/10 LECTURE HOURS/40 LAB HOURS
PREREQUISITE(S): SG230

This course provides an opportunity to utilize acquired knowledge and skills to develop a complete game product while working with a team to assign roles, define the project timeline, and meet milestones. Topics include server control and game logic, game initialization process, Graphical User Interface (GUI) creation and editing, and importing custom assets. Upon successful completion of this course, students will be able to contribute to the creation and evaluation of a working version of a game.

SG310 ALGORITHM ANALYSIS AND DESIGN

4.0 CREDIT HOURS/30 LECTURE HOURS/20 LAB HOURS
PREREQUISITE(S): CS220, SG110

This course introduces the classical algorithms used in software engineering. Topics include analysis and design of algorithms as well as interpretation and implementation of problem solutions. Upon successful completion of this course, students will be able to analyze and solve a wide variety of common programming problems using algorithms.

SG350 GAME NETWORK PROGRAMMING

4.0 CREDIT HOURS/30 LECTURE HOURS/20 LAB HOURS
PREREQUISITE(S): SG220

This course presents the fundamentals of creating game software that can be played by multiple players across a network. Topics include networking protocols and standards, client/server standards, peer-to-peer topologies, and low-level network Application Programming Interfaces (APIs). Additional topics include the identification and recovery of network problems such as latency and packet loss. Upon successful completion of this course, students will be able to write networking code and troubleshoot games that run across a network.

SG360 COMPUTER ORGANIZATION AND ASSEMBLY LANGUAGE

6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): CS220

This course covers the fundamental architecture of computers and the low-level languages used to interact with the computer. Topics include storage, registers, input-output (IO), device interaction, instruction sets, and compiler and interpreter construction. Upon

successful completion of this course, students will be able to detail the major subsystems comprising a computer, explain the basic operation of a computer, and assess how programs are transformed into machine code and then executed.

SG380 SYSTEMS PROGRAMMING

4.0 CREDIT HOURS/30 LECTURE HOURS/20 LAB HOURS
PREREQUISITE(S): SG360

This course provides an introduction to the concepts underlying modern operating systems. Topics include memory management, file systems, process scheduling, inter-process communications, and multi-threading. Upon successful completion of this course, students will be able to synthesize concepts and write multi-threaded software.

SG400 COMPILER AND INTERPRETER DESIGN

6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): SG310, SG360

This course covers the construction of interpreters. Topics include parsing expressions, parsing statements, interpreting declared procedures and functions, machine architecture, and assembly code. Upon successful completion of this course, students will be able to build an interpreter using a language such as C++.

SG420 GAME SOFTWARE TESTING AND DEBUGGING

4.0 CREDIT HOURS/30 LECTURE HOURS/20 LAB HOURS
PREREQUISITE(S): SG150

This course introduces the processes and practices of software testing and debugging. Topics include white-box, black-box, unit, integration, and regression testing. Upon successful completion of this course, students will be able to design and implement a test plan, and debug and document software performance, maintainability, and reliability.

SG430 GAME PORTING BASICS

4.0 CREDIT HOURS/30 LECTURE HOURS/20 LAB HOURS
PREREQUISITE(S): SG220

This course discusses the methods, tools, and processes involved in porting software from personal computers (PCs) to other devices. Topics include the study of best practices for creating a portable code base, cost/benefit analysis of portability and its reusability implications, study of porting methods, and the hardware and software challenges to porting code successfully. Upon successful completion of this course, students will be able to produce a schedule for porting a game, analyze portability, and port a game to another device.

SG440 ARTIFICIAL INTELLIGENCE FOR GAMES

4.0 CREDIT HOURS/30 LECTURE HOURS/20 LAB HOURS
PREREQUISITE(S): SG310

This course covers the neural networks and fuzzy logic as used in the development of artificial intelligence (AI) engines for gaming software products. Topics include chasing and evading, finite state machines, path finding, domain knowledge, decision matrix, neural networks and fuzzy logic. Upon successful completion of this course, students will be able to document and analyze a given domain of knowledge for AI purposes, write a script for use in an AI context, use a basic neural network model to implement a decision matrix for the script, and apply a significant portion of the matrix to a game.

SG450 GAME DEVELOPMENT

3.0 CREDIT HOURS/10 LECTURE HOURS/40 LAB HOURS

PREREQUISITE(S): SG300

This course presents an iterative model for game software development. Topics include core design, initial concept, game balance, look and feel, and industry standard programming practices. Upon successful completion of this course, students will be able to design the logic and graphical user interface (GUI) for a software product, and work as a team member with other developers to create a gaming software product.

