

University of Northern Virginia

South Dakota, USA

Catalog

2022 - 2024



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University of Northern Virginia

2022 – 2024 Catalog

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A Message from the Chancellor...

On behalf of the Board of Directors, faculty, staff, students and alumni, I would like to welcome you to the University of Northern Virginia. We appreciate the confidence that you and thousands of other students have shown in us and we will continue to make every effort to continue to improve your university.

Amazingly, we have already outgrown the facilities we had just opened two years ago when we published our last catalog. As our competitors continue to struggle in these challenging economic times, UNVA continues to grow and prosper. As I write this message we are again seeking more space. This time we hope to consolidate our three Northern Virginia locations into a single location for the convenience of both students and instructors.

Our growth means we can offer more classes, more programs and more choices for you, our students. We have been improving every facet of your university:

- A greater percentage of instructors with terminal degrees
- Formal training for instructors for a better classroom experience for students.
- Ongoing improvements to all of our systems. It is easier than ever for students to interact with UNVA staff and faculty.
- A fully operational student government
- Seven textbooks already published and in use, with more in the pipeline. In addition to having new, up-to-date textbooks, the UNVA –published textbooks cost a small fraction of the cost of other texts.

The list goes on, but the message is simple: We are making UNVA a better university every day. But even with all these changes, we still maintain the character of the university. The international makeup of our faculty and student body gives you a unique educational perspective that our graduates have found invaluable in this global economy. Add our small class size and motivated professors and you get a unique and outstanding learning experience. And our scheduling and language support are perfect for adult international students.

I know I speak for the entire UNVA family when I say we are very aware that this is all due to you, the UNVA student. It is cliché to say that you are the reason we are here, but at UNVA we not only believe that to be true, but we take it to heart every time we interact with students or with anything that affects the student experience. I talk with students every day and most of our progress has come from me initiatives that were started because of student feedback.

I am very happy that you are joining the UNVA family. We support one another as a community as we pursue our goals, and having you join us strengthens all of us.

Looking forward to a bright future,

Michael K. Donovan, Ph. D.

President

Notice

This catalog represents a program of curricular plans, policies, and requirements which may be altered from time to time. The provisions of the UNVA Catalog do not constitute an irrevocable contract between the University of Northern Virginia and its students.

Nevertheless, this catalog serves as an official document of the University and provides information about policies, procedures, and regulations for the degree programs at the University of Northern Virginia in effect when the catalog went to press. It also contains information concerning admissions; academic regulations, requirements, and offerings; services available to students; and a list of administrative officers and faculty of the University. The course offerings and requirements of the University of Northern Virginia are continually under examination and subject to revision. This catalog presents the offerings and requirements in effect at the time of publication. It is the sole responsibility of student to be aware of the information in this catalog and to keep informed of additions and/or corrections when they are deemed necessary by the University. All changes are effective when the proper institutional authorities so determine and may apply not only to prospective students but also to those who are already admitted to degree programs. Regular catalog updates are posted and made to the electronic version on the University's website: www.unva.edu. Also, copies can be found at the Registrar's office in each campus. Students are encouraged routinely to check the site for new or supplemental information. Students should contact their academic advisors, faculty advisor/mentors, or instructors in their Departments for clarification of specific academic program requirements.

The course descriptions provided in this catalog may occasionally differ from actual content. This is due to advancements in the discipline, interests of individual professors, or decisions to change the scope of the course. Thus, the descriptions that follow do not constitute a contractual obligation. Students should consult academic advisors and refer to the class schedule and appropriate syllabi for the offerings in any given academic session.

Compliance with the applicable policies, procedures, and regulations is the responsibility of each student. Also, each student is expected to read this catalog carefully and to be aware of any additional program procedures or requirements that may apply to the appropriate program of study. The University reserves the right to require a student to withdraw for cause at any time.

UNVA complies with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989, and all applicable federal and state laws and regulations. It does not discriminate on the basis of race, color, national origin, sex, sexual orientation, political view, age, religion, disability, status as a veteran or any other personal delimitation or attribute in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, financial assistance, and educational services.

About UNVA

With students from all over the world, the University of Northern Virginia is keenly aware of the needs of our student body. As a major international university, the University of Northern Virginia offers American-style educational programs at the undergraduate, master and doctoral levels in more than twenty majors or specializations. Our courses reflect the needs of employers in this ever more globalized business environment. Our schedules are designed to fit the needs of adult learners, and our professors have both the highest academic credentials and real world knowledge of their subjects. UNVA is an American university with a truly international perspective. Our faculty and student body represent dozens of countries world-wide. This diversity of cultures and business environments provides a true international educational experience and prepares our students to work in an increasingly global economy.

As a premier online university since 2005, UNVA began offering degrees online as an option for students. The University expands its online programs as new technology emerges. UNVA's online degree programs – master's degrees, bachelor's degrees, and certificate programs – offer the same curricula as their on-campus counterparts and are competitive with other colleges, online and traditional. By using the two online teaching methods – Virtual Professor and Virtual Classroom – UNVA links all international programs together and connects its faculty and students worldwide into its global network.

UNVA has invested heavily in improving the school in all aspects as a result of the Institutional Effectiveness Plan. As a part of our ongoing efforts to improve the University, we have done a complete course review and have updated courses and prerequisites. We have expanded the use of our student record system and learning management system to provide better service to students. As promised, the University provides excellent service and quality education to our students.

The School of Education offers a Doctor of Education (D.Ed.) degree and a Master of Education degree (M.Ed.) with various concentrations for the graduate student.

The School of Liberal Arts provides communications and English courses, developmental programs for English and Math and houses the general studies courses. It also evaluates all entering students for placement in the University's graduate and undergraduate programs.

In the School of Business, the graduate program offers a Doctor of Business Administration (DBA), a Master of Business Administration (MBA) with several concentrations to meet a wide variety of student needs, and an Executive MBA (EMBA) for entrepreneurs who would like to enhance their management skills and consumption of new ideas. UNVA also offers a Bachelor of Business Administration (BBA) degree with several specializations. It includes several important and contemporary concentrations.

The School of Technology offers a Doctor of Information Technology (DIT) degree, Master of Science degrees in Computer Science (MSCS), Information Systems Technology (MSIT), and Business Intelligence (MSBI), and a Bachelor of Science degree in Information Technology (BSIT) with concentrations in Computer Science and Management Information Systems.

Please visit our new web site at www.unva.edu to learn more about our University. You will be able to download an electronic version of this catalog, give us your comments, access your student or faculty portal, and much more.

Accreditations, Memberships, and Recognitions

The University of Northern Virginia is certified to operate by the Secretary of State of the State of South Dakota and is accredited by the American University Accreditation Council (AUAC).

Mission of the University of Northern Virginia

The Board of Directors has established the mission of UNVA as follows:

The University of Northern Virginia is a global university offering American higher education worldwide by blending innovative and traditional approaches to teaching and learning. The University serves a diverse student body by providing an accessible and exemplary education.

-Board Action (Revised September 2021)

Vision Statement

The Board of Directors developed a Vision Statement in order to focus the strategic planning process.

We are a student-oriented institution with a global commitment to prepare the student for near and long-term success, through market responsive programs using state-of-the-art deployment methods and international partnerships. The UNVA graduate is

prepared with the skills and knowledge to meet the challenges of the global community of the future.

-Board Action (Revised September 2021)

Long-term success for the University, as well as the establishment of a reputation for quality instruction, is dependent upon curriculum development and outcomes measurement. The University's ability to attract and retain students; the ability of students to meet business and industry requirements; the satisfaction level of the graduates; and the satisfaction levels of employers are the critical measures for success.

Goals and Objectives

UNVA is dedicated to the challenge of meeting the unique requirements of its students by providing the opportunity for a quality education to students globally. These values are expressed in all phases of the University's operations, ranging from the selection of professors to the design of curricula.

UNVA strives to give the student specialized knowledge in a chosen field; it believes that its primary task is to teach the student not only theoretical concepts but also the scientific method -- the process of discovery, analysis, and application of these concepts.

The basic objective is to help students develop the analytical capacity, basic knowledge, and attitude of personal responsibility necessary to function effectively as productive citizens in an interdependent world. The University of Northern Virginia's institutional goals are outlined as follows:

Institutional Goals

- To establish academic programs consistent with the mission of the University.
- To offer educational experiences that stimulate a desire for learning.
- To provide programs and services supportive of the academic objectives and relevant to the needs of employers, the economy and good citizenship.
- To provide student support services that adequately address the diverse needs of international students.
- To implement faculty and staff development procedures and programs which will ensure a high quality educational environment.

- To provide students, through the "UNVA Graduate Co-Operative Education Program," both the educational theory and work experience to better prepare them for successful careers after graduation.
- To provide a program for international students which will aid them in their career development.
- To maintain a systematic program of worldwide institutional development and research.

University Governance

The primary function of the University is teaching. However scholarly research and other professional activities of the faculty, continuing education, and community service are encouraged, promoted, and supported. In keeping with its focus on teaching, the University seeks to recruit, develop, and retain faculty who are dedicated to quality teaching by providing dynamic classroom learning experiences that integrate theory and practice. The institution values academic freedom and the professional opinions of its diverse faculty.

The Board of Directors is responsible for establishing academic and administrative policy and reviewing the performance of the University and its designated officers. Performance is reviewed by regularly evaluating the accomplishment of goals that may be set forth by the Board of Directors.

Ownership of Documents

All applications, papers, documents, and other material submitted by the student are the legal property of the University. All legal documents will be held as prescribed by law and access provided only as established by law. All tests, papers and projects may be retained by UNVA to document students' work effort in their classes. Professors may require the student to return graded material as evidence of the student's efforts in a graded class.

Admission to the University

Required documents and criteria are outlined in the following sections. A prospective student's acceptance is not finalized until all documents are received to the satisfaction of the Admissions Department. Until a student's admission is finalized, he or she has not completed the admissions process. A student's UNVA acceptance may be denied any time during the admissions process.

The University of Northern Virginia is an equal-opportunity educational institution. The University does not discriminate on the basis of race, color, religion, national origin, age, political views, sex, height, weight, sexual orientation, marital status, physical disability in the administration of its admissions policies, educational policies, scholarships, loan programs or other school administered programs.

Undergraduate Admissions

The undergraduate programs at the University of Northern Virginia recognize the needs for professional education based on a foundation of liberal arts and core business and management principles.

The Admissions Department places particular emphasis upon the following:

1. Secondary or high school transcript
2. Test results of the Scholastic Aptitude Test (SAT) or American College Testing Program (ACT) (for reference and guidance)
3. College transcripts
4. Two letters of recommendation from the applicant's principal, teachers, employers or guidance counselor.

Dual Degree Admissions

UNVA may accept certain students into a Dual Degree Program. Students who wish to join the program must have already completed at least 60 undergraduate credits, with a cumulative grade point average (CGPA) of at least 3.0 or its equivalent, at another accredited institution. This program allows students to complete their undergraduate degree at UNVA and transition smoothly into the UNVA master's degree that follows.

The Dual Degree Program addresses variety of student situations, and academic counseling and approval must be sought before admittance into this program. Depending on the individual's progress level of the undergraduate degree, course requirements will be customized to suit the needs of the student by their advisor shortly upon provisional acceptance.

The following documents are required for admissions in to the Dual Degree Program:

1. Secondary or High School Transcripts
2. Post-secondary School or College Transcripts
3. Two letters of recommendation

Graduate Admissions

In addition to above requirements, a graduate application must:

1. have a bachelor's degree from an accredited institution or the equivalent from a foreign college or university;
2. demonstrate evidence at a level consistent with that expected of graduate level candidates and career objectives consistent with the objectives of the program for which the prospective student is applying; and
3. have a 3.0 G.P.A or above. If an applicant's undergraduate G.P.A. is less than 3.0, approval from the Admissions Department is required.

The administration of the University reserves the right to waive certain admission standards in exceptional cases and to provide conditional status to such students.

In addition to completing the general application, the prospective student must arrange for the Admissions Office to receive the following:

- Official transcripts of all undergraduate and graduate work completed. The official transcript should be sent directly to UNVA from institutions previously attended and affixed with the institution's seal(s). Transcripts submitted by a student need to be in a sealed envelope bearing the official seal.
- Two letters of recommendation from the applicant's professors, employers, or graduate counselors

EMBA Admissions

The Admissions Department carefully reviews each application using these criteria:

- At least 10 years of professional work experience.
- Level of professional responsibility and leadership potential.
- Company endorsement for the time commitment is the minimum required. The University prefers to see acknowledgement that students are considered a high potential manager with a current professional development plan.
- Passion for learning and interest in new ideas.

- Ability to work in a diverse group and as part of a team, and the potential to be a leader in the world of business.

The following documents are required for admission to the Executive MBA program:

- Completed/signed application form;
- Non-refundable \$60 application fee;
- Official transcripts from each college or university attended;
- Resume or curriculum vitae (if currently employed);
- Essay responding to questions on application form;
- Two Professional References
- Personal Interview
- International student supplemental documents (required only if a student visa is needed).

NOTE: The GMAT is optional for Executive MBA applicants. It is not required but strongly encouraged.

Doctoral Program Admissions

UNVA seeks doctoral candidates possessing a solid undergraduate and graduate educational preparation, reasonable managerial or professional experience, strong intellect and the capacity for independent investigation. An understanding of the contemporary economic, political and social context in which business organizations operate is important. While most applicants have a master's degree in a business or a public management-related field, applicants with strong academic preparation in other fields are equally welcome to apply.

Doctoral candidates must be fluent in English and are expected to write on a level meeting contemporary standards of professional publication.

The selection of applicants for admission to the doctoral programs is made by a faculty committee and is based on the applicant's overall accomplishments and skills. Specifically, admission to the program requires:

- A master's degree in related fields from an accredited U.S. institution or a comparable foreign institution, with a minimum cumulative grade point average (CGPA) of 3.0 in the master's degree. Applicants possessing a master's degree in a field of

study other than the specific doctoral programs they apply for may be required to take additional preparatory courses.

- Applicants with responsible managerial or professional work experience will be given preference in admission.
- Applicants must submit a concise professional and/or academic resume highlighting both experience and training.
- A statement of goals.
- Two letters of recommendation attesting to the applicant's ability to succeed in a doctoral program are required.
- English language proficiency: Applicants whose native language is not English or who have not completed their studies at a university where English is the language of instruction must provide evidence of English language proficiency. A minimum TOEFL score of 550 (paper-based), 213 (computer-based) or 80 (internet-based) and a minimum IELTS of 6.0 or a similar result on another internationally recognized assessment of proficiency may be submitted to meet this requirement.
- Applicants who have completed the GMAT or GRE examinations within the past ten years may submit their test score results. This is not mandatory but will help the Admissions Department to assess the candidate's abilities to undertake the program.

International Students

The University welcomes applications from citizens with distinguished credentials from many countries worldwide. Students have met the English proficiency requirement if they have completed four years at institutions where English is the primary language of instruction. For visa purposes, international students staying in the United States are required to enter a degree-seeking, full-time program of study.

In addition to completing the general application, the prospective student must arrange for the Admissions Office to receive the following:

- High school diploma and official certified transcripts from each college or university attended. The official transcript should be sent directly to UNVA from the previous attended institutions and affixed with the institution's seal. Transcripts submitted by a

student need to be in a sealed envelope bearing the official seal.

- If the official transcripts are not in English, notarized translations are required.
- Evidence of English proficiency must be presented. This may include a minimum TOEFL score of 500 (paper-based), 173 (computer-based), or 61 (internet-based) or 5.0 on IELTS for undergraduate. A minimum TOEFL score of 550 (paper-based), 213 (computer-based) or 80 (internet-based) or 6.0 on IELTS for graduate students. English programs are available for those who do not have the required scores. Consult with the Admissions Director for further information and procedures.
- Two letters of recommendation from the applicant's professors, employers, or academic counselors.

A personal interview as well as a visit to the campus is recommended for both domestic and international students applying to the main campus. During such time the applicant can gain first-hand knowledge of the University of Northern Virginia.

Dual Enrollment

The Virginia Plan for Dual Enrollment (1998) allows high school students to meet the requirements for high school graduation and, at the same time, earn college credits. High school juniors and seniors who are sixteen years of age or older and who meet academic requirements may take Dual Enrollment classes. Under this program, students are permitted to undertake course work at UNVA concurrently with course work undertaken at their high school.

Under certain conditions and with approval from the student's high school, credit earned at UNVA may be applicable to graduation requirements from Virginia high schools. Credit and grades earned become part of the student's permanent academic record at UNVA. Students applying for this program must submit the regular application for admission, the non-refundable application fee of \$60, a high school transcript, and preferably, the results of the Scholastic Aptitude Test (SAT) or the American College Test (ACT).

Readmission

There are two instances when a student has to reapply for admission:

1. after having been suspended for one academic year; or
2. after having not registered for any courses in a year.

When readmitted, students continue pursuit of the program that they were originally enrolled in before being suspended or leaving for over a year. Students who are readmitted are responsible for completing the program requirements of the catalog year of which they were readmitted.

If accepted for readmission, a student previously suspended due to academic probation will begin the first term automatically placed back on probation. Again failing to meet the minimum CGPA and academic requirements will result in suspension from the University permanently. There will be no more warning after the first probation period is in effect.

Application Procedures

Application forms for admission to the University may be obtained from the:

University of Northern Virginia
Admissions Office
401 E.8th Street, Sioux Falls, SD 57103, USA
Telephone: 571-234-2442

Or, downloaded from www.unva.edu

Application for admission must be made on forms furnished by the University and must be submitted to the Admissions Office. A nonrefundable application fee is required. It is the prospective student's responsibility to make certain that appropriate college transcripts and recommendations are provided either with the application or promptly thereafter. Until all required records are provided, the student will be placed under a conditional admission status. Students under conditional status are only allowed to take four undergraduate or two graduate courses. If the required documentation is not received within three months of the application, the student may be withdrawn from the University.

Computer Literacy

It is very strongly recommended for all incoming students to be computer literate and have the ability to utilize off-the-shelf programs such as word processing, spreadsheet, database, and Internet search/navigation engines. Students who are not proficient will be required to take a computer literacy course.

English Proficiency Requirements

UNVA offers comprehensive English Proficiency courses for international students. These courses are specifically designed to assist students working in a business and technology environment. The faculty is comprised of internationally-experienced linguistic specialists.

If a student does not have the TOEFL or IELTS scores indicated above, he or she must take UNVA's English Placement Test. This placement test is administered several times a quadmester: students register for it through their advisor. The English Placement Test will assess student skills and correlate them with a recommended English Proficiency Program course.

GMAT/GRE Requirements

If potential graduate students have taken the GMAT or GRE and submit their scores, this will enhance the opportunity for admissions.

Conditional Enrollment Status

Conditional enrollment is a classification for students who have completed an official application but have not submitted all of the documents required for full enrollment status. A student may be in "conditional status" for no more than one semester without the written approval of the Academic Dean. Requests for the continuance of this status will be decided on a case-by-case basis.

Transfer Students

Transfer students are welcome. Students who wish to continue their college education at UNVA must submit a completed application to the Admissions Office. Transfer students must arrange for required materials, including official transcripts, to be forwarded to the Admissions Office. Until all records are available to the Admissions Office, the transfer student will be enrolled under a conditional admission agreement.

Transfer students may receive up to nine (9) credits for course work with a "B" or better for graduate admissions, and up to thirty (30) credits for course work with a "C" or better for undergraduate work, provided that the courses are deemed similar or equivalent to courses offered at the University. There are certain cases when a "Block Transfer" may be allowed. See section on Block Transfers for additional information.

Once an applicant is accepted and all documents and transcripts have been received, the appropriate academic department evaluates the transcripts to

determine the number of credits that may be transferred. The evaluation may include a substitution list for required courses where the number of hours completed exceeds the maximum number of transfer hours permitted.

Example: A transfer student has completed four courses of three credits each with the grade of B or better. Three of the courses transfer with credit. The fourth course on the transcript taken is also parallel to a required course in the UNVA curriculum. Rather than forcing the student to repeat a course, the University will allow a course substitution to be given to the student. The student may then take a specific elective within the UNVA program to enhance knowledge. This process obviates the necessity of retaking a course that has already been successfully completed.

Second Degree Program

This program is designed for students who have received a degree from the University of Northern Virginia previously. Students are required to complete more than 50% of the course work of a second degree. Individual degree requirements will be determined by the Department Chair in the letter of acceptance sent to a student who wishes to pursue the Second Degree Program. Students must apply and be accepted by the Department Chair and may not simply take a variety of courses at their discretion. Students are required to complete all courses for the Second Degree and course substitution will be very limited. The Second Degree permits students to use their degree for the field of specialization within the degree requirements; therefore individuals can receive a second degree from the institution for substantially fewer credits than for a first degree.

Double Major and Double Degree

A single UNVA bachelor's degree with a double major is awarded when the student satisfies all curricular requirements for two UNVA bachelor's degree programs but does not qualify for a second degree.

A second bachelor's degree (that is, the non-simultaneous granting of two UNVA degrees) is awarded when the student:

- Satisfies all degree requirements for two different UNVA Bachelor's degree programs.
- Has a minimum of 150 credit hours, including at least 30 credit hours unique to each program.

Advanced Standing

UNVA recognizes in several ways the significant amounts of advanced work many entering students have done while in secondary school.

1. UNVA places all students in classes appropriate for their backgrounds. Students with greater achievement in a language, math, or science, for example, will be placed in more challenging classes.
2. Students may be allowed to use an Advanced Placement exam score (or appropriate international credential) to meet certain requirements (foreign language, introductory departmental course, etc.).

Students with a full year's worth of advanced work-documented by AP exams, an International Baccalaureate diploma, or certain other international credentials and who also meet certain requirements during their first term at the University, may be eligible to petition for Advanced Standing.

Applicants may be admitted with advanced standing by:

- The transfer of credits from other technical institutions, colleges, or universities, or through high school articulation agreements. Students wishing to transfer credits from post-high school institutions should request official transcripts to be sent to the Admissions Office for evaluation. Only classes equivalent to those offered at UNVA with a grade of "C" or better will be accepted for advanced standing. The University reserves the right to determine credits by tests or examination.
- Evaluation of previous work experience, leadership, and organizational experiences.
- Evaluation of studies through military training programs.
- Evaluation of other educational experiences to include work shop seminars.

Forms and procedures for advanced standing may be obtained at the Student Services Office. A maximum of 21 semester credit hours may be earned through these experiences. Students are responsible for providing documentation of the experiences and accomplishments. All transfers and advanced standing requirements must be completed six weeks prior to the end of the quadmester in which the student is enrolled.

Returning Students

The Admissions Department will often times give preference to UNVA Graduates. Those who decide to return to UNVA to pursue another degree will have to submit another Admissions Application form. Although documents from the previous program admission do not need to be re-submitted, updates to these records may be required. Returning students are those who have completed a degree at UNVA and wish to return for another degree. This is not considered readmission. Contact the Admissions Department for more details.

Transfer Credit

University policy permits a student to transfer up to a maximum of nine (9) credit hours from other institutions at the graduate degree level and thirty (30) credits at the undergraduate level. The Academic Dean is the final arbiter in the decision as to whether the University will accept transfer credits and how these credits will be used in the student's academic program. All requests must be made on the form furnished by the University. Since credits earned at any UNVA campus worldwide are granted by the University, they are not considered as transfer credits.

Alternate Credit Options

UNVA grants college credit for certain outside training and courses. All decisions on credit are the responsibility of the Academic Dean, on recommendation from the Department Chairs. In no case will the total number of credit hours achieved by alternative credit transfer exceed nine credit hours. The guidelines for each of these programs are as follows:

Technical Credit

Under special circumstances, students may receive credit for technical courses that are not normally transferable to UNVA. A written request must be submitted for review to both the proper Department Chair and the Academic Dean.

Training Credit

Credit for non-collegiate training programs may be granted based on recommendations of the appropriate department to the Academic Dean. Official records must be supplied to the Admissions Office of UNVA by the appropriate sources during the student's first semester of enrollment in a degree-seeking status.

Military Credit

Credit for training received at military service training schools may be granted based on recommendations of the appropriate office. Official records must be supplied to the Admissions Office of UNVA by the appropriate sources during the first semester of a student's enrollment in a degree-seeking status.

College Level Exam Program (CLEP)

The University participates in the CLEP administered by the College Board and is an official testing site. UNVA grants undergraduate credits to newly admitted and regularly enrolled students who achieve passing scores on the CLEP exams, as approved by the Department Chairs.

International College Level Exam Program (iCLEP)

iCLEP credits will be awarded by the University of Northern Virginia. After passing a test, student can submit the iCLEP diploma to UNVA with a fee, UNVA will award the credits. All iCLEP credits earned will be listed on UNVA official transcripts with course numbers.

Block Transfer Programs

For those students who have an Associate's degree from a regionally accredited institution, or have sixty (60) or more undergraduate credits to transfer, special block transfer options are available at the discretion of the Academics Department. All course selections or substitutions must have the approval of the academic advisor. The maximum credits transferred will be ninety (90) and will be at the discretion of the Academics department.

Challenge Examinations

In lieu of registering for a course, a student may request a challenge examination. (Students who have received a grade in a class taken at UNVA may not take a challenge exam in that course.) These exams allow students to receive credit or waive the requirement for a course by passing a comprehensive test of the course material. The appropriate department must grant permission, and the instructor will determine the examination format (written, oral, practical, combination, etc.). At the option of the student and instructor, the examination may be graded on either the normal or the S/U basis, and the examination points earned will be equivalent to a final grade in the course. Credit hours and grade points earned in this way are equivalent to those earned

through successful completion of courses. The following regulations will apply to all challenge examinations:

1. permission of the instructor of the course is required, and the examination will be given at a time of the instructor's choosing;
2. information as to the nature of the challenge examination will be made available to a student upon request.

Graduation Requirements

All Master's degree programs require the successful completion of a minimum of 36 or 42 credit hours with a 3.0 CGPA and a minimum of 120 credit hours with a 2.0 CGPA for Bachelor's degrees. Candidates for the doctorate must complete a minimum of 60 doctoral credit hours, with a minimum CGPA of 3.0. Doctoral candidates must also complete the comprehensive exam and have their doctoral dissertation approved by their doctoral advisor. The Chair of the appropriate department must approve the course sequence and program completion. All obligations to the University must be fulfilled before a student will be permitted to graduate.

Comprehensive Exam for Doctoral Students

The comprehensive examination is designed to allow the student to demonstrate wide-ranging knowledge of the fundamental principles of, and basic literature in, the specific academic fields. Successful completion of the examination leads to doctoral candidacy status. Previous comprehensive examinations will be available for review and study in the library.

Doctoral Research Project

Students must successfully complete a doctoral research project in partial fulfillment of the requirements for the doctorate. The main objective of the research project is to prepare candidates to utilize empirically-based, sophisticated, and relevant methodologies so that they may address contemporary business problems.

Midway through the required coursework, students should begin to select a topic for their research project. All doctoral students must have a faculty mentor and should discuss the selected topic with this mentor. A potential mentor is selected by the doctoral candidate before submitting the research proposal. However, the potential mentor must agree to the mentorship and the Director of Doctoral Programs must approve it. Doctoral students are required to submit their research proposals to their mentors and the Director of Doctoral

Programs no later than two weeks before taking the comprehensive examination.

The Director of Doctoral Programs creates an “advisory council” for the doctoral student that is comprised of the director, the mentor, and a chair or full time faculty with expertise in the proposed research topic. The proposal is read and evaluated by the advisory council. They will guide the student through various stages of research. And, the council will determine when the research project is ready to be presented formally. Members involved in this process are selected for their expertise related to the area that the research project proposes to investigate.

Degree with Distinction

The University recognizes high-level academic achievement with citations. At graduation a student may receive the degree “with great distinction” or “*magna cum laude*” if his or her cumulative grade point average (CGPA) is at least 3.9 on a four-point system. Those with the outstanding CGPA of 4.0 will be honored with “*summa cum laude*” or “with highest distinction.”

Fees and Tuition (in USD) 2022 – 2024

(*non-refundable fees)

Application Fee*	\$60.00
Doctoral Application Fee*	\$100.00
New Student Orientation Fee*	\$75.00
English Placement Test Fee*	\$25.00
International Student Fee*	\$200.00
Co-Op Admin. Fee (Full-time)*	\$1900.00
Tuition per Credit Hour Undergraduate	\$350.00
Tuition per Credit Hour Graduate	\$430.00
Tuition per Credit Hours Doctoral	\$535.00
Audit Tuition	¹ / ₃ of Normal Tuition
Registration Fee per Course*	\$60.00
Late Registration Fee*	\$60.00
Add/Drop Fee *	\$60.00
Removal of Incomplete Grade*	\$30.00
Withdrawal Fee*	\$30.00
Replacement Diploma*	\$100.00
Registrar’s Affidavit for Diploma*	\$50.00
Replacement ID Card*	\$25.00
Graduation Fee*	\$390.00
Challenge Exam Fee*	\$250.00
Transcripts per Copy*	\$10.00
- Add \$20.00 for Express Transcript* (processed within 48 hours)	
Returned Check Fee*	\$50.00
University Notary Service*	\$5.00
Overnight/Express Shipping*	Varies
Apostille Fee*	\$150.00

Tuition and fees are subject to change without notice pending Board of Directors approval.

Expenses

Tuition and other charges at UNVA are set at the minimum permissible levels for financially responsible operation by the University Board of Directors and may be changed by Board of Directors action. Gifts and grants received through the generosity of alumni, industry, foundations, government and friends play an important part in keeping the cost of tuition as low as possible.

Payment

Students are responsible for payment in full of all tuition and fees on or before the due dates set forth by the University. Registration cannot be completed, and the student cannot be admitted to class, unless satisfactory payment is made at the appropriate times. UNVA also provides a payment plan for those students that qualify. Contact the university business office for more information on requirements. No grade reports, transcripts or diplomas will be issued to a student so long as an unpaid balance exists in his or her account.

Add/Drop Fees

If a student decides to either drop, add, or both drop and add after the first day of the quadmester and before the end of the late registration period, a add/drop fee will be charged.

Late Registration Fees

If a student initially registers for a class either on or after the first day of the quadmester, a late registration fee will be charged.

Refund Policy

It is the policy of the University that fees are nonrefundable. This includes, but is not limited to, application fees, English Placement Test fees, registration fees, Add/Drop fees, late registration fees, removal of Incomplete Grade fees, replacement of ID card fees, graduation fees, transcript fees, and returned check fees.

However, tuition is refundable. If the student requests a refund before the first class of the quadmester is scheduled to begin, tuition will be fully refunded. If the student requests a refund for a registered course after the first class is scheduled but before the second class, 80% of the paid tuition will be refunded. If the student requests a refund for a registered course after the first two scheduled classes have begun but before

the third class, then 60% of the paid tuition will be refunded. After the third class is scheduled to begin, no refunds will be issued.

Students who withdraw before the completion of a quadmester will be charged for tuition in accordance with the following schedule for the period during which they are in residence:

<u>Withdrawal</u>	<u>Tuition Charge</u>
One Class	20%
Two Classes	40%
Three Classes	100%

Academic Policies & Procedures

Regular Students

Students who are pursuing a degree program are classified as regular students. Those who are pursuing a graduate or post-graduate degree and who are enrolled in six (6) or more academic credit hours per quadmester are considered to be full-time regular students. Those who are pursuing an undergraduate degree and who are enrolled in twelve (12) or more academic credit hours per quadmester are considered to be full-time regular students, as well. Part-time regular students are those who enroll for fewer credit hours than what was mentioned in the previous two sentences. This designation does not apply to graduating seniors or those who are completing the final term of their degree. In order to maintain satisfactory progress and remain in good standing, the part-time student must meet the same standards as full-time regular students. The table below indicates how many three (3) credit courses constitute full time study per quadmester.

Degree Program	Minimum Courses per quadmester
Undergraduate	4
Graduate	2
Post-graduate	2

Non-matriculated Students

An individual may enroll at UNVA for special study on either a full-time or part-time basis as a non-matriculated student. Such individuals are provided an opportunity for academic study with concentration in a particular area of interest. The non-matriculated student status may be used to obtain exposure to a particular area as a foundation for further academic

work. Many persons with a degree use this status to gain exposure to another discipline without pursuing a degree. For some courses, certification may be offered for those who receive passing grades. Individuals must matriculate after completing 12 credits at the University.

Special Students

Students who are not pursuing a degree program are classified as special students. They do not have to submit school records or recommendation letters for admissions. Special students may enroll in as many classes as they want to take. But if they want to change their status to regular, they must go through the required application process.

Academic Advising

The basic goal of academic advising for undergraduate and graduate students at UNVA is to provide students with the information and guidance needed to complete a degree program successfully. The aim is not only to provide specific information about courses and degree requirement but also to help students explore educational and career options to further their understanding of the nature and purpose of higher education. The advising system is designed so that:

- Each student has an assigned advisor. A student with a declared major is assigned to a faculty member in the student's major department.
- Each student meets with the assigned advisor during the registration or pre-registration process and has ample opportunity to discuss the academic program and other concerns with that faculty member.
- Each student has access to departmental checklists that outline and summarize specific degree requirements. Students must meet the prerequisites for a course or have special permission from the course-offering department to waive the prerequisites. Students may be dropped from the class if they are found not to meet requirements.
- Each student has the ultimate responsibility for completing his or her degree program.

Provisional Courses

During the admissions process, academic advisors may assign students the requirement of completing provisional courses. These courses are to ensure that students have the academic background required to fully grasp the concepts inherent within their chosen

degree program and to ensure that students receive breadth of knowledge prior to conferral of the degree.

Provisional courses must be completed before beginning the normal degree requirements at UNVA. The student must seek their academic advisor's permission before taking other courses prior to fulfilling the provisional courses. The act of enrolling or even successfully completing an upper level course before completing provisional requirements does not, in any manner, waive the said provisional course requirements.

Registration

Students can register either in person or through their student portal (online) with approval from their academic advisor. Students are not officially enrolled until they have paid all registration and tuition costs. Students must be enrolled in a course or auditing in order to participate in the class. A late registration fee will be charged to students registering for a class on or after the first day of the new quadmester. Late registration is permitted only during the first week of classes. Students are strongly recommended to consult with their Academic Advisor or Department Chair prior to registration in order to choose the proper courses.

Students may register for courses that are not required to complete the degree in which they have matriculated. However, students must understand that these courses are considered extracurricular and for informational purposes only. Students who register for courses which are not listed as degree requirements and without consulting with the assigned Academic Advisor will be doing so solely at their own risk.

Student Contact Information

The University will contact the students primarily by phone or by email. Such contact information must be updated as soon as the student is aware of a change. This is to ensure that students are kept up to date with university events and news.

Upon acceptance to UNVA, newly enrolled students will be assigned a UNVA email address which they are required to use for the remainder of their degree at the University. However, UNVA email addresses may remain active after graduation if the student chooses to continue using it.

Once a UNVA email has been created for students, UNVA staff and faculty will contact students and provide official information to students only to the UNVA email address. This ensures a secure and effective channel of communication. Students are

encouraged to use the UNVA email and to check their email regularly.

Calendar

UNVA operates on a quadmester system and each year is divided into four quadesters: Fall, Winter, Spring, and Summer. Students may apply for acceptance into any one of these quadesters.

Credit

UNVA awards credit based on a semester system. A class hour equals 50 minutes of instruction. Each three-credit class has 45 class hours. A bachelor's degree requires a minimum of 120 credit hours and a master's degree requires a minimum of 36 semester hours to graduate.

Change in Major

A student may change his or her major by filing a Change-of-Major form with the Registrar. However, the student must consult with an advisor before initiating a change. The student is responsible for any additional courses or requirements that must be met within the new major. It is possible that courses already completed may not meet the requirements for the new major.

Repetition of Courses

Required courses at the master's level in which grade results are lower than "C" must be repeated. The previous grade will be shown on the transcript, but only the new grade will be computed in the grade-point average. In a situation where the repeated attempt results in a lower grade, the higher grade will be counted towards the CGPA. Academic courses may not be repeated on a Satisfactory/Unsatisfactory basis. If a graduate student receives a grade below "C" for a second time, he or she must petition the Department Chair and the Academic Dean to remain in the program.

Change in Registration

Students may withdraw up through the fourth week of a course and not have the "Withdrawal" appear on the student transcript. After the fourth week, the "Withdrawal" will appear along with a designation indicating whether the student was "passing" or "failing". A withdrawal fee will be charged for all withdrawals submitted after the last day of late registration of the quadmester. Dropping and adding a course may be done up through the end of the late registration period. A add/drop fee will be charged for all add/drops submitted on or after the first day of the new quadmester.

Withdrawal from UNVA

Before withdrawing from the University, a student is responsible for the return of all previously issued UNVA property and settling or making arrangements for all financial obligations to UNVA. The student must submit a Withdrawal Notice to the Registrar and complete a Withdrawing Student Survey Form at Student Services. Withdrawal from UNVA at any time without satisfactory notice and settlement may result in the withholding of transcript or credits until all university obligations are satisfied.

A student may petition for "Withdrawal Without Prejudice" under extremely unusual circumstances such as serious illness or a death in the student's immediate family. Such a petition must be presented in writing with supporting documentation (i.e. a statement from a physician, military authorities, etc.) before the end of the quadmester to the Academic Dean for review and consideration. The student may request a refund of tuition. The Academic Dean will make a decision based on the facts presented in each case.

UNVA reserves the right to administratively withdraw students from registered courses, due to a medical emergency, academic dishonesty, disruptive conducts, or violation of laws.

Class Auditing

Students may register to audit a class for no credit, with the permission of the Department Chair. Approval to audit a class is on a space available basis. Full tuition paying students have first priority for class. Students auditing a class pay one-third of the course tuition, plus the full registration fee. No student will be allowed to change registration from credit to audit or from audit to credit after the first class. If a student does change from audit to credit before the first class, the full tuition must be paid. If this happens after the first day of the quadmester, the student must also pay the add/drop fee. Students auditing a class receive the AU grade only if they are in attendance for all of the class periods. Audited classes do not figure into the student's GPA.

Grading System

A grade is reported for each course in which a student has enrolled to indicate the quality of performance in that course. Normally, the course grades are assigned as:

90 – 100%	– A
80 – 89%	– B
70 – 79%	– C
60 – 69%	– D

Below 60% – F

The grading system used at the University of Northern Virginia is as follows:

<u>Grade</u>	<u>Point Value</u>	<u>Significance</u>
A	4.0	
B	3.0	
C	2.0	
D*	1.0	Undergraduate only
F	0.0	Failure
AU	0.0	Audit
I	0.0	Incomplete**
R	0.0	Repeat
S	0.0	Satisfactory***
U	0.0	Unsatisfactory***
W/P	0.0	Withdrawn Passing
W/F	0.0	Withdrawn Failing

* Graduate and post-graduate level courses do not recognize a "D" (or lesser) grade for a student enrolled in any course carrying graduate level credit. According to the regulations of any graduate level program or higher, grades lower than "C" are recorded as "F". Any combination of two or more "C" or "F" grades will mandate an academic review by the Academic Dean. Please see "Repetition of Courses" above for details.

** An incomplete (I) may be given in lieu of a grade when circumstances beyond a student's control have prevented completing a significant portion of the work of a course within the allotted time. The student's performance in the course must otherwise be satisfactory. An incomplete must be removed in a manner and within the time determined by the instructor. It may not be continued beyond one quadmester from the end of the quadmester in which the (I) is given. Failure of the student to remove the (I) by that date will result in an automatic grade of "F" being placed on the student's permanent transcript. An (I) cannot become a withdrawal (W).

*** Given only for classes using the Satisfactory/Unsatisfactory Grading Option.

Grade Point Average (GPA)

The total quadmester hours in which grades of A, B, C, D, and F have been received at this institution divided into the corresponding total quality points earned constitute the student's cumulative grade point average (CGPA). Likewise, the student's GPA for any time period is found by dividing the credit hours in which grades other than S and U were received into the total quality points earned during that period. For example:

3 credit hours x A (4.0) = 12.0 quality points
 3 credit hours x B (3.0) = 9.0 quality points
 3 credit hours x C (2.0) = 6.0 quality points
 9 credit hours = 27.0 quality points
 27.0 total quality points/9 hours = 3.0 GPA

The student's GPA indicates scholastic standing. Factors like effort, self-esteem, or placement prospects should be extraneous to the determination of grades.

Attendance

Students are expected to attend all classes. The penalties for missing classes without an approved excuse vary; students should consult the respective course syllabus or their professor. Students are responsible for all material covered or referred to in class whether they are present or absent. Students must contact their professor to determine whether or not the work can be made up. Illness or other circumstances that necessitate extended absence from class should be reported as promptly as possible to the course instructor and Department Chair. Online courses attendance will be monitored by the instructor or another designated staff member. For additional information regarding student course attendance, refer to the most recent version of the *UNVA Student Handbook*.

Academic Warnings, Probation & Suspension

Academic Regulations

Academic regulations have a two-fold purpose:

- To prevent the dissipation of UNVA resources and time to students who fail to make reasonable academic progress.
- To facilitate the maintenance of high academic standards at the University.

Satisfactory Academic Progress

Students at UNVA are required to maintain satisfactory academic progress toward the completion of their degree. Academic progress is defined using both quantitative and qualitative measures. Minimum cumulative grade point averages of 2.0 and 3.0 are required for undergraduate and graduate degree students, respectively.