SG455 GAME PROJECT MANAGEMENT

3.5 CREDIT HOURS/35 LECTURE HOURS

This course covers the management functions of a software development project. Topics include scope, time, cost and quality management, risk assessment and management, and project communications. Upon successful completion of this course, students will be able to analyze software project case studies and create a complete game software project plan.

SG490 GAME SOFTWARE SENIOR PROJECT

6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS

PREREQUISITE(S): SG450

This course allows the development of a game software product under direct supervision of a faculty member. Topics include game design review and planning, character animations, making a vehicle model, making weapons and items, making structures, and creating and programming sound. Upon successful completion of this course, students will be able to demonstrate a working version of the software complete with requirements, design, test, and user documentation.

SLS300 PROFESSIONAL SELLING

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): MKT100

This course introduces skills needed to effectively market oneself, products, and services in a highly competitive marketplace. Topics include foundations of personal selling, buying behavior, trust building, communication, leadership and teamwork, ethics, and customer relationships. Upon successful completion of this course, students will be able to assess a sales opportunity, articulate relevant ethical behaviors, demonstrate effective sales skills, and evaluate their effectiveness.

SLS410 INTERNET SALES AND MARKETING

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): MKT100

This course covers marketing concepts in the Internet arena. Topics include the digital world, networks, online buying behavior, web business models, customer support and online quality, personalization, traffic and branding, pricing online, e-business, Internet marketing plans and strategies. Upon successful completion of this course, students will be able to evaluate and measure the success of e-business marketing strategies.

SLS420 INTERNATIONAL SALES AND MARKETING

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): MKT100

This course is designed to provide a framework of economic theory and marketing practices on a global scale. Topics include frameworks and perspectives of international marketing, international business, global environmental issues affecting marketing, international marketing decisions, planning, and control. Upon successful completion of this course, students will

be able to design, implement, and evaluate a comprehensive sales and marketing plan for an international market.

SOC121 HUMAN RELATIONS

3.5 CREDIT HOURS/35 LECTURE HOURS

This course explores the nature and importance of human relations. Topics include the communication process, working in diverse environments, teambuilding skills, controlling emotions, and managing conflict. Upon successful completion of this course, students will be able to demonstrate essential transferable skills to function effectively in society.

SOC299 TECHNOLOGY AND SOCIETY

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): ENG121

This course explores the impact of technology on societal institutions such as family, government, and consumer relations. Topics include significant technological innovations, historical and current effects of change, and the use of technology. Upon successful completion of this course, students will be able to explain and evaluate the benefits and risks of technological change.

SOC310 ECONOMICS

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): ENG121

This course introduces the realm of economics and its importance in the capitalist system. Topics include supply and demand, consumerism, business and investments, fiscal policy and national debt, money and banking, and international trade and finance. Upon successful completion of this course, students will be able to explain the functions of the monetary system and the Federal Reserve System, and analyze the causes of economic fluctuation.

SOC321 INTERCULTURAL RELATIONS

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): ENG121

This course covers the theory and skills that support working and functioning effectively in our multicultural society. Topics include the study of cultures, intercultural communication, identity and values, diversity, reasons for intercultural misunderstandings, conflict resolution, and ethical principles. Upon successful completion of this course, students will be able to discuss the theory behind, and demonstrate skill in, forming and maintaining relationships with people from a wide variety of cultures, and evaluate the effectiveness of those skills.

SOC401 RESEARCH METHODOLOGIES

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): ENG221, MTH340

PREREQUISITE(S) (ILLINOIS ONLY): ENG221, MTH340 (GAME SOFTWARE DEVELOPMENT EXCLUDED)

This course introduces research methods used to gather, organize, and analyze data, and then convert findings into practical information essential for organizational decision making. Topics include primary and secondary research, documentation of data, and professional presentation. Upon successful completion of this course, students will be able to conduct independent research, analyze the data collected, and present the information in written and oral forms.



SOC441 MICROECONOMICS

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): ENG221

This course introduces key concepts and terminology of microeconomics. Topics include the components of economics, trends, prices and allocations, market dynamics and failures, operations of big business, taxing and spending, market power, income distribution, unemployment and poverty, gains and strains of trade, and buying and selling abroad. Upon successful completion of this course, students will be able to explain how economic trends and pricing affect market dynamics; analyze how big business, taxing, spending patterns, and poverty influence the economy; and describe the impact of the global market.