In addition to GPA requirements, students demonstrate academic progress by completing their programs within a prescribed time frame (refer to the next table). Students must complete their program within 1.5 times the normal length of the program. Incompletes (I), withdrawals from a class (W), and failing grades (D, F) do not reflect satisfactory academic progress. Progress is reviewed at the end of

each quadmester. Any deviation from the academic progress policy must be approved by UNVA's Dean for Academic Affairs.

Degree Level	Credits to Complete	Typical Completion Time	Maximum Completion Time
Bachelor	120	4 yrs or 16 terms	6 yrs or 24 terms
Master	36-42	2.5 yrs or 10 terms	3.75 yrs or 15 terms
Doctor	60	3-5 yrs or 12-20 terms	7.5 years or 30 terms

Unsatisfactory Academic Progress

UNVA understands that certain circumstances will cause a student to fall behind in academic progress or below established academic standards. Seeking assistance from school counselors and officials is highly advised once a student suspects that factors that will cause a decline in their academic progress are imminent.

Academic progress of each student is tracked and monitored at the end of each quadmester by the Registrar's office and Academics Department. If a drop below minimum GPA requirements or perceived downward trend is noticed, UNVA will issue an Academic Warning letter to the student.

Academic Warning: At this time, the student is informed that they are in danger of or have already fallen below academic standards. They are advised to be more attentive to their studies and return to good standing. Students should increase their efforts towards their degree or re-evaluate their options. Seeking advice from a UNVA counselor or official is highly recommended. If good academic status is not reestablished or improvements are not being made by the end of the quadmester the warning was issued, the University will issue a Final Academic Warning.

Final Academic Warning: Receiving this notice is an indication that the student has not made sufficient (or any) improvement towards their academic status or progress. Upon receiving this notice, the student must meet their academic counselor for an academic progress review. The student will be either barred or restricted (at the discretion of the Academic Dean) from the following activities:

- Registering for more courses beyond the minimum full time course load
- Removal from sports and other extracurricular activities

- Removal and/or ineligibility to hold office in any UNVA sanctioned organization

In addition to the above actions, those participating in any cooperative education or internship programs will have their employers notified of the students' academic progress and that withdrawal from the program will occur if there continues to be lack of improvement.

In situations of complete absence of progress (e.g. failing or not completing all enrolled courses), an Academic Final Warning can be issued forgoing all other warnings. Failure to reestablish good academic status or make improvements (at the discretion of the Academic Dean) by the end of the quadmester the final warning was issued will result in the student being placed into academic probation.

Academic Probation: Being placed in the status of Academic Probation entails the following restriction of privileges:

- Registering for more courses beyond the minimum full time course load
- Removal from sports and other extracurricular activities
- Removal and/or ineligibility to hold office in any UNVA sanctioned organization
- Withdrawal from any cooperative education or internship programs and notification sent to employer
- Denial of annual vacation leave

Students in a state of academic probation are at risk of suspension from the University. Probation and the Final Academic Warning may be invoked concurrently if seen fit by UNVA officials. Probation will also be indicated on the student's academic records and grade reports. There are no more Academic Warnings after the first probation period goes into effect. If no progress is made towards academic improvement and the student is still below standards, the student may be placed on suspension.

Academic Suspension: A student on academic suspension is denied the privilege of enrolling at the University of Northern Virginia for the next quadmester after their probation period. After the suspension period, the student will be placed back on probation.

If it is evident that during the second probation an attempt at maintaining good academic standing is once again absent, the second suspension will be for no less than one academic year. The student will then be

required to apply for readmission as described on page 9 of catalog. Students who were suspended and granted readmission to the University will start their first term on probation.

Notification of Probation and Suspension: Indication of academic probation or suspension will appear on the student's grade report at the end of each quadmester and will also appear on the student's official transcript. An official letter of student status from UNVA will also indicate failure to meet academic standards. UNVA will attempt to notify students via email to their UNVA email address and sending a letter to the home address. Failure to receive such notices does not negate the adverse action. Students are encouraged to ensure that their contact information with the school is always current.

Any student who, after conferring with his or her advisor and the Registrar, feels that he or she has been unjustifiably placed on probation or suspension may appeal for a change of status by written petition to the student's Department Chair. Petitions must be submitted to the Registrar's office within 30 days of the date on the notice. The Department Chair will start the process to reevaluate the student's status.

Satisfactory Progress and Attendance for Veterans

In order to be certified by the Department of Veterans Affairs for tuition assistance, a student must be enrolled in a full course of study. Refer to the table on page 15 for more details. If, for some reason, the student desires to drop a course during the quadmester that would bring the course load below full time, permission must first be obtained from the student's academic advisor. Once the Registrar's Department is notified of the drop from full time to part time course load, it will notify the Veteran Affairs Office of the reduction.

Degree Requirements

Course requirements for graduation are listed under each individual program. Candidates for a bachelor's degree must meet certain other requirements.

A student who is continuously enrolled, i.e. is registered for at least one course in a year, may choose the degree requirements to be satisfied from:

1. the catalog in effect when the student first enrolled or;
2. any subsequent catalog.

A readmitted student may choose degree requirements to be satisfied from:

1. the catalog in effect when the student was readmitted or;
2. any subsequent catalog provided the student is continuously enrolled after readmission.

The total number of credit hours from courses taken at UNVA (except those on an S/U basis) and presented to meet the requirements for a specific degree, divided into the total quality points received, must equal 2.0 or greater.

A student who satisfies the requirements for two majors shall be awarded a degree listing a double major, and both majors shall be noted on the diploma. Any disputes or confusion regarding degree indication on the transcript or diploma are resolved by the University Registrar's discretion.

Students who wish to be granted two degrees not only must fulfill all the requirements specified for each individual degree, but they also must earn a minimum of 30 credit hours above the requirements for the first degree.

A candidate for a degree, upon registering for the final quadmaster of enrollment, must announce graduation candidacy to the Registrar by filing a formal Graduation Intent Form. At that time, the Registrar must be furnished with a list of all courses the student wishes to submit in fulfillment of the requirements for the degree. It is the responsibility of the candidate, after consultation with the major department and the Registrar, to make sure that the courses fulfill all requirements for graduation. The student's major advisor, who certifies that the courses taken meet the requirements for the degree specified, must sign the Graduation Intent Form. Any arrangement involving a departure from the regular requirements for graduation requires the approval of the Academic Dean.

All fees, and financial, and academic obligations to UNVA must be met before a student will be awarded a degree or receive a transcript.

The University reserves the right to make curriculum changes. Assurance is given to students that proper measures will be employed to avoid hardships that may result from such changes. An annual degree check is available to undergraduate students who wish to verify their progress toward a degree.

Terminal transfer credits, i.e. credits earned at another college or university in order to complete the last degree requirements at the university, are not allowed except by approval of the Academic Dean when unusual circumstances appear to justify it. A student who anticipates the need for requesting terminal transfer credit should do so as soon as practical and in

no event later than the time of filing the Graduation Intent form for a degree. The request should be addressed to the Academic Dean. It should contain a statement of the circumstances which, in the student's judgment, justify the request, and a specific statement of the program proposed for obtaining the terminal credits. Approval, if granted, will be of a specific program. The student is responsible for providing an original transcript of completed coursework from the approved institution. No degree will be awarded without completion of all conditions identified in the approval letter.

Students' Rights, Privileges and Responsibilities

Students who enroll at UNVA should do so with the realization that they are presumed to be serious and committed to academic purposes and are expected to conduct themselves as good citizens of the university community.

An effective guardianship of the health, general safety, and welfare of all students must be maintained.

The final responsibility for the accomplishment of these purposes must rest upon the administration and faculty of the institution who may prescribe certain rules and enforcement procedures for guidance toward these ends. Information concerning such rules and additional procedures is contained in the *UNVA Student Handbook* and in supplementary bulletins that may be published from time to time.

UNVA is committed to the full support of the rights of its students, including due process in student disciplinary matters. Detailed procedures designed to safeguard student rights and to guarantee fair and impartial treatment of any and all disciplinary cases are published in the *UNVA Student Handbook*. Methods developed to provide due process in student disciplinary matters are based on the 1967 joint recommendations of the American Association of University Professors, the National Association of Students, and the National Association of Student Personnel Administrators; they conform to Title IX-Educational Amendments of 1972.

Student Services

The mission of Student Services is to develop and provide access to programs that pertain to student lifestyle and culture in order to strengthen the bonds within in the student community and improve the overall student experience.

Some of the responsibilities and programs in the Student Services Office include:

- Alumni Services
- Job placement
- Health insurance
- Academic advising
- Student activities
- International student affairs
- Liaison with other educational institutions
- Internship program

Alumni Services

Our students' relationship with the University does not stop upon graduation. The Alumni Services Office works to foster and strengthen those lifelong relationships and keep them connected with the University of Northern Virginia. Currently, more than 10,000 UNVA graduates and former students located worldwide, continue their relationships through their support and participation. Whether it is attending an event, donating to a scholarship or referring a student, UNVA alumni lead the way.

Alumni Association

Alumni Services office works closely with the Alumni Association in its endeavor to support the advancement, growth and development of UNVA. All graduates of UNVA are members of the UNVA Alumni Association, which is governed by a Board of Directors. Local chapters are set up in different locations where UNVA is offering programs. For more information, please check:

www.unva.edu/alumni

Job Placement

The mission of the Career Services Office is that it is dedicated to assisting UNVA students and alumni in preparing and maintaining a successful career. Job placement services are available to graduates, currently enrolled students and former students. This office serves as a source for employment opportunities available in the local community and outlying area. The Job Placement program continues to receive information about a substantial number of career-oriented positions, thus, providing students the opportunity to match their majors or interests with related employment.

Services of the Job Placement program include, but are not limited to:

- **On-Campus Recruiting:** Job development within each curriculum is promoted at UNVA on an ongoing basis. Employers from business, industry, government, and education are interested to recruit at UNVA.

The Career Services Office offers employers a centralized location for contacting qualified students for employment. Employers may contact the Corporate Outreach Manager to schedule recruiting times on campus.

- **Résumé Assistance:** Résumé assistance is offered through workshops and by appointment. Regularly, the Career Services Office sponsors résumé building workshops and job fairs. All students and alumni are urged to attend.
- **Job Opportunity Listings:** Employers may email, fax, or mail any employment opportunities to the Career Services Office. These openings will remain active until the position is filled or until the employer is no longer interested. Students may find job listing posted at the Career Services Office or online. This information is shared with alumni and department heads upon receipt.
- **Employer Resource Library:** The Career Services Office maintains an employment resource library that contains information on many of the local companies. Employers are encouraged to send information to be included in this library. Also, many of the employer applications are maintained within these files.
- **Career Search Counseling:** The Career Services Office maintains alumni and salary information for statistical purposes. The office is also available to do limited career search testing. Students are encouraged to contact their academic advisor for the most current developments within their field of study.

Health Insurance

Virginia State requires all college students, their accompanying spouses and/or children to demonstrate that they have health insurance coverage. All degree and specific approved, certificate-seeking students enrolled in five or more credit hours must prove enrollment in some kind of medical insurance. According to law, student must show proof of International Student Health insurance coverage before they can enroll for classes. Students who aren't covered under their parents' health plan may be able to purchase medical coverage through their school. As an international student who is either planning to study in the USA, or already currently studying in the USA, you will need to show proof of international health insurance coverage as part of your university

admission process. The US government does not have any specific health insurance requirements for international students in the US. Most schools and colleges in the USA require that you insurance coverage meet certain levels so that you have the right coverage and are protected in case something happens. The Student Health Insurance Coordinator of Student Service Office can help you evaluate your insurance needs so you choose the best plan available.

International Student Affairs

The Office of International Student Affairs (OISA) is committed to providing culturally sensitive services of the highest quality. As the campus office devoted to international students and scholars, we strive to create an environment that allows for successful educational and personal experiences through orientation, advising, programs and outreach.

It also provides special services for international students, including immigration advising, career services, orientation assistance, coordination of cultural and educational programs, and international admissions.

Internship Program

This program assists students and employers to better understand each other in a real world work situation.

- Internships are a three-way partnership involving the employer, the student and UNVA.
- Participation relies on open lines of communication and a mutual commitment to provide quality service.
- The program maintains flexible operating guidelines and procedures for both employers and students.
- Internships are academic and taken for credit by students.
- Participation enables employers to have access to an ever-renewing supply of reliable, high-quality employees.

UNVA Graduate Co-Op Program

UNVA offers a cooperative education program to all students enrolled in a graduate or post-graduate level program. This program integrates relative work experience in the students' chosen curricula. For those students on the F-1 student visa that require work authorization, UNVA may approve their work authorization under Curricular Practical Training (CPT). Such employment must be related directly to

the students' fields of study and be in accordance to the regulations set forward by the US Immigration and Customs Enforcement (ICE) and the Student and Exchange Visitor Program (SEVP). CPT may only be authorized for periods in which students are actively pursuing a degree in their field of study.

The purpose of this program is to provide students with firsthand experience in the American business environment while simultaneously completing a graduate level degree. The hands-on experience from the employment and the theoretical knowledge gained by the curricula are obtained at the same time and are seamlessly integrated. Those in this program receive guidance from the University and must complete evaluations that document their progress. Paid internships are mandatory to complete this program and internship may begin in the students' first academic year.

Requirements for Entrance

1. Acceptance and admittance into a master's or doctoral level program is the first requirement.
2. Receipt of all fees applicable to the program. Itemization of fees is found in a later section.
3. Students must register and attend a special seminar (ORTN500) exclusively for Co-Op students which must be taken the first term the student enrolls into the Graduate Co-Op Program.

Benefits to Students

- The work experience that the students will receive while enrolled in this program directly relates to their field of study and gives them practical skills and training that cannot be obtained through a traditional educational format.
- After graduation, students who were enrolled in this program have a more comprehensive resume and work experience history, in addition to the completion of a graduate level degree.
- Graduates in this program, often times, have already established a professional relationship and rapport with their employers, co-workers, and fellow students which makes the transition from full time student to full time employee seamless and unobtrusive.
- All employees, in this case specifically Co-Op students, are entitled by U.S. federal wage

law to earn the same wages as all other employees of equal skill and job class. Additionally, some students qualify for tax exemptions which allow them to keep more of their net earnings after filing taxes. Net earnings are retained by the student worker and may be used to help alleviate the burden of personal expenses or educational needs.

- A part-time or full-time employment under Co-Op program are defined as twenty (20) hours or less per week or exceeds twenty hours per week, respectively. Employment will be authorized as long as the student is enrolled in a full course load, maintains good academic standing, and fulfills all the requirements of the Co-Op Program. This allows for a flexible work and school schedule.
- Part-time or full-time employments are defined as twenty (20) hours or less per week or exceeds twenty hours per week, respectively. Employment will be authorized as long as students are enrolled in a full course load. This allows for a flexible work and school schedule.
- Students enrolled in the Co-Op program are in good academic standing because they must demonstrate that they are enrolled in a full course load and adhering to all academic policies.
- Where possible, class schedules will be arranged as to facilitate this program. UNVA offers daytime, evening and weekend courses which results in more productive usage of the student's time.
- Upon completion of the program Graduate Co-Op Certification will be awarded to those who participated and successfully completed the program.

Description of the Curriculum

- The UNVA Graduate Co-Op program requires the completion of a standard master's or doctoral level program, including all required courses and projects.
- Students in the Co-Op program must register and attend a special seminar (ORTN500) exclusively for Co-Op students which must be taken the first term the student enrolls into the Graduate Co-Op Program. The purpose of the seminar is to familiarize students with the processes and policies that apply to

workers in the U.S. A more detailed description is found later in the catalog. This course does not substitute ORTN001, the new student orientation, which is required of all students.

- Students must register for a one credit practicum course (ORTN590) for every term in which they are actively employed (full or part-time). Enrollment in this course involves completing assignments and work evaluations. Completion of the Co-Op program requires a minimum of three (3) quadesters of employment, as indicated by the presence of ORTN590 on the transcript.

Elements of Co-Op Employment

Length: Employment may be authorized for as long as a student is enrolled and pursuing the completion of their graduate degree. However, for international students, exceeding twelve (12) months of full-time CPT results in ineligibility for post graduate work authorization (OPT). Part-time CPT employment is counted at half the rate of full-time.

Obtaining Employment: As part of the experience, each student is responsible for searching for prospective employers, going through the interview process, and satisfactorily completing the duties of their job. UNVA will guide students through the entire experience through advising, processing of documents, and, when available, posting of local job openings.

Once a job has been procured by the student, an application must be filed at the career center of the University. If the job and application meet requirements and has been approved, the employment may be applied to the program for credit and other benefits of the Co-Op program.

Maintenance of Employment: In order for the employment to be approved for every quadester, students must maintain good standing within the University. This includes enrolling in courses and abiding by university policies. Students must also complete assignments and forms as given by their advisors. This is to ensure that students are benefiting from the program and that academic value of the program is preserved.

Types of Employment Applicable to the Program: UNVA will only approve employment that is determined to be directly related to the student's current major program of study. This is a requirement of the regulations guiding CPT usage and university requirement, as well.

Location of Employment: Students may work at any site that does not interfere with their academic program. All students are subject to UNVA's attendance policies at all times.

Probable Wages: Federal wage law requires that people working in the U.S. receive a minimum of \$7.25 per hour (as of 2011). However, because of the degree requirement to enter the Co-Op program, students are often paid at least \$10.00 per hour. Those students that continually improve their employee repertoires and are vigorous in the employment process, often earn above average wages and salaries.

UNVA Tuition Scholarship Credit: Students participating in the Full-time Co-Op program and who have successfully passed ORTN500 while maintaining a CGPA of 3.0 or higher may receive a \$250 scholarship towards tuition. The first instance of eligibility for this scholarship will be the term the student begins the Co-Op Program and takes ORTN500 for the first time. If the student maintains a CGPA of 3.0 after completing said term, the student will receive the \$250 scholarship credited to their student account. In order for students to continue receiving this scholarship, they must continue maintaining a CGPA of at least 3.0. The maximum that a student may receive is \$1000 or four terms of scholarship. Once eligible, students need to apply for the scholarship credit according to the procedures of the Career Services Office.

Co-Op Practicum (ORTN590)

- Provides structure and establishes clear expectations for students and employers;
- Provides evidence that the internship is a university sanctioned experience (transcript notation) whether or not the student receives academic credit;
- Requires that students and supervisors set realistic learning objectives for each semester of placement;
- Allows for evaluation of performance and placement;
- Can be linked to upper-level academic credit when appropriate and;
- Fulfills the credit requirements in order to complete UNVA's Graduate Co-Op Program and receive the certificate of recognition.

Summary of Costs for the Co-Op Program

- Students entering the Co-Op program who will be working full-time are charged a one

time and non-refundable administrative fee of \$1900. This payment needs to be made in full and will have to be paid before entrance in the Co-Op program is permitted.

- Those students who intend only on seeking part-time employment are not required to pay the Co-Op administrative fee.
- In order to be considered full time students, those enrolled in the Co-Op program are employed and must be registered for at least two (2) academic courses and ORTN590 (or ORTN500, if it is the first term of Co-Op). Refer to page 15 for more details.
- Students who are not employed while in this program are required to enroll in at least two (2) courses. If the student finds employment later in the quadmester, ORTN590 must be registered in addition to the courses already registered.

Completion of the Co-Op Program

In order to complete this program, the requirements of the student's graduate degree must be met. This includes, but is not limited to, the completion of all coursework and projects, as well as meeting all of the University's graduation requirements. Additionally, the student needs to have earned a total of at least six (6) practicum credits which is the equivalent of one academic year of continuous employment. The student's record must be evaluated and approved by the University before completion of the program is established.

Additional Information

For more information regarding this program contact:

Career Services/Co-Op Programs
401 E.8th Street,
Sioux Falls, SD 57103

Library Services and Learning Resources

The UNVA library provides academic support for all UNVA students around the world. Acquisition of materials and development of services are adapted to the changing and expanding needs of the University's diverse fields of study. The library is open seven (7) days a week to accommodate student needs. The library and research tools can be accessed through the UNVA website or directly at <http://www.egloballibrary.com/unvm>.

UNVA has a book acquisition agreement with the Library of Congress. The library houses a growing collection of books and periodicals, as well as online

access to thousands of articles, electronic books, and other resources. UNVA students can get borrowing privileges at the Library of Congress and Fairfax County Public Libraries. The library offers group or individual library instruction, interlibrary loans,

photocopying and binding services, wireless internet, and reference assistance.



Complaint and Grievance Policies and Procedures

Most students will complete their education at UNVA without feeling the need to register a complaint against a faculty member. However, if a student believes that he or she has a reason to file a complaint, the University is obligated to listen. UNVA has established procedures to respond to student complaints in a fair and equitable manner. For complaints of a non-academic nature, students should refer to the *UNVA Student Handbook*.

When considering academic matters, however, the Department Chair finds that a faculty member's disputed action conflicts with federal or state laws/regulations, university, school, or departmental policy, or with the instructor's own stated policy, then a decision likely will be made in the student's favor. If the dispute is determined to be based upon a faculty member's professional judgment, such as the evaluation of a test, or performance in a class, the student is entitled to have an opportunity to provide a statement as to why the faculty member's judgment is flawed. In turn, the Department Chair forms an opinion about the dispute and advises the instructor of their opinion. But the faculty member, after considering the advice of the administrators, shall retain complete academic freedom to change or to retain his/her judgment.

These steps are to be followed when making an academic complaint:

- In the case of course-related complaints or disputes, the student must first appeal to the instructor for a resolution of the matter and must do so within six weeks from the end of the quadmester.
- If a complaint or dispute is not satisfactorily resolved, the student may appeal to the chair of the academics department in which the complaint or dispute is centered. If a formal complaint is to be registered, it should be made in writing stating the specific charges.
- If the complaint or dispute is still unresolved after appeal to the Department Chair, the student may appeal in writing to the Academic Dean. The Academic Dean will notify the faculty member of the complaint and the faculty member will provide a written explanation of the circumstances to the Academic Dean and to the student within a reasonable time, as specified by the Academic Dean.

- If a resolution of the matter is not reached, the student or the faculty member may appeal to the Academic Council. The Academic Council will evaluate the oral and written statements of the student and the faculty member. If the Academic Council does not have at least one student member, the Academic Dean will be asked to appoint a student representative to serve for each case. The Academic Council will then submit its recommendation to the Academic Dean. The decision from the Academic Dean is final.

Grade Appeals

If a student believes that nonacademic criteria have been used in determining his or her grade in a course, he or she may follow the procedures described in this regulation. "Nonacademic criteria" means criteria not directly reflective of academic performance in the specified course. It includes discrimination on political grounds or for reasons of race, religion, sex, or ethnic origin.

Students may send written appeals to the Academic Council. Appeals to this council shall be considered confidential unless both the complainant and the instructor agree otherwise.

- The student shall attempt to resolve the grievance with the instructor within the first month of the following quadmester.
- If the grievance is not resolved to the student's satisfaction, he or she may then attempt to resolve the grievance through written appeal to the Department Chair, who shall attempt to adjudicate the case with the instructor and the student within two weeks.
- If the grievance still is not resolved to the student's satisfaction, he or she may then attempt to resolve the grievance through written appeal to the Academic Dean who shall attempt to adjudicate the case with the instructor, the Department Chair, and the student within two weeks. The decision that is made by the Academic Dean is the final decision regarding the dispute.

These procedures are designed solely to determine whether nonacademic criteria have been used in assigning a grade, and if so, to effect a change of that grade. A reminder: no punitive actions may be taken against the instructor solely on the basis of these procedures. Neither the filing of charges nor the final disposition of the case shall, under any circumstances, become a part of the personnel file of the instructor.

The use of nonacademic criteria in assigning a grade is a violation of the Faculty Code of Conduct as found in the *UNVA Faculty Handbook*. Sanctions against an instructor for violation of the Faculty Code may be sought by filing a complaint in accordance with the rules of State of Virginia. A complaint may be filed by the student or by interested parties.

Academic Dishonesty

Procedures for Disposition of Cases of Academic Dishonesty

The principle of honesty must be upheld if the integrity of scholarship is to be maintained by the academic community.

The Initial Phase

When an instructor has reason to believe that a student has committed a dishonest act in completing an assignment, he or she should proceed in one of two ways:

- Call the student to a meeting to discuss the charges, the evidence, and the proposed academic consequence.
- Meet with the student and the appropriate Department Chair together to present the evidence and to discuss the charges and the proposed academic consequence and administrative remedy.

Following these steps, the instructor will confer with the Department Chair to decide whether to proceed with the charge. The instructor may drop the charge, but the Department Chair may not dismiss the charge without the instructor's consent. If the decision is to proceed, the student shall be notified of the charges in writing by the Department Chair and informed of the procedures for processing cases of academic dishonesty under the UNVA Policy on Integrity.

The student shall have ten (10) calendar days following notification by the Department Chair to decide whether:

- To accept the charge of academic dishonesty and the proposed academic consequences and administrative penalties.
- To deny the charge of dishonesty and to proceed to a formal hearing.
- To accept the charge of dishonesty but to appeal the proposed actions.

Unless the student informs the Department Chair and the instructor otherwise within this ten-calendar-day

period, he or she shall be presumed to have accepted both responsibility and consequences. If the student accepts the charge, a record of the academic consequences and administrative penalties imposed shall be maintained in the office of the appropriate Department Chair. A copy of the final disposition of the case shall be sent to the Chair of the department in which the violation occurred.

The Hearing Phase

If the student denies having committed the alleged act of academic dishonesty, he or she must submit a written request for a formal hearing to the appropriate Department Chair within ten (10) calendar days of being notified of the charges. The Department Chair shall refer the case to the Student Services Director who, within thirty (30) calendar days, will schedule a formal hearing of the case by the Academic Council Hearing Board ("hearing board"). The Student Services Director will provide at least ten (10) days' notice to the student and the instructor regarding the time and location of the hearing. The Director will also be available to advise the instructor of the procedures and options for presentation of the case.

The hearing board shall be composed of three faculty members appointed by the Academic Council, and one graduate or undergraduate student appointed by the Academic Dean. The Department Chair shall serve as the presiding officer. Members shall normally serve a two-year term. The presiding officer shall conduct the hearing and advise the hearing board on procedure but shall not vote. The hearing board shall be governed by the general UNVA rules of procedural due process.

The hearing board shall hold a formal hearing and decide on the basis of a preponderance of the evidence whether the student did engage in academic dishonesty. In cases where the hearing board deems that expert advice is essential to a judgment on the merits of the case, such as suspected dishonesty in research, the hearing board may appoint an ad hoc council to advise it. The ad hoc council shall consist of three faculty members with knowledge of the field in question. The members of the ad hoc council shall be present at the hearing and shall advise the hearing board during the board's deliberations. The final judgment in the case shall rest with the hearing board. Within five (5) calendar days from the date the hearing is completed, the presiding officer shall forward the hearing board's findings with explanations to the appropriate Department Chair, with copies to the instructor, and the accused student.

Within five (5) calendar days after receipt of the notice of the hearing board's final judgment in the case, the Department Chair shall inform the student in writing of the findings of the council and, if academic dishonesty is upheld, the administrative penalties to be imposed.

If the hearing board finds the evidence insufficient to sustain the charge of academic dishonesty, the Department Chair and the instructor shall dismiss the matter without further action against the student, who shall be permitted to complete the course without prejudice or withdraw from it. If the student withdraws from the course, it shall not be listed on his or her transcript.

The Appeals Phase

If the hearing board sustains the charge of academic dishonesty, a student may appeal that judgment in writing to the Academic Dean within fifteen (15) calendar days from the date of the notice. The basis for appeal of the hearing board's judgment shall be:

- That the standards of procedural fairness were violated (e.g., that the student did not

have sufficient opportunity to present his or her side of the case) or

- That there exists newly discovered important evidence that has substantial bearing on the findings of the hearing board. If the appeal is sustained, the case shall be referred back to the hearing board for a new hearing. Except for such appeals, the judgment of the hearing board shall be final.

Modification of Academic Action and/or Administrative Penalty

Within ten (10) calendar days of receipt of the Department Chair's letter, the student may appeal the instructor's determination of the academic action and/or the Department Chair's administrative penalty. An appeal of the Department Chair's administrative penalty shall be directed to the Academic Dean.

Other Complaints

If there are other kinds of complaints submitted by students, the Department Chair will determine the organization of an appropriate council to deal with the complaint.



Administrative Policies

School Closing

Ordinarily, classes will be conducted during inclement weather. When extreme weather or emergency conditions exist, faculty, students, and staff may consult local media to obtain information about the university closing.

It is university policy to reschedule these days when, and if, an excessive number of class days must be canceled because of inclement weather.

Transcript Validation

Official transcripts carry the signature of the University Registrar or designated university official, the issue date and the seal of the University of Northern Virginia. When issued to the student, official transcripts are noted accordingly. This record is for the recipient only and may not be reproduced.

Immunization

All students at the US campuses must comply with federal and state laws concerning required immunizations. Student counselors have specific requirement forms available.

Family Educational Rights and Privacy Act of 1974 (FERPA)

In compliance with The Family Educational Rights and Privacy Act of 1974, FERPA, the University of Northern Virginia has established policies to protect the accuracy and privacy of student educational records. FERPA affords students certain rights with respect to their educational records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the University receives the written request. Students should submit a written request to the registrar that clearly identifies the record (s) they wish to inspect. The registrar will make arrangements for access and notify the student of the time and place where the record (s) may be inspected.
2. The right to request the amendment of education records that the student believes are inaccurate or misleading. Students may request that the University amend a record by writing a letter to the registrar clearly identifying the part of the record they want changed and specify why it is inaccurate or misleading.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Disclosures can be made without student consent to the following: school officials with legitimate educational interests; accrediting agencies or organizations conducting educational studies; personnel in connection student applications for, or receipt of , financial aid; public authorities with a judicial order or subpoena for such information; those involved in an emergency situation if the information is necessary to protect the health or safety of students or other persons; and directory information services.
4. The University of Northern Virginia has designated the following as directory information:
 - Name of student
 - Address of a currently enrolled student
 - Major field of study
 - Dates of enrollment
 - Degrees and dates conferred
 - Academic honors and awards received
5. If students do not with the University to release directory information, they must submit a request in writing to the University Registrar for non-disclosure of directory information.
6. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University of Northern Virginia to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

All questions with respect to a student's rights under FERPA should be directed to the Registrar's Office.

Approval for the Training of Veterans

The Virginia State Approving Agency for Veterans Education and Training at the Veteran Services Department has approved the University of Northern Virginia to enroll veterans and other students who are eligible to be recipients of the Montgomery GI Bill

educational benefits. The Students Services Office can provide information about applying for these GI Bill programs or a student can go to the below website for additional information.

www.gibill.va.gov

Change of Name and Address

It is the student's responsibility to notify the University of changes in permanent address or name. Name changes require official documentation and cannot be completed over the telephone. According to the United States immigration regulations, students under F-1 visas must file form A-11 to report to USCIS for address change within seven working days. Failure to do so might curtail the right of student's stay in the United States. Please contact the International Student Affairs office for additional information.

Dean's List

An Honor Roll of undergraduate students who carried at least 12 credit hours with a CGPA of 3.0 or higher, and 9 credit hours with a 3.5 or higher CGPA for graduate students, is released at the end of each quadmester. At least half of those credit hours must have been assigned letter grades.

Both undergraduate and graduate students who earn a CGPA of 3.9 or better while carrying at least 12 (9 for graduate) hours will be named to the Dean's List.

University of Northern Virginia Scholar

Any undergraduate student having demonstrated superior scholastic competence may be named a "University of Northern Virginia Scholar" upon the recommendation of their academic advisor and the approval of the Academic Dean. The student must have completed 65 or more credit hours at UNVA and achieved a CGPA of 3.8 or better at the University. A heavier than normal course load and employment hours will be taken into consideration. In recognition of scholarly competence, the University of Northern Virginia Scholar may:

- register for courses without the required prerequisites when the student, the advisor, and the instructor agree that sufficient achievement is likely to be made;
- obtain a passing grade in a higher course within a sequence, resulting in the waiving of the lower course degree requirement (with departmental approval) where the lower course is a prerequisite for the higher course (no credit shall be given for the waived lower course);
- request a grade of S (satisfactory) or U (unsatisfactory) in such a course, rather than the usual letter grade (this request must be received by the instructor in writing by the last week of the quadmester; the grades of S and U shall not be counted in the GPA);
- register for graduate courses on the same basis as outlined above.



COURSE CODES

A course is recognized by its prefix (e.g., “ACTG-500”), and its full title (e.g. “Financial Accounting Analysis”). The prefix is composed of two parts, a letter part indicating a field of study, and a numeric part indicating the level to which the course belongs. Thus,

ACTG	=	Accounting
ANTR	=	Anthropology
ARTH	=	Art History
BMGT	=	Business Management
CASI	=	Casino Management
COMM	=	Management Communications
CSCI	=	Computer Science
ECED	=	Early Childhood Education
ECIT	=	Educational Communication & Instructional Technology
ECON	=	Economics
ECLD	=	Educational Leadership
EVSC	=	Environmental Science
ENGL	=	English
FINA	=	Finance
GSCI	=	General Sciences
GOVT	=	Government & Political Science
HECA	=	Health Care Administration
HIST	=	History
HUMN	=	Humanities
HOSP	=	Hospitality Management

IMSC	=	Information Systems Technology
MATH	=	Mathematics
MKTG	=	Marketing
MULT	=	Multimedia Technology
ORTN	=	CO-OP and Orientation
PHAR	=	Pharmaceutical Management
PHIL	=	Philosophical Studies
PROJ	=	Project Management
PSCH	=	Psychology
RESE	=	Research Methodology
SOCI	=	Sociology
STAT	=	Statistics
TCSL	=	Teaching Chinese to Speakers of Other Languages
TESL	=	Teaching English to Speakers of Other Languages

Generally, the numbering system works as following:

001 – 099	Non-credit Courses
101 – 199	Freshman Courses
201 – 299	Sophomore Courses
301 – 399	Junior Courses
401 – 499	Senior Courses
501 – 599	Master Courses
601 – 699	Doctoral Courses
700	Doctoral Project



School of Education

The Department of Education at the University of Northern Virginia is dedicated to enhancing the practice of education through scholarship that informs the preparation of educational professionals, the improvement of educational systems, and the development of educational policy. It is committed to the principle that diverse learning communities create the conditions that both enrich the educational experience and provide opportunities for all to realize their full potential. It educates the education professionals at all stages of their careers, whether they are launching a career in academia, entering the classroom for the first time or returning to school to advance a career in progress. Our goal is to educate the people who will set the pace for research, teaching, and education reform.

The Department offers graduate programs leading to the Master of Education (M.Ed.) and Doctor of Education (D.Ed.). The Department also awards a Certificate of Teaching. Graduate programs in the Department provide opportunities for advanced study and research in education and foster the development of innovative responses to challenges in the field of education. They offer specialized work to individuals in a wide variety of areas of education: preschool; higher education; special needs; policy, planning, and administration in schools; and in the corporate sector. Most graduates seek employment in elementary and secondary schools. Some specializations are oriented toward non-school settings and prepare graduates to work in higher and adult education, social service agencies and corporate training centers.

Master of Education

Course requirements: 42 credit hours

UNVA Master of Education programs are offered under both in-class and on-line formats. The M.Ed. is a 42-credit program that prepares educators from a variety of backgrounds to add depth and breadth to their current practice. Students will be presented with the most current knowledge about teaching and learning in a community of learners who share their commitment to growth, achievement, and hard work. It gives prospective and experienced teachers in Virginia as well as any other states in the United States and elsewhere opportunities to improve their skills, knowledge, and approaches to classroom teaching and leadership.

Our M.Ed. degree programs include Early Childhood Education, Educational Communication and Instructional Technology, Educational Leadership,

Teaching Chinese to Speakers of Other Languages (TCSOL), and Teaching English to Speakers of Other Languages (TESOL). With rare exceptions, students are required to follow the course sequence as shown below. UNVA expects students complete their requirements in the order of cornerstone, core, and concentration courses.

Early Childhood Education

Cornerstone: 12 credit hours

EDLD 500	Basic Methods in Educational Research
EDLD 510	Cultural Foundations of Education
ECIT 514	Learning Theory and Educational Practice
ECED 500	Human Development

Core Courses: 18 credit hours

ECED 510	Trends and Issues in Early Childhood Education
ECED 524	Curriculum and Instruction in Early Childhood
ECED 530	Language and Literacy Development in Children
ECED 540	Developmental Assessment of the Young Child: Theory and Practice
ECED 580	Seminar: Early Childhood Education
ECED 590	Education Practicum

Concentration: 12 credit hours

Required:

ECED 550	The Role of Play in Child Development
ECED 555	Understanding Challenging Behavior in Young Children

Choose 2 from the following courses.

ECED 522	Family, School and Community Partnerships in Early Childhood Education
ECED 526	Directing a Child Care Program
EDLD 520	Organizational Management and Leadership
ECIT 500	Technology Mediated Instruction
ECIT 510	Instructional Design and Development

Educational Communication and Instructional Technology

Cornerstone: 15 credit hours

ECIT 500	Technology Mediated Instruction
ECIT 510	Instructional Design and Development
ECIT 514	Learning Theory and Educational Practice
EDLD 500	Basic Methods in Educational Research
EDLD 510	Cultural Foundations of Education

Core Course: 15 credit hours

ECIT 516	Administration of Distance Education Programs
ECIT 532	Emerging Approaches in Teaching, Learning, and Technology
MULT 501	Introduction to Multimedia
MULT 518	Web Authoring
ECIT 590	Practicum in Instructional Technology

Concentration (choose 4): 12 credit hours

ECIT 540	Advanced Instructional Design and Development
ECIT 542	Design of Web-based Instruction
EDLD 514	Curriculum and Instructional Leadership
IMSC 500	Information Systems Technology
MULT 507	Multimedia Programming
MULT 509	Multimedia Theory
MULT 511	3D Modeling and Animation
MULT 531	Multimedia Information Systems
MULT 532	Distributed Multimedia
MULT 533	Interactive Multimedia
MULT 534	Interactive Multimedia Projects
MULT 535	Multimedia Systems and Applications
MULT 539	Media Aesthetics
MULT 547	Writing for Interactivity
MULT 549	Introduction to CD-ROM Authoring
MULT 555	Video Telecommunication
MULT 557	Digital Video Editing Workshop
PROJ 520	Project Management Foundations

Educational Leadership

Cornerstone: 15 credit hours

ECIT 514	Learning Theory and Educational Practice
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ECIT 516	Administration of Distance Education Programs
EDLD 500	Basic Methods in Educational Research
EDLD 510	Cultural Foundations of Education
EDLD 514	Curriculum and Instructional Leadership

Core Courses: 15 credit hours

EDLD 520	Organizational Management and Leadership
EDLD 524	Education Finance
EDLD 525	Planning and Budgeting in Education
EDLD 530	Constitutional, Statutory, and Judicial Foundations of Education
EDLD 534	Supervision and Personnel Management

Concentration (choose 4): 12 credit hours

ECIT 516	Administration of Distance Education Programs
ECIT 532	Emerging Approaches in Teaching, Learning, and Technology
EDLD 540	Facilities Planning and Management
EDLD 545	Educational Policy Development
EDLD 546	The Role of the Principal
EDLD 550	Assessment and Evaluation In Learning Organizations
PROJ 520	Project Management Foundations
PROJ 521	Project Planning

Teaching Chinese to Speakers of Other Languages (TCSOL)

Cornerstone: 15 credit hours

ECIT 514	Learning Theory and Educational Practice
EDLD 500	Basic Methods in Educational Research
EDLD 510	Cultural Foundations of Education
EDLD 514	Curriculum and Instructional Leadership
TCSL 500	Principles and Practices of Teaching Chinese as a Second Language

Core Courses: 18 credit hours

TCSL 508	Introduction to Chinese Linguistics
TCSL 527	Modern Chinese Pedagogical Grammar

TCSL 529	Chinese Orthography and Lexicology
TCSL 545	Chinese Thought and Culture
TESL 510	Principles of Second Language Acquisition
TESL 518	Language and Culture

Concentration (choose 3): 9 credit hours

EDLD 550	Assessment and Evaluation in Learning Organizations
TCSL 511	Cross-Culture Communication in Chinese Language
TCSL 513	Teaching Approaches to Chinese Heritage
TCSL 524	Chinese Phonology and Romanization Systems
TCSL 536	Theory and Practice for Curriculum Design
TCSL 555	Topics in Chinese Culture and Society
TCSL 580	Seminar on Teaching Chinese
TCSL 598	TCSOL Practicum
TCSL 599	TCSOL Independent Study

Teaching English to Speakers of Other Languages (TESOL)

Cornerstone: 15 credit hours

ECIT 514	Learning Theory and Educational Practice
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EDLD 500	Basic Methods in Educational Research
EDLD 510	Cultural Foundations of Education
EDLD 514	Curriculum and Instructional Leadership
TESL 500	English Grammar & Structure

Core Courses: 18 credit hours

TESL 510	Principles of Second Language Acquisition
TESL 512	ESOL Educational Assessment
TESL 514	Linguistics
TESL 516	Strategies for Teaching English
TESL 518	Language and Culture
TESL 598	TESOL Practicum

Concentration (choose 3): 9 credit hours

ECIT 500	Technology Mediated Instruction
ECIT 510	Instructional Design and Development
ECIT 516	Administration of Distance Education Programs
ECIT 532	Emerging Approaches in Teaching, Learning, and Technology
ECIT 540	Advanced Instructional Design and Development
EDLD 520	Organizational Management and Leadership
EDLD 550	Assessment and Evaluation in Learning Organizations



Doctor of Education

Course requirements: 60 credit hours

The Doctor of Education (D.Ed.) is a terminal degree offered by UNVA for persons seeking to provide leadership for positively impacting schools and communities. The specific aim of this D.Ed. Program is to prepare future leaders in education both theoretically and practically for educational reform, social change, and social justice. Courses within this program connect the role of educational management, ethics, various research paradigms, culture, politics and policy in an interdisciplinary fashion. Drawing upon resources from across the University, we prepare students to assume roles as university faculty members, senior-level educational leaders, policy makers, and researchers. The D.Ed. program has the purpose of developing better practitioners. This is accomplished by melding theory, academic study and practice in course readings, assignments and projects. This degree is designed to engage individuals in a highly rigorous process of research, inquiry, and site-specific practice. The doctoral program conceives of leadership within the context of organizational renewal. The goal of the program is leadership which focuses on common values among professionals within an organization, a vision of what education can be, and the pursuit of higher order institutional and personal goals.