SOC442 MACROECONOMICS

3.5 CREDIT HOURS/35 LECTURE HOURS

PREREQUISITE(S): ENG221

This course provides an overview of key concepts and terminology of national economics. Topics include the gross national product, money and banking systems, inflation, household consumption, business investments, public spending and deficits, the Federal Reserve System, monetary policy, and long-term growth. Upon successful completion of this course, students will be able to define gross national product; explain causes of inflation, depression and recession; and analyze the function of the Federal Reserve System and the national money system in relation to individual and business spending and investments.

SU110 SURVEY DRAFTING BASICS

3.0 CREDIT HOURS/5 LECTURE HOURS/50 LAB HOURS

This course introduces the basics of engineering drafting and the use of related equipment. Topics include hand lettering, geometric constructions, bearings, contours and general drawing layout. Upon completion of this course, students should be able to apply acquired skills in graphic language to draft simple traverses, topographic maps, and profiles.

SU141 SURVEY CAD BASICS

3.0 CREDIT HOURS/5 LECTURE HOURS/50 LAB HOURS

PREREQUISITE(S) SU110

This course introduces the basic Computer Aided Documents commands to use computers for survey drafting. Topics include the creation and editing of a drawing file, geometric constructions, traverses, site plans, plans/profiles, and townships in the public land survey system. Upon completion of this course, students should be able to produce basic survey drawings using CAD.

SU142 SURVEY CAD PROJECTS

3.0 CREDIT HOURS/5 LECTURE HOURS/50 LAB HOURS

PREREQUISITE(S) SU141

This course develops CAD techniques beyond those acquired in Survey CAD Basics using survey-specific software. Topics include Improvement Location Certificate (ILC), survey plats, topographic maps, and "as-built" plans/profiles. Upon completion of this course, students should be able to produce finished survey drawings as required by the industry.

SU160 FIELD SURVEYING BASICS

3.0 CREDIT HOURS/5 LECTURE HOURS /50 LAB HOURS

This course introduces the basics of proper operation of modern measuring devices and the requirements, tolerances, and expectations of field personnel. Topics include field exercises, angle and distance measurements, differential leveling for elevation changes, and determination of survey and/or surveyed

lines. Upon completion of this course, students should be able to operate basic field survey equipment.

SU161 APPLIED FIELD METHODS I

3.0 CREDIT HOURS/5 LECTURE HOURS/50 LAB HOURS

PREREQUISITE(S) SU160

This course develops skills beyond those acquired in Field Surveying Basics. Topics include accurate angle determinations, precise leveling techniques, error analyses, tolerance determinations, and adjustments of selected surveying equipment. Upon completion of this course, students should be able to apply the use of field survey equipment on more advanced projects.

SU162 APPLIED FIELD METHODS II

3.0 CREDIT HOURS/5 LECTURE HOURS/50 LAB HOURS

PREREQUISITE(S) SU160

This course develops skills beyond those acquired in Applied Field Methods I. Topics include traverse closures, error analyses, and data adjustments. Upon completion of this course, students should be able to apply the use of field survey equipment on more advanced projects.

SU233 CONSTRUCTION SURVEYING

4.0 CREDIT HOURS/25 LECTURE HOURS/30 LAB HOURS

PREREQUISITE(S) PROGRAM DIRECTOR'S PERMISSION

This course offers in-depth information on how to perform many different types of construction surveys. Topics include an emphasis on actual field procedures under normal field conditions. Upon completion of this course, students should be able to perform a variety of construction surveys.

SU234 SURVEY ASTRONOMY

4.0 CREDIT HOURS / 25 LECTURE HOURS / 30 LAB HOURS

PREREQUISITE(S) PROGRAM DIRECTOR'S PERMISSION

This course develops the system of astronomical coordination used in surveying. Topics include spherical triangle solutions and the determination of the astronomical meridian by both Solar and Polaris observations. Upon completion of this course, students should be able to determine true azimuths based upon astronomical observation.

SU235 ELECTRONIC SURVEYING

4.0 CREDIT HOURS/25 LECTURE HOURS/30 LAB HOURS

PREREQUISITE(S) PROGRAM DIRECTOR'S PERMISSION

This course presents automated surveying utilizing modern techniques. Topics include operating total station instruments, electronic data collectors and personal computers running specialized survey software. Upon completion of this course, students should be able to operate electronic survey equipment.