This doctoral program may be pursued on either a part-time or full-time basis and completed within three to five years.

Candidates for the D.Ed. degree must complete a minimum of 60 credit hours, with a minimum CGPA of 3.0. It is required that all candidates attend the earliest scheduled doctoral orientation class (one credit hour). Program components include:

- Forty-eight credit hours of course requirements.
- One credit hour of doctoral orientation.
- A minimum of twelve credit hours devoted to the doctoral research project.
- Satisfactory performance in the written Comprehensive Examination (upon completion of formal coursework).

- Submission of a doctoral research proposal.
- Formal presentation of the doctoral research project.

Refer to the *UNVA Doctoral Program Student Handbook* for a detailed explanation of the program.

Doctoral Orientation: 1 credit hour

ORTN 600 Doctoral Orientation

One credit hour of doctoral orientation, not counted for total credit.

Research Methodology: 9 credit hours

RESE 602 Research Methods and Design
RESE 604 Quantitative Research & Analysis
RESE 606 Explorations in Business Research

Core Courses: 39 credit hours

BMGT 603 Management of Educational Organizations
BMGT 608 Human Resources Development
ECON 633 Seminar in Economics of Education
EDLD 605 Ethics in Educational Leadership
EDLD 614 Contemporary Curriculum and Design
EDLD 617 The Laws and Politics of Education
EDLD 640 Administration of Educational Facilities
EDLD 645 Education Policy Perspectives
EDLD 646 The Modern Superintendency
EDLD 652 Principles and Practices of Program Evaluation
EDLD 661 Seminar in Educational Leadership
EDLD 665 Seminar in Professional and Staff Development
FINA 637 Business and Finance in Education

Doctoral Project: min. 12 credit hours

PROJ 700 Doctoral Projects



School of Business

With the vast array of non-profit organizations, governmental agencies and representative offices of major corporations worldwide in the Washington metropolitan area, the University of Northern Virginia is well situated to provide education in management with various disciplines. In UNVA, we believe knowledge gaps shouldn't stand in the way of your career aspirations and we offer world-class educational programs tailored for working professionals.

Through its global network of campuses, UNVA is in the unique position to offer truly global Business Administration degrees. Mastering the challenges of emerging markets in a globalized economy requires creative management thinking and the skills to operate in culturally diverse organizations. The uniqueness of UNVA management programs consists in its flexible curriculum design and global delivery. Our aim is to stimulate critical thinking and problem solving from a multidisciplinary perspective embedded in truly global practice.

In the Department of Management, we offer Bachelor of Science in Business Administration, Master of Accountancy and Master of Business Administration.

Bachelor of Science (BS-BA)

Course requirements: 120 credit hours

The BS-BA degree at UNVA is intended to prepare graduates for responsible managerial roles within a variety of organizational settings. While many students will apply the knowledge and skills they acquire in their undergraduate studies directly to their current or future occupations, the curriculum is designed to afford breadth and depth in the complexities of governmental, industrial, educational, commercial, health services, and voluntary organizations.

The concentrations in the Bachelor of Science in Business Administration degree are: Accounting, Finance, Management and Marketing.

General Studies Courses: 60 credit hours

(Courses marked with "*" are required.)

Communication: minimum 9 credit hours

COMM 303	Intercultural Communications
COMM 305	Introduction to Journalism
ENGL 111*	College English I
ENGL 112*	College English II

ENGL 113*	Introduction to Speech
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Quantification: minimum 9 credit hours

MATH 103*	College Algebra
MATH 114	Business Math
MATH 231*	Calculus I
MATH 331	Calculus II
STAT 300*	Introductory Statistics I
STAT 401	Introductory Statistics II

Cultural Studies: minimum 6 credit hours

HIST 111	History of World Civilization I
HIST 112	History of World Civilization II
HIST 213	History of Traditional East Asia
HIST 400	History of Western Civilization
HUMN 319	Human Culture and Sexuality

Humanities & Arts: minimum 6 credit hours

ARTH 115	Film History and Theory
ARTH 122	Introduction to International Arts
ARTH 127	Introduction to Visual Arts
ARTH 300	Art History
HUMN 133	Introduction to American Studies
HUMN 143	Introduction to African Studies
HUMN 337	World Religions
PHIL 201	Introduction to Philosophy
PHIL 301	Logic

Natural Sciences: minimum 6 credit hours

GSCI 122	Introduction to Physics
GSCI 134	Introduction to Biology
GSCI 147	Introduction to Chemistry
GSCI 159	Introduction to Earth Science
GSCI 160	Climates of the World
GSCI 163	Energy and the Environment
GSCI 167	Genetics, Ecology, & Evolution
GSCI 178	Astronomical Universe

Social & Behavioral Sciences: min. 6 credits

ANTR 113	Introductory Anthropology
GOVT 120	Introduction to Political Science
GOVT 130	Introduction to American Government
PSCH 246	Psychology of Management
PSCH 302	General Psychology
PSCH 306	Cross-Cultural Psychology
SOCI 300	Introductory Sociology
SOCI 313	Mass Culture

Concentrations: 30 credit hours

Accounting

ACTG 201	Fundamentals of Accounting I
ACTG 202	Fundamentals of Accounting II
ACTG 311	Intermediate Accounting I
ACTG 312	Intermediate Accounting II
ACTG 372	Financial Accounting
ACTG 410	Auditing
ACTG 411	Cost Accounting
ACTG 412	Financial Statement Analysis
ACTG 413	Managerial Accounting
ACTG 476	Accounting Information Systems

Finance

ACTG 201	Fundamentals of Accounting I
FINA 201	Business Finance
FINA 301	Intermediate Finance
FINA 411	Investment
FINA 416	Financial Planning and Control
FINA 420	Financial Institutions & Markets
FINA 422	Project Evaluation & Investment Management
FINA 423	International Finance
FINA 424	Commercial Banking Management
FINA 425	Portfolio Theory & Management

Management

BMGT 201	Principles of Management
BMGT 300	Strategic Planning
BMGT 301	Introduction to International Business
BMGT 312	Human Resource Management
BMGT 313	Teams, Groups and Leadership
BMGT 401	Organization Theory and Development
BMGT 412	Business Ethics
BMGT 450	Special Topics in International Management
BMGT 472	Operations Management
FINA 201	Business Finance

Marketing

MKTG 201	Principles of Marketing
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MKTG 440	International Marketing
MKTG 445	Workshop in Exports and Imports
MKTG 450	Consumer Behavior
MKTG 451	Promotion Management
MKTG 452	Business-to-Business Marketing and E-Trade
MKTG 453	Product Planning and Management
MKTG 454	Channel Management
MKTG 455	Marketing Research
MKTG 457	Marketing Strategy

Electives: 30 credit hours

Professional Electives (Choose 10 undergraduate courses from ACTG, BMGT, CSCI, ECON, FINA, IMSC, MKTG)

Block Transfer Program

Admissions Requirements:

- Completed at least sixty (60) undergraduate credit hours. Credits transferred will be determined by the Academics Department.
- English Proficiency Requirements (International Students)

Graduation Requirements:

- At least 120 credit hours with a minimum of 2.0 CGPA
- Satisfy all division courses and meet all General Studies requirements
- Department Chair will determine (based on student academic history) at least 20 undergraduate courses, that include general studies, concentration, and electives. Students must complete the courses assigned by the Chair.



Dual Degree Program

Students may complete the BBA concentration of their choice and enter the MBA concentration of their choice. All assigned undergraduate courses must be completed before attempting the dual and graduate level courses. Completion of graduate level courses before the assigned undergraduate courses does not, in any manner, waive the need to complete said undergraduate courses.

BBA: Accounting – MBA

Course Requirements: 156 credits hours

For students with an associate's degree in a business related field or 60 credits towards a business related bachelor's degree:

60 credit hours transferred

Concentration: 24 credit hours

ACTG 311	Intermediate Accounting I
ACTG 312	Intermediate Accounting II
ACTG 372	Financial Accounting
ACTG 410	Auditing
ACTG 411	Cost Accounting
ACTG 412	Financial Statement Analysis
ACTG 413	Managerial Accounting
ACTG 476	Accounting Information Systems

Electives: 30 credit hours

Professional Electives: Choose 10 undergraduate level courses from ACTG, BMGT, CSCI, ECON, FINA, IMSC, MKTG.

Dual Courses: 6 credit hours

FINA 500	Money, Banking, and Financial Markets
ACTG 500	Accounting Concepts and Applications

Student may choose any MBA concentration to finish the Dual Degree Program and may waive the dual courses from their cornerstone requirements.

36 credit hours

For students with a completed three year bachelor's degree in a business related field or 90 credits towards a business related bachelor's degree:

90 credit hours transferred

Concentration: 24 credit hours

ACTG 311	Intermediate Accounting I
ACTG 312	Intermediate Accounting II
ACTG 372	Financial Accounting
ACTG 410	Auditing
ACTG 411	Cost Accounting
ACTG 412	Financial Statement Analysis
ACTG 413	Managerial Accounting
ACTG 476	Accounting Information Systems

Dual Courses: 6 credit hours

FINA 500	Money, Banking, and Financial Markets
ACTG 500	Accounting Concepts and Applications

Student may choose any MBA concentration to finish the Dual Degree Program and may waive the dual courses.

36 credit hours

BBA: Finance – MBA

Course Requirements: 156 credits hours

For students with an associate's degree in a business related field or 60 credits towards a business related bachelor's degree:

60 credit hours transferred

Concentration: 24 credit hours

FINA 301	Intermediate Finance
FINA 411	Investment
FINA 416	Financial Planning and Control
FINA 420	Financial Institution and Markets
FINA 422	Project Evaluation & Investment Management
FINA 423	International Finance
FINA 424	Commercial Banking Management
FINA 425	Portfolio Theory & Management

Electives: 30 credit hours

Professional Electives: Choose 10 undergraduate level courses from ACTG, BMGT, CSCI, ECON, FINA, IMSC, MKTG.

Dual Courses: 6 credit hours

FINA 500	Money, Banking, and Financial Markets
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ACTG 500 Accounting Concepts and
 Applications

Student may choose any MBA concentration to finish the Dual Degree Program and may waive the dual courses.

36 credit hours

For students with a completed three year bachelor's degree in a business related field or 90 credits towards a business related bachelor's degree:

90 credit hours transferred

Concentration: 24 credit hours

FINA 301 Intermediate Finance
FINA 411 Investment
FINA 416 Financial Planning and Control
FINA 420 Financial Institution and Markets
FINA 422 Project Evaluation & Investment
 Management
FINA 423 International Finance
FINA 424 Commercial Banking Management
FINA 425 Portfolio Theory & Management

Dual Courses: 6 credit hours

FINA 500 Money, Banking, and Financial
 Markets
ACTG 500 Accounting Concepts and
 Applications

Student may choose any MBA concentration to finish the Dual Degree Program and may waive the dual courses.

36 credit hours

BBA: Management – MBA

Course Requirements: 156 credits hours

For students with an associate's degree in a business related field or 60 credits towards a business related bachelor's degree:

60 credit hours transferred

Department Chair will determine (based on student academic history) 18 undergraduate courses that the student must take:

54 credit hours

Dual Courses: 6 credit hours

BMGT 500 Principles of Management

COMM 500 Management Communication

Student may choose any MBA concentration to finish the Dual Degree Program and may waive the dual courses.

36 credit hours

For students with an associate's degree in ANY non-business related field or 60 credits towards a bachelor's degree in ANY non-business related field:

60 credit hours transferred

Concentration: 30 credit hours

BMGT 201 Principles of Management
BMGT 300 Strategic Planning
BMGT 301 Introduction to International
 Business
BMGT 312 Human Resource Management
BMGT 313 Teams, Groups and Leadership
BMGT 401 Organization Theory and
 Development
BMGT 412 Business Ethics
BMGT 450 Special Topics in International
 Management
BMGT 472 Operational Management
FINA 201 Business Finance

Electives (choose 8): 24 credit hours

BMGT 215 Introduction to Business Law
BMGT 331 Labor Relations
BMGT 460 Business and Government
ECON 201 Principles of Contemporary
 Microeconomics
ECON 202 Principles of Contemporary
 Macroeconomics
MKTG 201 Principles of Marketing
MKTG 440 International Marketing
MKTG 445 Workshop in Exports and Imports
MKTG 450 Consumer Behavior
MKTG 451 Promotion Management
MKTG 452 Business-to-Business Marketing
 and E-Trade
MKTG 453 Product Planning and Management
MKTG 454 Channel Management
MKTG 455 Marketing Research
MKTG 457 Marketing Strategy

Dual Courses: 6 credit hours

BMGT 500 Principles of Management
COMM 500 Management Communication

Student may choose any MBA concentration to finish the Dual Degree Program and may waive the dual courses.

36 credit hours

For students with a completed three year bachelor's degree in a business related field or 90 credits towards a business related bachelor's degree:

90 credit hours transferred

Department Chair will determine (based on student academic history) 8 undergraduate courses that the student must take:

24 credit hours

Dual Courses: 6 credit hours

BMGT 500	Principles of Management
COMM 500	Management Communication

Student may choose any MBA concentration to finish the Dual Degree Program and may waive the dual courses.

36 credit hours

For students with a completed three year bachelor's degree in ANY non-business related field or 90 credits towards a bachelor's degree in ANY non-business related field:

90 credit hours transferred

Concentration (choose 8): 24 credit hours

BMGT 201	Principles of Management
BMGT 300	Strategic Planning
BMGT 301	Introduction to International Business
BMGT 312	Human Resource Management
BMGT 313	Teams, Groups and Leadership
BMGT 401	Organization Theory and Development
BMGT 412	Business Ethics
BMGT 450	Special Topics in International Management
BMGT 472	Operational Management
FINA 201	Business Finance

Dual Courses: 6 credit hours

BMGT 500	Principles of Management
COMM 500	Management Communication

Student may choose any MBA concentration to finish the Dual Degree Program and may waive the dual courses.

36 credit hours

BBA: Marketing – MBA

Course Requirements: 156 credit hours

For students with an associate's degree in a business related field or 60 credits towards a business related bachelor's degree:

60 credit hours transferred

Department Chair will determine (based on student academic history) 18 undergraduate courses that the student must take:

54 credit hours

Dual Courses: 6 credit hours

BMGT 500	Principles of Management
COMM 500	Management Communication

Student may choose any MBA concentration to finish the Dual Degree Program and may waive the dual courses.

36 credit hours

For students with an associate's degree in ANY non-business related field or 60 credits towards a bachelor's degree in ANY non-business related field:

60 credit hours transferred

Concentration: 30 credit hours

MKTG 201	Principles of Marketing
MKTG 440	International Marketing
MKTG 445	Workshop in Exports and Imports
MKTG 450	Consumer Behavior
MKTG 451	Promotion Management
MKTG 452	Business-to-Business Marketing and E-Trade
MKTG 453	Product Planning and Management
MKTG 454	Channel Management
MKTG 455	Marketing Research
MKTG 457	Marketing Strategy

Electives (choose 8): 24 credit hours

BMGT 201	Principles of Management
BMGT 215	Introduction to Business Law
BMGT 300	Strategic Planning

BMGT 301	Introduction to International Business
BMGT 312	Human Resource Management
BMGT 313	Teams, Groups and Leadership
BMGT 331	Labor Relations
BMGT 401	Organization Theory and Development
BMGT 412	Business Ethics
BMGT 450	Special Topics in International Management
BMGT 460	Business and Government
BMGT 472	Operational Management
ECON 201	Principles of Contemporary Microeconomics
ECON 202	Principles of Contemporary Macroeconomics
FINA 201	Business Finance

Dual Courses: 6 credit hours

BMGT 500	Principles of Management
COMM 500	Management Communication

Student may choose any MBA concentration to finish the Dual Degree Program and may waive the dual courses.

36 credit hours

For students with a completed three year bachelor's degree in a business related field or 90 credits towards a business related bachelor's degree:

90 credit hours transferred

Department Chair will determine (based on student academic history) 8 undergraduate courses that the student must take:

24 credit hours

Dual Courses: 6 credit hours

BMGT 500	Principles of Management
COMM 500	Management Communication

Student may choose any MBA concentration to finish the Dual Degree Program and may waive the dual courses.

36 credit hours

For students with a completed three year bachelor's degree in ANY non-business related field or 90 credits towards a bachelor's degree in ANY non-business related field:

90 credit hours transferred

Concentration (choose 8): 24 credit hours

MKTG 201	Principles of Marketing
MKTG 440	International Marketing
MKTG 445	Workshop in Exports and Imports
MKTG 450	Consumer Behavior
MKTG 451	Promotion Management
MKTG 452	Business-to-Business Marketing and E-Trade
MKTG 453	Product Planning and Management
MKTG 454	Channel Management
MKTG 455	Marketing Research
MKTG 457	Marketing Strategy

Dual Courses: 6 credit hours

BMGT 500	Principles of Management
COMM 500	Management Communication

Student may choose any MBA concentration to finish the Dual Degree Program and may waive the dual courses.

36 credit hours



Master of Accountancy (MAC)

Course Requirements: 42 credit hours

The increasingly complex nature of the accounting and controllership functions, as well as the growing responsibilities of the accountant, make graduate level accounting study desirable. The objective of the Master of Accountancy is to provide students with greater breadth and depth in accounting education. The purpose of this program is to provide students with the knowledge and background necessary for entry into the profession and to enable them to continue to grow and develop within the profession.

A student must have 150 semester hours of postsecondary education to be a member of the American Institute of Certified Public Accountants. Most state boards of Accountancy, including Virginia, DC and Maryland, have passed rules requiring students to meet the 150 hour requirement in order to be eligible to sit for the Uniform CPA examination. Most students meet the requirement by pursuing a graduate degree. UNVA's Master of Accountancy program can be completed in one year and will give students a competitive edge in today's world. However, states must be individually canvassed for particular requirements by students wishing to sit for the CPA exams.

Core Courses: 12 credit hours

BMGT 500	Principles of Management
COMM 500	Management Communication
FINA 500	Money, Banking and Financial Markets
STAT 500	Statistics for Managers

Concentration: 30 credit hours

ACTG 500	Accounting Concepts and Applications
ACTG 510	Managerial Accounting
ACTG 512	Accounting for Government and Non-Profit Organizations
ACTG 515	Advanced Accounting Theory I
ACTG 516	Advanced Accounting Theory II
ACTG 524	Cost Accounting
ACTG 522	U. S. Federal Income Taxation
ACTG 532	Federal Taxation of Corporations and Partnerships
ACTG 523	Auditing Theory
ACTG 533	Advanced Auditing Theory
ACTG 540	Certified Public Accounting Review I
ACTG 541	Certified Public Accounting Review II



Master of Business Administration (MBA)

Course Requirements: 42 credit hours

The University of Northern Virginia's Master of Business Administration Program prepares students for management and leadership positions in "old" and "new" economy businesses throughout the world. MBA students are exposed to a balanced emphasis, a solid foundation that includes business fundamentals, tools and models useful for making decisions, and a healthy exposure to information technology.

Each MBA Program is comprised of fourteen three-credit courses (42 credit hours) and is divided into three groups of courses. The first group, or "Cornerstone Courses," provides students with a solid academic foundation upon which the second group, or "Core Courses," is built. This second group gives students the necessary knowledge and skills to be effective managers in a marketplace that is increasingly global and technological. The third group, or "Concentration Courses," allows students the opportunity to develop further a specific area of interest. Currently, UNVA offers ten areas of specialized concentrations (majors): Accounting, Casino Management, Finance, Health Care Administration, Hospitality Management, Human Resources Management, Management, Marketing, Project Management, and Pharmaceutical Management. With rare exceptions, students are required to follow the course sequence as shown below. UNVA expects students complete their requirements in the order of cornerstone, core, and concentration courses.

Accounting

Cornerstone Courses: 15 credit hours

ACTG 500	Accounting Concepts and Applications
BMGT 500	Principles of Management
COMM 500	Management Communication
FINA 500	Money, Banking and Financial Markets
STAT 500	Statistics for Managers

Core Courses: 15 credit hours

ACTG 510	Managerial Accounting
ACTG 511	Financial Statement Analysis for Managers
BMGT 510	Legal Environment for Business
ECON 510	Managerial Economics
IMSC 500	Information Systems Technology

Concentration (choose 4): 12 credit hours**

ACTG 515	Advanced Accounting Theory I
ACTG 516	Advanced Accounting Theory II
ACTG 520	Computerized Accounting Information Systems
ACTG 521	Survey of Accounting Systems
ACTG 522	U. S. Federal Income Taxation
ACTG 523	Auditing Theory
ACTG 524	Cost Accounting
ACTG 525	International Accounting
ACTG 598	Directed Research
ACTG 599	Accounting Project
FINA 520	Corporate Financial Management

** In selecting concentration courses, students are advised to consult with the Chair of the Accounting and Finance Department. For those who wish to sit for the CPA Examination, early consultation is advised.

Casino Management

Cornerstone Courses: 15 credit hours

ACTG 500	Accounting Concepts and Applications
BMGT 500	Principles of Management
COMM 500	Management Communication
FINA 500	Money, Banking and Financial Markets
STAT 500	Statistics for Managers

Core Courses: 15 credit hours

BMGT 505	Casino Management
BMGT 512	Quantitative Methods for Business
CASI 501	Introduction to the Gaming Industry
CASI 510	Gaming and Hospitality Laws
IMSC 500	Information Systems Technology

Concentration (choose 4): 12 credit hours**

BMGT 540	Principles of Hospitality and Casinos Staffing
CASI 541	Gaming and Social Policy
CASI 560	Supervision of Casino Games
CASI 570	Current Trends in Resorts and Casinos
CASI 577	Survey of Gaming Regulations
IMSC 515	Technology and Controls in Gaming
MKTG 529	Hospitality and Casino Marketing

** In selecting concentration courses, students are advised to consult with the Chair of the Management Department.

Finance

Cornerstone Courses: 15 credit hours

ACTG 500	Accounting Concepts and Applications
BMGT 500	Principles of Management
COMM 500	Management Communication
FINA 500	Money, Banking and Financial Markets
STAT 500	Statistics for Managers

Core Courses: 15 credit hours

BMGT 510	Legal Environment for Business
BMGT 512	Quantitative Methods for Business
ECON 510	Managerial Economics
FINA 510	Financial Markets and Institutions
IMSC 500	Information Systems Technology

Concentration (choose 4): 12 credit hours**

FINA 520	Corporate Financial Management
FINA 521	International Financial Management
FINA 522	Commercial Bank Management
FINA 523	Personal Financial Advising
FINA 524	Financial Derivative Instruments
FINA 525	Investment
FINA 526	Fixed Income Securities
FINA 527	Portfolio Management
FINA 598	Directed Research
FINA 599	Finance Project

** In selecting concentration courses, students are advised to consult with the Chair of the Accounting and Finance Department.

Health Care Administration

Cornerstone Courses: 15 credit hours

ACTG 500	Accounting Concepts and Applications
BMGT 500	Principles of Management
COMM 500	Management Communication
FINA 500	Money, Banking and Financial Markets
STAT 500	Statistics for Managers

Core Courses: 15 credit hours

BMGT 522	Strategic Management
HECA 500	Health Care System
HECA 511	Managing Health Care Organizations
HECA 520	Human Resources Management in Health Care

HECA 535	Health Care Law and Ethics
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Concentration (choose 4): 12 credit hours**

HECA 514	Marketing and Competitive Strategy in Health Care
HECA 522	Quality Improvement in Health Care Management
HECA 523	Long-term Care Administration
HECA 527	Health Insurance and Risk Management
HECA 537	Health policy and Politics
HECA 539	Approach in Wellness/Health Promotion
HECA 547	Global Health Systems
HECA 551	Information System for Health Management
HECA 553	Special Topics in Health Care Administration

** In selecting concentration courses, students are advised to consult with the Chair of the Management Department.

Hospitality Management

Cornerstone Courses: 15 credit hours

ACTG 500	Accounting Concepts and Applications
BMGT 500	Principles of Management
COMM 500	Management Communication
FINA 500	Money, Banking and Financial Markets
STAT 500	Statistics for Managers

Core Courses: 15 credit hours

BMGT 508	Hospitality Management
BMGT 512	Quantitative Methods for Business
HOSP 501	Introduction to Hospitality
CASI 510	Gaming and Hospitality Laws
IMSC 500	Information Systems Technology

Concentration (choose 4): 12 credit hours**

BMGT 509	Food Service Management
BMGT 540	Principles of Hospitality and Casinos Staffing
CASI 570	Current Trends in Resorts and Casinos
HOSP 521	International Hospitality
HOSP 537	Purchasing for Hospitality
HOSP 542	Customer Service for Hospitality
MKTG 529	Hospitality and Casino Marketing

** In selecting concentration courses, students are advised to consult with the Chair of the Management Department.

Human Resources Management

Cornerstone Courses: 15 credit hours

ACTG 500	Accounting Concepts and Applications
BMGT 500	Principles of Management
COMM 500	Management Communication
FINA 500	Money, Banking and Financial Markets
STAT 500	Statistics for Managers

Core Courses: 15 credit hours

BMGT 513	Employment Law
BMGT 522	Strategic Management
BMGT 544	Recruitment and Staffing
BMGT 571	Compensation and Assessment
BMGT 574	Training and Development

Concentration (choose 4): 12 credit hours**

BMGT 525	Organizational Behavior
BMGT 566	International Human Resources Management
BMGT 572	Negotiation and Bargaining
BMGT 575	Leveraging Workplace Diversity
BMGT 576	Building Organizational Culture
BMGT 577	Performance Management
MKTG 522	Business Ethics and Society

** In selecting concentration courses, students are advised to consult with the Chair of the Management Department.

Management

Cornerstone Courses: 15 credit hours

ACTG 500	Accounting Concepts and Applications
BMGT 500	Principles of Management
COMM 500	Management Communication
FINA 500	Money, Banking and Financial Markets
STAT 500	Statistics for Managers

Core Courses: 15 credit hours

ECON 510	Managerial Economics
BMGT 510	Legal Environment for Business
BMGT 511	International Management
BMGT 512	Quantitative Methods for Business
IMSC 500	Information Systems Technology

Concentration (choose 4): 12 credit hours**

BMGT 520	Human Resource Management
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BMGT 521	Multinational Management
BMGT 522	Strategic Management
BMGT 523	Small Business Management
BMGT 524	Global Operations Management
BMGT 525	Organizational Behavior
BMGT 531	Business Intelligence
BMGT 598	Directed Research
BMGT 599	Management Project
MKTG 510	Electronic Commerce

** In selecting concentration courses, students are advised to consult with the Chair of the Management Department.

Marketing

Cornerstone Courses: 15 credit hours

ACTG 500	Accounting Concepts and Applications
BMGT 500	Principles of Management
COMM 500	Management Communication
FINA 500	Money, Banking and Financial Markets
STAT 500	Statistics for Managers

Core Courses: 15 credit hours

ACTG 511	Financial Statement Analysis for Managers
BMGT 510	Legal Environment for Business
ECON 510	Managerial Economics
IMSC 500	Information Technology Management
MKTG 511	Advanced Marketing Management

Concentration (choose 4): 12 credit hours**

MKTG 510	Electronic Commerce
MKTG 520	Consumer Behavior
MKTG 521	Marketing Research
MKTG 522	Business Ethics and Society
MKTG 523	Advertising and Sales Promotion
MKTG 524	Internet Marketing
MKTG 525	Marketing High Technology
MKTG 598	Directed Research
MKTG 599	Marketing Project

** In selecting concentration courses, students are advised to consult with the Chair of the Management Department.

Pharmaceutical Management

Cornerstone Courses: 15 credit hours

ACTG 500	Accounting Concepts and Applications
BMGT 500	Principles of Management

COMM 500	Management Communication
FINA 500	Money, Banking and Financial Markets
STAT 500	Statistics for Managers

Core Courses: 15 credit hours

HECA 500	Health Care System
HECA 535	Health Care Law and Ethics
PHAR 501	Pharmaceutical Industry Structure
PHAR 512	Pharmaceutical Product Management
PHAR 521	Pharmaceutical Marketing Research

Concentration (choose 4): 12 credit hours**

HECA 514	Marketing and Competitive Strategy in Health Care
HECA 522	Quality improvement in Health Care Management
PHAR 517	Managing the Pharmaceutical Sales Organization
PHAR 530	Legal and Ethical Issues in Pharmaceutical Industry
PHAR 535	Regulation of Prescription Drugs
PHAR 536	Hospital Administration and Pharmacy Management
PHAR 538	Quality Control in the Pharmaceutical Industries
PHAR 545	International Pharmaceutical Business

** In selecting concentration courses, students are advised to consult with the Chair of the Management Department.

Project Management

Cornerstone Courses: 15 credit hours

ACTG 500	Accounting Concepts and Applications
BMGT 500	Principles of Management
COMM 500	Management Communication
FINA 500	Money, Banking and Financial Markets
STAT 500	Statistics for Managers

Core Courses: 9 credit hours

ECON 510	Managerial Economics
BMGT 510	Legal Environment for Business
BMGT 511	International Management

Concentration: 18 credit hours**

PROJ 520	Project Management Foundations
PROJ 521	Project Planning
PROJ 522	Cost, Pricing, Scheduling and Control
PROJ 523	Risk Management
PROJ 524	Fiscal, Procurement and Contracting Control

Choose one:

PROJ 517	Project Managerial Professional
PROJ 525	Project Management Capstone
PROJ 598	Directed Research

Students would be allowed to choose one between PROJ 525 and PROJ 598. Students would not be allowed to take both PROJ 525 and PROJ 598.

** In selecting concentration courses, students are advised to consult with the Chair of the Management Department.



Executive Master of Business Administration (EMBA)

The UNVA Executive MBA (EMBA) program is specifically designed for mid-career managers, executives, and senior professionals. EMBA program is geared toward enhancing the careers of working executives, many of whom are company sponsored. EMBA program is for professionals who are already specialists in a field or industry and need to hone their general management skills to continue up the corporate ladder.

The program combines the rigor and depth of a traditional MBA program with the general management curriculum program. Our faculty members bring rich intellectual depth and highly pragmatic methodologies to the courses they teach. They publish in the top academic journals in their fields and have taught at the finest MBA programs worldwide. We develop leaders through a holistic approach that combines an academic foundation in business curriculum with a broad range of opportunities for personal maturation and professional

growth. We recognize that there are many business, community and social issues that our capabilities and resources can uniquely address. It is our responsibility as an institution to use our collective gifts to achieve not only success, but also significance.

Course Requirements: 42 credit hours

ACTG 500	Accounting Concepts and Applications
BMGT 510	Legal Environment for Business
BMGT 521	Multinational Management
BMGT 524	Global Operations Management
BMGT 551	EMBA Seminar (6 Credits)
BMGT 560	Leadership for Global Executives
BMGT 563	Managerial Effectiveness for Global Executives
BMGT 565	Global Business Environment
COMM 500	Management Communication
FINA 500	Money, Banking and Financial Markets
IMSC 500	Information Systems Technology
MKTG 510	Electronic Commerce
STAT 500	Statistics for Managers



Doctor of Philosophy in Business Administration (Ph. D.)

Course requirements: 60 credit hours

Rapid changes in technology; enhanced global competition; the development of innovative structures in society, business and government; and an ever more complex workforce all require successful leaders of business to possess sophisticated new perspectives and skills as well as heightened levels of knowledge. As a result, contemporary business and industry executives are turning increasingly to academic institutions for new paradigms to secure success today, to recruit the best possible leadership for the future, and to guide growth and development wisely.

To meet these demands, the University of Northern Virginia's Doctor of Business Administration (DBA) program provides a practical yet academically rigorous learning experience for a diverse population of traditional and non-traditional students. The objectives of the program are three-fold:

- to prepare candidates for a career in management or consulting at the senior executive level;
- to provide candidates with the knowledge and skills necessary in order to conduct meaningful and original empirical research; and
- to develop within each candidate the fundamental expertise and skills required in order to become a college or university faculty member in an area of Business Administration.

This doctoral program may be pursued on either a part-time or full-time basis and completed within three to five years.

Candidates for the DBA degree must complete a minimum of 60 credit hours, with a minimum CGPA of 3.0. It is required that all candidates attend the earliest scheduled doctoral orientation class (one credit hour). Program components include:

- Forty-eight credit hours of course requirements.
- One credit hour of doctoral orientation.
- A minimum of twelve credit hours devoted to the doctoral research project.
- Satisfactory performance in the written Comprehensive Examination (upon completion of formal coursework).

- Submission of a doctoral research proposal.
- Formal presentation and defense of the doctoral research project.

Refer to the *UNVA Doctoral Program Student Handbook* for a detailed explanation of the program.

Doctoral Orientation: 1 credit hour

ORTN 600 Doctoral Orientation

One credit hour of doctoral orientation, not counted for total credit.

Research Methodology: 9 Credit Hours

RESE 602 Research Methods and Design
RESE 604 Quantitative Research & Analysis
RESE 606 Explorations in Business Research

Core Courses: 39 credit hours

BMGT 608 Human Resources Development
BMGT 610 Strategic Decision Making
BMGT 612 Business Policy and Practice
BMGT 614 Business, Government and Society
BMGT 616 Seminar in Labor Relations
BMGT 618 Seminar in Human Resources Management
BMGT 620 Seminar on Organizational Development
BMGT 622 Seminar in Strategic Management
BMGT 624 Current Topics: the Professional Seminar
BMGT 658 Theories of Globalization
ECON 626 Seminar in Economics and Finance
IMSC 628 Technology Systems in Business
MKTG 630 Global Marketing Strategy

Doctoral Project: min. 12 Credit Hours

PROJ 700 Doctoral Projects

Doctor of Philosophy in Finance (Ph. D.)

Course requirements: 60 credit hours

Doctoral Orientation: 1 credit hour

ORTN 600 Doctoral Orientation

One credit hour of doctoral orientation, not counted for total credit.

Research Methodology: 9 Credit Hours

RESE 602	Research Methods and Design
RESE 604	Quantitative Research & Analysis
RESE 606	Explorations in Business Research

Major Field Requirements (choose 13): 39 credit hours**

ECON 619	China and World Economy
ECON 626	Seminar in Economics and Finance
FINA 604	Financial Accounting
FINA 611	Starting Capital
FINA 617	Financial Theory
FINA 623	Empirical Methods in Asset Pricing
FINA 629	Corporate Financial Risks

FINA 633	Financing Economic Development
FINA 642	Behavioral Finance
FINA 655	Methods in Financial Theory
FINA 665	Doctoral Seminar in Pricing
FINA 668	Doctoral Seminar in Real Estate Finance
FINA 669	Doctoral Seminar in Investment
IMSC 628	Technology Systems in Business
LAWS 610	International Business Law
MKTG 630	Global Marketing Strategy
STAT 605	Econometrics

Doctoral Project: Minimum 9 credit hours

PROJ 700	Doctoral Project
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School of Technology

The advancement of computers and communication technology continues to have a profound impact on our lives, and the workplace needs technically competent people to provide appropriate computing solutions for users. The School of Information Technology is UNVA's visionary response to the rapidly growing need in almost every field for leadership in information sciences and related technologies.

The mission of the School of Information Technology is to provide premier undergraduate and distinguished graduate programs for the education of computing and telecommunications professionals, to support other academic units through courses in information technology, and to maintain, through education and research, a leadership position in the application of information technology. We offer interdisciplinary programs at the graduate and undergraduate levels, with courses designed to provide students with a broad knowledge base and the skills needed to address complex problems through technology. The School of Information Technology offers two concentrations in the undergraduate IT bachelor's degree programs, three master's programs in Information Systems Technology, Business Intelligence and Computer Science, a graduate certificate program and a doctoral degree in Information Technology. The program provides students with knowledge in the core information technologies and builds on that knowledge to create professionals who meet the business and economic needs of Washington Metropolitan Area. The program is designed to produce graduates with a diversified set of skills, roles, and experiences including knowledge in Network/network administration, information assurance, media design, and application development.

We are a community of scholars and practitioners – comprised of faculty, students, and partners – that values collaboration and interdisciplinary thinking. Our collaborative efforts, in both education and research, are producing advances in technology and our understanding of the way IT shapes our lives.

Bachelor of Science in Information Technology (BSIT)

Course Requirements: 120 credit hours

The concentrations in the Bachelor of Science degrees in Information Technology are Computer Science and Management Information Systems.

General Studies Courses: 60 credit hours

(Courses marked with “*” are required.)

Communication: minimum 9 credit hours

COMM 303	Intercultural Communications
COMM 305	Introduction to Journalism
ENGL 111*	College English I
ENGL 112*	College English II
ENGL 113*	Introduction to Speech

Quantification: minimum 9 credit hours

MATH 103*	College Algebra
MATH 114	Business Math
MATH 231*	Calculus I
MATH 331	Calculus II
STAT 300*	Introductory Statistics I
STAT 401	Introductory Statistics II

Cultural Studies: minimum 6 credit hours

HIST 111	History of World Civilization I
HIST 112	History of World Civilization II
HIST 213	History of Traditional East Asia
HIST 400	History of Western Civilization
HUMN 319	Human Culture and Sexuality

Humanities & Arts: minimum 6 credit hours

ARTH 115	Film History and Theory
ARTH 122	Introduction to International Arts
ARTH 127	Introduction to Visual Arts
ARTH 300	Art History
HUMN 133	Introduction to American Studies
HUMN 143	Introduction to African Studies
HUMN 337	World Religions
PHIL 201	Introduction to Philosophy
PHIL 301	Logic

Natural Sciences: minimum 6 credit hours

GSCI 122	Introduction to Physics
GSCI 134	Introduction to Biology
GSCI 147	Introduction to Chemistry
GSCI 159	Introduction to Earth Science
GSCI 160	Climates of the World
GSCI 163	Energy and the Environment
GSCI 167	Genetics, Ecology, & Evolution
GSCI 178	Astronomical Universe

Social & Behavioral Sciences: min. 6 credits

ANTR 113	Introductory Anthropology
GOVT 120	Introduction to Political Science

GOVT 130	Introduction to American Government
PSCH 246	Psychology of Management
PSCH 302	General Psychology
PSCH 306	Cross-Cultural Psychology
SOCI 300	Introductory Sociology
SOCI 313	Mass Culture

Concentration: 30 credit hours

(Courses marked with “*” are required.)

Computer Science

CSCI 121	Computer Science I*
CSCI 122	Computer Science II*
CSCI 210	Database Management*
CSCI 231	Digital Electronics
CSCI 324	Principles of Programming Languages*
CSCI 325	Operating Systems*
CSCI 327	Data Structure
CSCI 331	Computer Architecture*
CSCI 332	Data Communication*
CSCI 335	Local Area Network
CSCI 337	Understanding Telecommunications
CSCI 345	Advanced Database
CSCI 461	Artificial Intelligence
IMSC 377	E-Commerce
IMSC 442	Software Engineering
IMSC 451	Systems Analysis
IMSC 462	Information Security

Management Information Systems

CSCI 121	Computer Science I*
CSCI 210	Database Management*
CSCI 325	Operating Systems
IMSC 101	Introduction to Business Information Systems
IMSC 112	Computer Systems Analysis*
IMSC 220	Information Systems and Decision Making
IMSC 337	Understanding Telecommunications

IMSC 377	E-Commerce*
IMSC 442	Software Engineering
IMSC 451	Systems Analysis*
IMSC 462	Information Security*
IMSC 483	Business System Analysis and Design
IMSC 487	Information Technology Planning & Management
IMSC 490	Topics in Computer Information Systems

Electives: 30 credit hours

Professional Electives (Choose 10 undergraduate courses from ACTG, BMGT, CSCI, ECON, FINA, IMSC, MKTG)

Block Transfer Program

Admissions Requirements:

- Completed at least sixty (60) undergraduate credit hours. Credits transferred will be determined by the Academics Department.
- English Proficiency Requirements (International Students)

Graduation Requirements:

- At least 120 credit hours with a minimum of 2.0 CGPA
- Satisfy all division courses and meet all General Studies requirements
- Department Chair will determine (based on student academic history) at least 20 undergraduate courses, that include general studies, concentration, and electives. Students must complete the courses assigned by the Chair.