SU243 LEGAL DESCRIPTIONS

4.0 CREDIT HOURS/30 LECTURE HOURS/20 LAB HOURS

PREREQUISITE(S) PROGRAM DIRECTOR'S PERMISSION

This course presents survey descriptions. Topics include how to interpret existing descriptions and how to convert field-gathered data of real property into written form ready for filing in the appropriate municipality. Upon completion of this course, students should be able to interpret and prepare survey descriptions.

SU244 BOUNDARY LAW

4.0 CREDIT HOURS/30 LECTURE HOURS/20 LAB HOURS

PREREQUISITE(S) PROGRAM DIRECTOR'S PERMISSION

This course presents boundary law. Topics include many of the federal and state laws governing land surveying and related land

boundaries, and how to research judicial decisions and case law pertinent to boundary problems encountered in the field. Upon completion of this course, students should be able to research and discuss issues pertaining to boundary law.

SU245 PUBLIC LANDS

4.0 CREDIT HOURS/30 LECTURE HOURS/20 LAB HOURS
PREREQUISITE(S) PROGRAM DIRECTOR'S PERMISSION

This course covers how to trace the original surveyors of the U.S. rectangular system. Topics include restoring lost corners and subdividing sections and townships. Upon completion of this course, students should be able to break down sections and townships according to accepted practice.

SU250 SURVEY TRIGONOMETRY

4.0 CREDIT HOURS/30 LECTURE HOURS/20 LAB HOURS
PREREQUISITE(S) MTH110

This course introduces the use of basic trigonometry relating to surveying calculations. Topics include right angle trigonometry, rectangular and polar coordinate systems, sloped lines and grades, solutions to scalene triangles with the law of sines, and the law of cosines. Upon completion of this course, students should be able to use basic trigonometry to compute solutions to a variety of survey-related problems.

SU251 APPLIED SURVEY MATH I

4.0 CREDIT HOURS/30 LECTURE HOURS/20 LAB HOURS
PREREQUISITE(S) SU250 OR PROGRAM DIRECTOR'S PERMISSION

This course applies concepts learned in Survey Trigonometry to typical surveying problems. Topics include an emphasis on applications in the horizontal plane including networks, intersections, resections, and horizontal circular curve solutions. Upon completion of this course, students should be able to compute solutions to a variety of survey-related problems.

SU252 APPLIED SURVEY MATH II

4.0 CREDIT HOURS/30 LECTURE HOURS/20 LAB HOURS
PREREQUISITE(S) SU250 OR PROGRAM DIRECTOR'S PERMISSION

This course applies concepts learned in Applied Survey Math I, to typical surveying problems. Topics include an emphasis on applications in the vertical plane including straight grades and vertical curves with a few applications in the horizontal plane including angle / azimuth adjustments, traverse adjustments and area computation. Upon completion of this course, students should be able to compute solutions to a variety of survey-related problems.

SU253 STATE PLANE COORDINATES

4.0 CREDIT HOURS/30 LECTURE HOURS/20 LAB HOURS
PREREQUISITE(S) PROGRAM DIRECTOR'S PERMISSION

This course covers how to calculate control surveys with state plane coordinates. Topics include an emphasis on calculations in the Lambert Conformal Conic projection with comparison to calculations in the Transverse Mercator and UTM projections. Upon completion of this course, students should be able to compute solutions to control surveys using state plane coordinates.

SU254 ADVANCED SURVEY MATH

4.0 CREDIT HOURS/30 LECTURE HOURS/20 LAB HOURS
PREREQUISITE(S) PROGRAM DIRECTOR'S PERMISSION

This course is an intensive review of mathematics covered in previous courses and includes a strong emphasis on calculator programming. Topics include derivation of trigonometric identities required to solve complex surveying problems, triangle solutions,

vertical alignments, spiral curves and alternative methods to problem solving. Upon completion of this course students should be able to solve complex surveying problems and have an appreciation for alternative solution methods.

SU255 COORDINATE GEOMETRY

4.0 CREDIT HOURS/30 LECTURE HOURS/20 LAB HOURS
PREREQUISITE(S) PROGRAM DIRECTOR'S PERMISSION

This course covers how to use coordinates to solve geometric problems with an emphasis on using a calculator program that will be an aid on the job. Topics include coordinate handling, traversing, inverting, intersections, resections, three-point curves, areas (including irregular boundaries and predetermined areas), traverse adjustments and horizontal curve layout. Upon completion of this course students should be able to solve complex surveying problems using coordinate geometry.



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