Dual Degree Program

The UNVA Dual Degree program offered by the IT Department allows a student to complete a BS degree in Information Technology and proceed directly into the MS in Computer Science, Information Systems Technology, or Business Intelligence degrees. All assigned undergraduate courses must be completed before attempting the dual and graduate level courses. Completion of graduate level courses before the assigned undergraduate courses does not, in any manner, waive the need to complete said undergraduate courses.

BSIT – MSCS

Course Requirements: 150 credit hours

For students with an associate's degree in a computer related field or 60 credits towards a computer related bachelor's degree:

60 credit hours transferred

Department Chair will determine (based on student academic history) 18 undergraduate courses that the student must take:

54 credit hours

Dual Courses: 6 credit hours

IMSC 500	Information Systems Technology
CSCI 512	Computer Architecture

Cornerstone: 9 credit hours

CSCI 507	Database Theory
CSCI 508	Operations Research
CSCI 528	Data Structure

Core (choose 4): 12 credit hours

CSCI 509	Software Methodology
CSCI 518	Data Communications Theory
CSCI 524	Principles of Programming Languages
CSCI 530	Operating Systems
CSCI 571	Artificial Intelligence

Concentration (choose 3): 9 credit hours

BMGT 531	Business Intelligence
CSCI 541	Computer Graphics
CSCI 552	Current Developments in Computer Science I

CSCI 553	Current Developments in Computer Science II
CSCI 587	Special Topics in Information Technology I
CSCI 588	Special Topics in Information Technology II
CSCI 598	Directed Research
CSCI 599	Computer Science Project
IMSC 512	Information Assurance
IMSC 521	IT Security Policies and Procedures
IMSC 574	Management Information Systems

For students with an associate's degree in ANY non-computer related field or 60 credits towards a bachelor's degree in ANY non-computer related field:
60 credit hours transferred

Undergraduate Courses: 54 credit hours

CSCI 210	Database Management
CSCI 231	Digital Electronics
CSCI 324	Principles of Programming Languages
CSCI 325	Operating Systems
CSCI 327	Data Structure
CSCI 331	Computer Architecture
CSCI 332	Data Communication
CSCI 335	Local Area Network
IMSC 337	Understanding Telecommunications
CSCI 345	Advanced Database
CSCI 461	Artificial Intelligence
IMSC 377	E-Commerce
IMSC 442	Software Engineering
IMSC 451	Systems Analysis
IMSC 462	Information Security
IMSC 483	Business System Analysis and Design
IMSC 487	Information Technology Planning & Management
IMSC 490	Topics in Computer Information Systems

Dual Courses: 6 credit hours

IMSC 500	Information Systems Technology
CSCI 512	Computer Architecture

Cornerstone: 9 credit hours

CSCI 507	Database Theory
CSCI 508	Operations Research
CSCI 528	Data Structure

Core (choose 4): 12 credit hours

CSCI 509	Software Methodology
CSCI 518	Data Communications Theory
CSCI 524	Principles of Programming Languages
CSCI 530	Operating Systems
CSCI 571	Artificial Intelligence

Concentration (choose 3): 9 credit hours

BMGT 531	Business Intelligence
CSCI 541	Computer Graphics
CSCI 552	Current Developments in Computer Science I
CSCI 553	Current Developments in Computer Science II
CSCI 587	Special Topics in Information Technology I
CSCI 588	Special Topics in Information Technology II
CSCI 598	Directed Research
CSCI 599	Computer Science Project
IMSC 512	Information Assurance
IMSC 521	IT Security Policies and Procedures
IMSC 574	Management Information Systems

For students with a completed three year bachelor's degree in ANY field or 90 credits towards a bachelor's degree in ANY field:

90 credit hours transferred

Department Chair will determine (based on student academic history) 8 undergraduate courses that the student must take:

24 credit hours

Dual Courses: 6 credit hours

IMSC 500	Information Systems Technology
CSCI 512	Computer Architecture

Cornerstone: 9 credit hours

CSCI 507	Database Theory
CSCI 508	Operations Research
CSCI 528	Data Structure

Core (choose 4): 12 credit hours

CSCI 509	Software Methodology
CSCI 518	Data Communications Theory
CSCI 524	Principles of Programming Languages
CSCI 530	Operating Systems

CSCI 571	Artificial Intelligence
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Concentration (choose 3): 9 credit hours

BMGT 531	Business Intelligence
CSCI 541	Computer Graphics
CSCI 552	Current Developments in Computer Science I
CSCI 553	Current Developments in Computer Science II
CSCI 587	Special Topics in Information Technology I
CSCI 588	Special Topics in Information Technology II
CSCI 598	Directed Research
CSCI 599	Computer Science Project
IMSC 512	Information Assurance
IMSC 521	IT Security Policies and Procedures
IMSC 574	Management Information Systems

BSIT - MSIT

Course Requirements: 150 credit hours

For students with an associate's degree in a computer related field or 60 credits towards a computer related bachelor's degree:

60 credit hours transferred

Department Chair will determine (based on student academic history) 18 undergraduate courses that the student must take:

54 credit hours

Dual Courses: 6 credit hours

IMSC 500	Information Systems Technology
CSCI 512	Computer Architecture

Cornerstone: 12 credit hours

ACTG 500	Accounting Concepts and Applications
BMTG 500	Principles of Management
FINA 500	Money, Banking and Financial Markets
MKTG 510	Electronic Commerce

Core (choose 4): 12 credit hours

CSCI 518	Data Communications Theory
CSCI 528	Data Structure
IMSC 512	Information Assurance
IMSC 518	Technology and Operations Management

IMSC 522 Database Design and Processing

Concentration (choose 2): 6 credit hours

BMGT 531 Business Intelligence
CSCI 534 Computer and Information
Networking
CSCI 552 Current Developments in Computer
Science I
CSCI 553 Current Developments in Computer
Science II
CSCI 571 Artificial Intelligence
CSCI 576 Expert Systems
CSCI 587 Special Topics in Information
Technology I
CSCI 588 Special Topics in Information
Technology II
IMSC 598 Directed Research
IMSC 599 Information Systems Project

For students with an associate's degree in ANY non-computer related field or 60 credits towards a bachelor's degree in ANY non-computer related field:
60 credit hours transferred

Undergraduate Courses: 54 credit hours

CSCI 210 Database Management
CSCI 231 Digital Electronics
CSCI 324 Principles of Programming
Languages
CSCI 325 Operating Systems
CSCI 327 Data Structure
CSCI 331 Computer Architecture
CSCI 332 Data Communication
CSCI 335 Local Area Network
IMSC 337 Understanding
Telecommunications
CSCI 345 Advanced Database
CSCI 461 Artificial Intelligence
IMSC 377 E-Commerce
IMSC 442 Software Engineering
IMSC 451 Systems Analysis
IMSC 462 Information Security
IMSC 483 Business System Analysis and
Design
IMSC 487 Information Technology Planning
& Management
IMSC 490 Topics in Computer Information
Systems

Dual Courses: 6 credit hours

IMSC 500 Information Systems Technology

CSCI 512 Computer Architecture

Cornerstone: 12 credit hours

ACTG 500 Accounting Concepts and
Applications
BMTG 500 Principles of Management
FINA 500 Money, Banking and Financial
Markets
MKTG 510 Electronic Commerce

Core (choose 4): 12 credit hours

CSCI 518 Data Communications Theory
CSCI 528 Data Structure
IMSC 512 Information Assurance
IMSC 518 Technology and Operations
Management
IMSC 522 Database Design and Processing

Concentration (choose 2): 6 credit hours

BMGT 531 Business Intelligence
CSCI 534 Computer and Information
Networking
CSCI 552 Current Developments in Computer
Science I
CSCI 553 Current Developments in Computer
Science II
CSCI 571 Artificial Intelligence
CSCI 576 Expert Systems
CSCI 587 Special Topics in Information
Technology I
CSCI 588 Special Topics in Information
Technology II
IMSC 598 Directed Research
IMSC 599 Information Systems Project

For students with a completed three year bachelor's degree in ANY field or 90 credits towards a bachelor's degree in ANY field:

90 credit hours transferred

Department Chair will determine (based on student academic history) 8 undergraduate courses that the student must take:

24 credit hours

Dual Courses: 6 credit hours

IMSC 500 Information Systems Technology
CSCI 512 Computer Architecture

Cornerstone: 12 credit hours

ACTG 500	Accounting Concepts and Applications
BMTG 500	Principles of Management
FINA 500	Money, Banking and Financial Markets
MKTG 510	Electronic Commerce

Core (choose 4): 12 credit hours

CSCI 518	Data Communications Theory
CSCI 528	Data Structure
IMSC 512	Information Assurance
IMSC 518	Technology and Operations Management
IMSC 522	Database Design and Processing

Concentration (choose 2): 6 credit hours

BMGT 531	Business Intelligence
CSCI 534	Computer and Information Networking
CSCI 552	Current Developments in Computer Science I
CSCI 553	Current Developments in Computer Science II
CSCI 571	Artificial Intelligence
CSCI 576	Expert Systems
CSCI 587	Special Topics in Information Technology I
CSCI 588	Special Topics in Information Technology II
IMSC 598	Directed Research
IMSC 599	Information Systems Project

BSIT - MSBI

Course Requirements: 150 credit hours

For students with an associate's degree in a computer related field or 60 credits towards a computer related bachelor's degree:

60 credit hours transferred

Department Chair will determine (based on student academic history) 18 undergraduate courses that the student must take:

54 credit hours

Dual Courses: 6 credit hours

BMGT 531	Business Intelligence
STAT 500	Statistics for Managers

Cornerstone: 12 credit hours

ACTG 500	Accounting Concepts and Applications
BMGT 510	Legal Environment for Business
BMGT 565	Global Business Environments
FINA 500	Money, Banking and Financial Markets

Core: 12 credit hours

MKTG 510	Electronic Commerce
IMSC 504	Decision Making Systems
IMSC 518	Technology and Operation Management
PROJ 517	Project Managerial Professional

Concentration (choose 2): 6 credit hours

IMSC 512	Information Assurance
IMSC 520	Data Warehousing and Data Mining
IMSC 521	IT Security Policies and Procedures
IMSC 580	Special Topics in Information Systems

For students with an associate's degree in ANY non-computer related field or 60 credits towards a bachelor's degree in ANY non-computer related field:

60 credit hours transferred

Undergraduate Courses: 54 credit hours

CSCI 210	Database Management
CSCI 231	Digital Electronics
CSCI 324	Principles of Programming Languages
CSCI 325	Operating Systems
CSCI 327	Data Structure
CSCI 331	Computer Architecture
CSCI 332	Data Communication
CSCI 335	Local Area Network
IMSC 337	Understanding Telecommunications
CSCI 345	Advanced Database
CSCI 461	Artificial Intelligence
IMSC 377	E-Commerce
IMSC 442	Software Engineering
IMSC 451	Systems Analysis
IMSC 462	Information Security
IMSC 483	Business System Analysis and Design
IMSC 487	Information Technology Planning & Management
IMSC 490	Topics in Computer Information Systems

Dual Courses: 6 credit hours

BMGT 531 Business Intelligence
STAT 500 Statistics for Managers

Cornerstone: 12 credit hours

ACTG 500 Accounting Concepts and Applications
BMGT 510 Legal Environment for Business
BMGT 565 Global Business Environments
FINA 500 Money, Banking and Financial Markets

Core: 12 credit hours

MKTG 510 Electronic Commerce
IMSC 504 Decision Making Systems
IMSC 518 Technology and Operation Management
PROJ 517 Project Managerial Professional

Concentration (choose 2): 6 credit hours

IMSC 512 Informational Assurance
IMSC 520 Data Warehousing and Data Mining
IMSC 521 IT Security Policies and Procedures
IMSC 580 Special Topics in Information Systems

For students with a completed three year bachelor's degree in ANY field or 90 credits towards a bachelor's degree in ANY field:

90 credit hours transferred

Department Chair will determine (based on student academic history) 8 undergraduate courses that the student must take:

24 credit hours

Dual Courses: 6 credit hours

BMGT 531 Business Intelligence
STAT 500 Statistics for Managers

Cornerstone: 12 credit hours

ACTG 500 Accounting Concepts and Applications
BMGT 510 Legal Environment for Business
BMGT 565 Global Business Environments
FINA 500 Money, Banking and Financial Markets

Core Courses: 12 credit hours

MKTG 510 Electronic Commerce
IMSC 504 Decision Making Systems
IMSC 518 Technology and Operation Management
PROJ 517 Project Managerial Professional

Concentration (choose 2): 6 credit hours

IMSC 512 Informational Assurance
IMSC 520 Data Warehousing and Data Mining
IMSC 521 IT Security Policies and Procedures
IMSC 580 Special Topics in Information Systems



Master of Science Degrees

The computer science professional specialty group requires a deeper vow to competence as a Computer Scientist and Systems Analyst, Manager of Information Systems (MIS) or System Engineer.

The Master of Science degrees listed below in are designed to meet the professional level needs of specialists in microcomputer science and technology. The program delivers a fundamental understanding of the use, knowledge, function, installation, and maintenance of computers. Currently, UNVA offers three majors in Information Technology: Business Intelligence, Computer Science and Information Systems Technology.

MS programs in Computer Science and Information Systems Technology are comprised of fourteen three credit courses (42 credit hours). MS program in Business Intelligence is comprised of twelve three credit courses (36 credit hours). Each MS Program is divided into three groups of courses. The first group, or "Cornerstone Courses," provides students with a solid academic foundation upon which the second group, or "Core Courses," is built. This group gives students the necessary knowledge and skills to work with an increasingly complex technological field. The third group, or "Concentration Courses," allows students the opportunity to develop further in their specific area of interest. With rare exceptions, students are required to follow the course sequence as shown below. UNVA expects students complete their requirements in the order of cornerstone, core, and concentration courses.

Master of Science in Business Intelligence (MSBI)

Course Requirements: 36 credit hours

University of Northern Virginia Master of Science in Business Intelligence is an innovative graduate program. This new cutting-edge program is a blend of traditional MBA and applications of Decision Support and Business Intelligence Systems in Modern Management. Students will gain a strong background in business principles such as Financial Accounting Analysis; International Legal Environment for Business; Electronic Commerce and International Marketing; Applied Statistics for Marketing Analysis, and Decision Making; Money, Banking and International Financial Markets and Principles of Project and Program Management. The MBI not only provides a solid foundation in business and management, but also provides the student with the knowledge and skills to apply modern information

technology to face the challenges of planning for business continuity to ensure that a company can sustain core business operations during times of disruption and international financial crisis.

Cornerstone Courses: 15 credit hours

ACTG 500	Accounting Concepts and Applications
BMGT 510	Legal Environments for Business
BMGT 565	Global Business Environments
FINA 500	Money, Banking and Financial Markets
STAT 500	Statistics for Managers

Core Courses: 15 credit hours

BMGT 531	Business Intelligence
MKTG 510	Electronic Commerce
IMSC 504	Decision Making Systems
IMSC 518	Technology and Operation Management
PROJ 517	Project Managerial Professional

Concentration (choose 2)**: 6 credit hours

IMSC 512	Information Assurance
IMSC 520	Data Warehousing and Data Mining
IMSC 521	IT Security Policies and Procedures
IMSC 580	Special Topics in Information Systems

** In selecting Concentration courses, students are advised to consult with the Chair of Information Technology.

Master of Science in Computer Science (MSCS)

Course Requirements: 42 credit hours

The Master of Science program in Computer Science provides an opportunity for students to enhance their understanding of the principal hardware and software themes. The student will also learn how to analyze and formulate solutions for many advanced problems that occur in computer systems. The program stresses technical competence and encourages the student in independent work and judgment.

Cornerstone Courses: 15 credit hours

CSCI 507	Database Theory
CSCI 508	Operations Research
CSCI 512	Computer Architecture
CSCI 528	Data Structure
IMSC 500	Information Systems Technology

Core Courses (choose 5): 15 credit hours

CSCI 509	Software Methodology
CSCI 518	Data Communications Theory
CSCI 524	Principles of Programming Languages
CSCI 530	Operating Systems
CSCI 549	Digital Electronics
CSCI 571	Artificial Intelligence

Concentration (choose 4): 12 credit hours**

BMGT 531	Business Intelligence
CSCI 541	Computer Graphics
CSCI 552	Current Developments in Computer Science I
CSCI 553	Current Development in Computer Science II
CSCI 587	Special Topics in Information Technology I
CSCI 588	Special Topics in Information Technology II
CSCI 598	Directed Research
CSCI 599	Computer Science Project
IMSC 512	Information Assurance
IMSC 521	IT Security Policies and Procedures
IMSC 574	Management Information Systems
<i>All Certificate Programs</i>	

** In selecting Concentration courses, students are advised to consult with the Chair of Information Technology.

Master of Science in Information Systems Technology (MSIT)

Course Requirements: 42 credit hours

UNVA's Information Systems Technology program is designed to equip both technology managers and business managers with the knowledge and skills necessary to align technology with the strategic goals of business. Students will develop an understanding of the concepts and methods required to design, build and manage information technology. In addition the student will architect client server applications, develop data communication and networking strategy, assess the business risks and rewards of new information technology, apply re-engineering

principles to business processes, and understand the role of the technology manager in business planning.

Cornerstone Courses: 15 credit hours

ACTG 500	Accounting Concepts and Applications
BMGT 500	Principles of Management
FINA 500	Money, Banking and Financial Markets
IMSC 500	Information Systems Technology
MKTG 510	Electronic Commerce

Core Courses: 15 credit hours (Choose five)

CSCI 512	Computer Architecture
CSCI 518	Data Communications Theory
CSCI 528	Data Structure
IMSC 512	Information Assurance
IMSC 518	Technology and Operations Management
IMSC 522	Database Design and Processing

Concentration (choose 4): 12 credit hours**

BMGT 531	Business Intelligence
CSCI 534	Computer and Information Networking
CSCI 552	Current Development in Computer Science I
CSCI 553	Current Development in Computer Science II
CSCI 571	Artificial Intelligence
CSCI 576	Expert Systems
CSCI 587	Special Topics in Information Technology I
CSCI 588	Special Topics in Information Technology II
IMSC 598	Directed Research
IMSC 599	Information Systems Project
<i>All Certificate Programs</i>	

** In selecting Concentration courses, students are advised to consult with the Chair of Information Technology.



Doctor of Information Technology (DIT)

Requirements: 60 credit hours (Minimum)

The Doctor of Information Technology addresses the expanding needs of professionals who manage information resources; solve information, communication and technology-related problems in businesses and other organizations; or educate and/or train others in fields related to the applications of information systems and communications. This is an intensive program designed primarily to develop practitioners and teaching faculty with very high levels of both technical and analytical expertise in specific fields of information technology (IT). Admission to the program is competitive. Meeting a specific set of minimum qualification does not assure admission.

UNVA seeks doctoral candidates possessing a solid undergraduate and graduate educational preparation, reasonable managerial or professional experience, strong intellect and the capacity for independent investigation. This program is designed for the student with a master's degree in information systems, information science, computer science, or a related area. The applicant should satisfy graduate prerequisites or have equivalent experience in information systems, programming languages, database systems, systems analysis and design, data communications and networks, and computer architecture.

Doctoral candidates must be fluent in English and are expected to write on a level meeting contemporary standards of professional publication.

The selection of applicants for admission to the DIT program is made by a faculty committee and is based on the applicant's overall accomplishments and skills. Specifically, admission to the program requires:

Education: A master's degree in Information Systems or Computer Science from an accredited U.S. institution or a comparable foreign institution, with a minimum CGPA of 3.0 in the master's degree, is required. Applicants possessing a master's degree in a field of study other than Information Technology may be required to take additional preparatory courses.

Experience: Applicants with responsible managerial or professional work experience will be given preference in admission.

- Applicants must submit a concise professional and/or academic resume highlighting both experience and training.
- A statement of goals.

- **Recommendations:** Two letters of recommendation attesting to the applicant's ability to succeed in a doctoral program are required.
- **English language proficiency:** Applicants whose native language is not English or who have not completed their studies at a university where English is the language of instruction must provide evidence of English language proficiency. A score of 575 or higher on the TOEFL or a similar result on another internationally recognized assessment of proficiency may be submitted to meet this requirement. English proficiency requirements may be waived if the applicant holds a college degree from an English-speaking country.
- **GMAT or GRE examination:** Applicants who have completed the GMAT or GRE examinations within the past ten years may submit their test score results. This is not mandatory but will help the Admissions Department to assess the candidate's abilities to undertake the program.

This doctoral program may be pursued on either a part-time or full-time basis and completed within three to five years.

Candidates for the DIT degree must complete a minimum of 60 credit hours, with a minimum CGPA of 3.0. It is required that all candidates attend the earliest scheduled doctoral orientation class (one credit hour). Program components include:

- Forty-eight credit hours of course requirements.
- One credit hour of doctoral orientation.
- A minimum of twelve credit hours devoted to the doctoral research project.
- Satisfactory performance in the written Comprehensive Examination (upon completion of formal coursework).
- Submission of a doctoral research proposal.
- Formal presentation of the doctoral research project.

Refer to the *UNVA Doctoral Program Student Handbook* for a detailed explanation of the program.

Doctoral Orientation: 1 credit hour

One credit hour of doctoral orientation, not counted for total credit.

RESE 602	Research Methods and Design
RESE 604	Quantitative Research & Analysis
RESE 606	Explorations in Business Research

BMGT 609	Management in Hi-Tech Organization
CSCI 610	Decision Support Systems
IMSC 606	System Development Process
IMSC 628	Technology Systems in Business

Doctoral Project: Min. 12 Credit Hours

PROJ 700





Course Descriptions





Accounting

ACTG 201, 202 Fundamentals of Accounting I, II

Prerequisite: None. Financial accounting procedures, concepts, and reports for sole proprietorships, partnerships and corporation. 3 credits.

ACTG 311, 312 Intermediate Accounting I, II

Prerequisite: ACTG 202. Accounting theory and problems in the classification of transactions, asset and liability valuation, income determination, and the presentation and interpretation of financial statements. Study of generally accepted accounting principles. 3 credits.

ACTG 372 Financial Accounting

Prerequisite: ACTG 202. Current financial accounting theory and practice as they relate to financial statement preparation and analysis. Emphasis on special topics includes accounting for pensions and leases, accounting changes, and earnings per share presentations. 3 credits.

ACTG 410 Auditing

Prerequisite: ACTG 202. Internal and external auditing; current professional standards, ethics of the auditor with emphasis on internal control and evidence gathering. 3 credits.

ACTG 411 Cost Accounting

Prerequisite: ACTG 202. The development and use of cost accounting for inventory valuation, income determination, and cost control, including process accounting and variance analysis. 3 credits.

ACTG 412 Financial Statement Analysis

Prerequisite: ACTG 202. Provides the knowledge and skills necessary to take full advantage of financial

reports and analysis. Topics that will be covered include financial statement, ratio analysis, comparative analysis, and the management of operation funds. 3 credits.

ACTG 413 Managerial Accounting

Prerequisite: ACTG 202. Cost-benefit choices among accounting methods and systems in support of strategic decisions and operational control, including behavioral effects of accounting systems within organizations. Construction of budgets, forecasts, and estimates for new product/process costs. 3 credits.

ACTG 476 Accounting Information Systems

Prerequisite: ACTG 202. The planning and operation of electronic data processing systems in accounting and the use of the information generated for financial reporting and control. 3 credits.

ACTG 491 Independent Study

Prerequisite: Permission from the instructor. Independent study course is designed for students who may wish to independently investigate and research topics. The independent study course should not duplicate too closely existing courses and should be comparable in breadth, depth, and intellectual content to similar courses in its discipline. **CONTRACTS ARE REQUIRED** and are available on-line and at the Registrar's Office. Contracts must be completed and submitted to the Registrar's Office before the course starts. 3 to 6 credits.

ACTG 500 Accounting Concepts and Applications

Prerequisite: None. After a review of basic accounting principles and terminology, this course provides the student with a clear understanding of concepts, standards and practices of financial reporting. The student learns to read, understand and analyze a balance sheet, income statement and statement of cash flows. 3 credits.

ACTG 510 Managerial Accounting

Prerequisite: ACTG 500. This course explains how financial data obtained from the accounting system are used to make informed business and investment decisions and to evaluate the performance of the firm. 3 credits.

ACTG 511 Financial Statement Analysis for Managers

Prerequisite: ACTG 500. This course builds skills in analyzing and interpreting income statements, balance sheets and statements of cash flows for the guidance of managers, shareholders and creditors. This course also focuses on the topics of liquidity and related short-term debt-paying ability, long-term debt capacity and profitability. 3 credits.

ACTG 512 Accounting for Government and Not-for-Profit Organizations

Prerequisite: ACTG 500. This course covers methods of accounting for governmental entities and accounting for private not-for-profit organizations. Related financial reporting issues are also discussed. 3 credits.

ACTG 515, 516 Advanced Accounting Theory I, II

Prerequisite: ACTG 500. This course provides a broad examination of the major theoretical concepts and the underlying conventions and practices underlying financial accounting. This course includes a comprehensive examination of U.S. Generally Accepted Accounting Principles (GAAP), procedures and disclosure requirements concerning general purpose financial statements and the major components of financial statements of business enterprises. 3 credits.

ACTG 520 Computerized Accounting Information Systems

Prerequisite: ACTG 500. This is a course in the application of information technology to the design and development of general and specialized accounting systems. 3 credits.

ACTG 521 Survey of Accounting Systems

Prerequisites: ACTG 500, ACTG 510. This is a capstone course dealing with contemporary accounting systems for services and merchandizing and manufacturing businesses; how accounting can be used to control business operations; and how to make informed business decisions. 3 credits.

ACTG 522 U. S. Federal Income Taxation

Prerequisite: None. A general study of federal income taxation. Major topics include: gross income, capital gains and losses, tax deductions and credits and disposition of property, including sales. 3 credits.

ACTG 523 Auditing Theory

Prerequisite: ACTG 500. A survey of contemporary auditing procedures and techniques as practiced by in-house and external auditors. Also, the issues of responsibility for the fairness of financial statements, the scope of the audit and auditor's opinion and assurance will be discussed. 3 credits.

ACTG 524 Cost Accounting

Prerequisite: ACTG 500. This course has three main objectives. It serves as a survey of costing systems and techniques; provides students with a clear understanding of concepts, behavior and accounting techniques used in manufacturing cost systems; and explores the role of cost analysis in managerial decision-making. 3 credits.

ACTG 525 International Accounting

Prerequisites: ACTG 500. As business has continued to expand internationally, the importance of cross-border financial data have correspondingly increased. Major topics include: the harmonization of financial reporting standards, accounting for currency exchange rate changes, method of financial reporting; and the rise of both disclosure issues in the international context and financial reporting in emerging markets. 3 credits.

ACTG 532 Federal Taxation of Corporations and Partnerships

Prerequisite: ACTG 522. Federal income taxation of C and S corporations and partnerships. Main topics include: Formation, capital structure, operation, distribution and liquidation. 3 credits.

ACTG 533 Advanced Auditing Theory

Prerequisite: ACTG 523. This course is an advanced examination of the audit function of public accountants, focusing particularly on computer auditing, and on other current topics such as evaluation of audit risk, fraud, and internal controls. It has an in-

depth exposure to a variety of aspects of the theory and practice of professional auditing. 3 credits.

ACTG 540, 541 Certified Public Accounting Review I and II

Prerequisites: Permission from instructor. This course will prepare accounting students and professionals to sit for the CPA exam. Topics include recent changes and current information that will be included in the new format for the CPA exam in. This course can be taken for three (ACTG 540) or six (ACTG 540 & 541) quadmester hours of credit. Both UNVA and non-UNVA CPA candidates may enroll for credit. To earn credit, the candidate must attend 90% of the review lectures and take midterm and final exams. 3 to 6 credits.

ACTG 598 Directed Research

Prerequisites: None. This is a special course for selected students to do research under the guidance of a faculty member. This course requires the student to prepare a proposal, which must be approved by the Department Chair. 3 credits.

ACTG 599 Accounting Project

Prerequisites: None. Details of the personal project are to be determined by the student and the professor with the approval of the Department Chair. 3 credits.



Anthropology

ANTR 113 Introductory Anthropology

Prerequisite: None. An introduction to the systematic and comparative study of human behavior and institutions through the use of anthropological approaches to examine society, culture, history and current events is presented. The course examines the

basic assumptions, concepts and arguments that frame contemporary anthropology. Emphasis placed on cross cultural approaches to describe and analyze how various peoples around the world have developed a range of behaviors to meet their biological, psychological, social, economic and political needs. 3 credits.



Art History

ARTH 115 Film History and Theory

Prerequisite: None. This introductory course is designed to help students develop an understanding of and a greater appreciation for the history and art of film. It will examine contemporary Anglophone cinema within its broader historical and cultural roots. In addition, it offers opportunities to develop analytical skills to better understand film and the goals of filmmakers. 3 credits.

ARTH 122 Introduction to International Arts

Prerequisite: None. This course provides the student with a basic understanding of the international arts. It deals with the nature of art, the evaluation of art, the processes and materials of art. This course is also a study and appreciation of art and its development through the various periods and movements of man's existence. It brings the student to a better understanding of art today, its past influences and its current significance with international flavors. 3 credits.

ARTH 127 Introduction to Visual Arts

Prerequisite: None. This course focuses on how we see, perceive and understand images, and what criteria are used to determine which of those images we call art. In addition students will be introduced to how images communicate; their literal, psychological and subliminal meanings. The key tool for comprehension

will be the artist's use of exaggeration and abstraction.
3 credits.

ARTH 300 Art History

Prerequisites: None. Major periods, monuments, and themes of Western art and architecture. Provides an introduction to local museum collections and a historical framework for further study in art history. Designed as a two-course sequence, but each part may be taken independently. 3 credits.



Business Management

BMGT 201 Principles of Management

Prerequisite: None. This course builds on the fundamental theories and concepts by examining the nature of managerial work under a range of business models and under rapidly changing business conditions. Managerial functions and activities such as planning, organizing, controlling, staffing, and decision-making are examined in depth and in the context of current organizational examples and scenarios. 3 credits.

BMGT 215 Introduction to Business Law

Prerequisite: BMGT 201. Origin and development of law, judicial procedure, tort law, law of contracts, and personal property. 3 credits.

BMGT 300 Strategic Planning

Prerequisite: BMGT 201. This course is designed to introduce students to the practice of strategic planning. It covers the role and purpose of strategic analysis and planning: formulating plans, establishing organizational goals and objectives in the context of changing technology and environment, and techniques of policy formulation. 3 credits.

BMGT 301 Introduction to International Business

Prerequisite: BMGT 201. This is an introductory course designed to develop the student's understanding of international business and the globalization of the economy. The focus is primarily on the international business environment and the activities of multinational corporations. 3 credits.

BMGT 312 Human Resource Management

Prerequisite: None. Human capital is now the most important asset of many firms. This course builds on BMGT 201 by introducing key concepts and techniques that managers need to know in order to best attract, retain and develop skilled personnel, based on current practice and theory in Human Resources Management. Legal and ethical considerations in human resource management are also emphasized. 3 credits.

BMGT 313 Teams, Groups and Leadership

Prerequisite: None. This course focuses on intensive development of a higher-level skill set for collaboration and leadership in contemporary environments. Builds on content introduced in core management coursework (BMGT 201, 301, and 312). Attention is given to developing personal leadership capabilities, collaborating in traditional and virtual environments, improving group processes, managing conflict, tolerating ambiguity, improving communication, utilizing creative problem-solving, and coaching and motivating employees. 3 credits.

BMGT 330 Management and Organizational Behavior

Prerequisite: None. Classical and contemporary organization theories, interpersonal and organizational behavior, motivation, communication, leadership, and the process of decision-making in organizations. 3 credits.

BMGT 331 Labor Relations

Prerequisite: BMGT 312. This course is an in-depth analysis of the labor-relations component introduced in BMGT 312 and is designed for management majors interested in pursuing a human resources career. Course content includes examination of the foundations of unionization, labor contracts, bargaining, and the legal context of union-management relations. 3 credits.

BMGT 401 Organization Theory and Development

Prerequisite: BMGT 201. This course looks at advanced topics in the design and development of organizations. Students will move beyond the fundamentals learned in the management core and develop detailed understandings, tools, and skills relevant to the relationships between organizational structure, design, and culture, with the goal of improving the organizational performance. 3 credits.

BMGT 412 Business Ethics

Prerequisite: None. Examination of some of the moral problems that arise with regard to the responsibilities of various segments of the business community – including employers, management and stockholders – to one another, to the consumer, and to society at large. 3 credits.

BMGT 434 Health Care Management

Prerequisite: BMGT 201. An introduction to the health care industry, with special emphasis on acute care facilities and their role in the total health care delivery system. 3 credits.

BMGT 442 Mergers & Acquisitions

Prerequisite: BMGT 201. Details of mergers, acquisitions & strategic alliances are covered. The importance of this trend globally is reviewed. 3 credits.

BMGT 450 Specials Topics in International Management

Prerequisite: None. The objective is to offer coherent and organized coverage of important contemporary topics. Specific topics are announced when the course is scheduled. 3 credits.

BMGT 460 Business and Government

Prerequisite: BMGT 215. Relation of society to business policy formation. Governmental regulation as well as political, legal and social implications. 3 credits.

BMGT 472 Operations Management

Prerequisite: MATH 103. Application of concepts and principles related to management of the production function in manufacturing and services. Problem-

solving emphasis, with extensive use of applications software. 3 credits.

BMGT 499 Independent Research in Business

Prerequisite: Permission from Academic Advisor. Special projects on subjects of interest to the students under the supervision of the instructor. A paper is expected and a letter grade is recorded. Permission of the instructor is required. 3 credits.

BMGT 500 Principles of Management

Prerequisite: None. The objective of this course is to introduce models and concepts that provide insights on a wide range of managerial problems. Qualitative and quantitative methods will be used to address various aspects of managing a business concern. Major topics include ethics and corporate social responsibility, organizational design, planning and strategy formulation, motivation, reward and discipline. 3 credits.

BMGT 505 Casino Management

Prerequisite: BMGT 500. This course takes a management perspective in introducing students to casino management and casino hotel operations. It provides a comprehensive view of gaming trends, casino hotel organizational structure, government regulations, consumer behavior, marketing strategies, economic impact, social and cultural concerns and the casino games. 3 credits.

BMGT 508 Hospitality Management

Prerequisite: BMGT 500. This course focuses on the management of products and services at hotels, resorts and other venues that hold group meetings. The aim of this course is to help students understand, gain knowledge, and develop an appreciation of the multifaceted elements of hospitality management by exploring all aspects of the field. Topics include: business ethics, franchising, management contracts, and areas of management responsibility such as human resources, marketing and sales, and advertising. 3 credits.

BMGT 509 Food Service Management

Prerequisite: BMGT 500. The program provides students with extensive exposure to all aspects of food and beverage management including cost controls,

supervisory skills, reporting requirements, safety and sanitation and many other operational skills. It also teaches student how to analyze the various areas of food service industry as a member of a management team – its structure, its attitude, its enthusiasm, its organization, its experience, its chain of command, and how it formulates and implements restaurant policies. 3 credits.

BMGT 510 Legal Environment for Business

Prerequisite: None. This course examines the fundamental legal concepts and principles that affect business in a variety of functional and regulatory environments. Emphasis is on the application of legal principles through the case method approach. Key legal concepts relating to transactional aspects of business are discussed. 3 credits.

BMGT 511 International Management

Prerequisite: BMGT 500. This course seeks to impress upon business administration students the pervasive impact of culture with respect to the functions of management internationally, which are: organizing, recruiting, training, operating, coordinating, controlling and communicating. 3 credits.

BMGT 512 Quantitative Methods for Business

Prerequisite: STAT 500. The purpose of this course is to provide students with a clear understanding of the important role that quantitative methods play in the modern decision-making process. The course introduces the many quantitative techniques and tools that are relevant to intelligent decision-making, explains how they work and shows how decision-makers can apply these methods to business problems. 3 credits.

BMGT 513 Employment Law

Prerequisite: BMGT 500. This course focuses on the law impacting the workplace. It presents the legal aspects of human resource management and covers the integration and incorporation of the law into strategic management decision making. Areas to be covered include rights and duties of both employer and employee in the employment relationship, anti-discrimination law; employee testing and privacy, workers' compensation, employment equity legislation, health and safety acts and other related legislation. 3 Credits.

BMGT 520 Human Resource Management

Prerequisite: BMGT 500. This course arises from the observation that human resource management could help create competitive advantages for firms. Concepts and issues examined in this course include those associated with job design, staffing, training and development, group behavior and teamwork, motivation and job satisfaction. 3 credits.

BMGT 521 Multinational Management

Prerequisite: None. Successful managers for firms conducting international business need a global mindset. To facilitate this orientation, the course explores issues that are associated with doing business in different national cultures, politics, law and business practices and human resources. The course concludes with a thorough discussion of how to compete in this multicultural environment. 3 credits.

BMGT 522 Strategic Management

Prerequisite: BMGT 500. This course focuses on the creation of competitive advantage by examining external and internal factors that define management actions/responses. They are: assessing the competitiveness of other firms in the industry as well as the company's internal strengths and weaknesses; building competitive advantage; and responding to shifts in competitive advantage. 3 credits.

BMGT 523 Small Business Management

Prerequisite: None. After a review of the start-up process of small firms, the course discusses other topics such as the role of the business plan, the marketing plan, selection of the management team and the form of the organization, accounting, sources of financing and the competitive advantage of small businesses. 3 credits.

BMGT 524 Global Operations Management

Prerequisite: None. This course has two objectives: (1) Fundamentals of operations management, which include such topics as quality control, service and system design and capacity and location planning. (2) Supply chain management, dealing with such topics as designing and implementing strategies for an efficient supply structure within the firm. 3 credits.

BMGT 525 Organizational Behavior

Prerequisite: None. This course examines the range of individual and group behavior in an organization. Topics: personality and attitudes, perception, motivation in the work setting, group and team behavior, leadership, interpersonal communication, and organizational design and culture. 3 credits.

BMGT 531 Business Intelligence

Prerequisite: None. This course provides an understanding of data organization, and examines the Business Intelligence (BI) processes and techniques used in transforming data to knowledge and value. The concepts of business intelligence and business analytics have their foundations in both the management sciences and management information systems fields. The objective of the course is to offer students with an understanding of various aspects of business intelligence systems and knowledge management, with a managerial focus. 3 credits.

BMGT 540 Principles of Hospitality and Casinos Staffing

Prerequisite: BMGT 500. This course examines various ways of applying theories of staffing and supervision into practice in the service industry. It addresses the planning for the management of personnel, including the recruitment, selection, and evaluation of employees in the hospitality industry. It also synthesizes various practices of handling employees, and maximizes organizational productivity in the tourism and hotel industry. 3 credits.

BMGT 544 Recruitment and Staffing

Prerequisite: BMGT 500. This course provides a strategic perspective in the recruitment and staffing functions of an organization. It examines the scientific, legal, and administrative issues associated with the recruitment, selection, employment and retention of individuals. Topics include are: strategic staffing, human resource planning, recruitment, assessment, selection decision-making strategies, and succession planning and retention strategies. 3 Credits.

BMGT 551 EMBA Seminar

Prerequisite: None. The purpose of this course is to integrate student's work in other EMBA classes with an international experience. The trip to USA, United

Kingdom or other UNVA campuses is a unique opportunity for our EMBA students to use the concepts and ideas learned in their graduate classes in an international real-life context. The international seminar is based upon experiential learning techniques which a student can integrate theory with personal experiences. Students will be involved in both individual and group learning activities and will develop an understanding of a new culture and different business environment. 6 credits.

BMGT 560 Leadership for Global Executives

Prerequisite: None. The course aims to prepare students for understanding and exercising executive ability in government, non-governmental and transnational organizations, and international business. This course is designed to address various aspects of managing and leading people in a global manner. These include understanding and influencing group behavior and performance; working with and managing people on a one-on-one basis; and leading, motivating and aligning people behind a common vision or direction. The course puts a particular emphasis on the important tasks of developing well-aligned, high performance organizations and on the challenges of leading change in organizations. 3 credits.

BMGT 563 Managerial Effectiveness for Global Executives

Prerequisite: None. This course focuses on developing key leadership and management skills with the goal of enhancing students' own managerial effectiveness. It is designed for students who have some managerial experience and have acquired global perspectives. Students will learn the importance of team dynamics and how understanding others—their goals and values, needs and wants, comfort and stretch areas—can lead to more effective motivation, delegation, conflict resolution and overall team performance. 3 credits.

BMGT 565 Global Business Environment

Prerequisite: None. This course is an analysis of the global economic, political and cultural patterns affecting international business. The basic objective is to provide macroeconomic theories, models, tools of analysis and applications which enable the student to understand and navigate the global business environment. 3 credits.

BMGT 566 International Human Resources Management

Prerequisite: BMGT 500. This course introduces students to the key concepts and policies underlying international human resource management in organizations. It examines the unique demands of global firms and their consequential impact on strategic human resource management issues. This course will also examine the impact of labor markets and other factors on the changing nature of human resource management over recent years, focusing on the core HR issues that firms have to deal with in a globalizing economy. 3 Credits.

BMGT 571 Compensation and Assessment

Prerequisite: BMGT 500. This course focuses in the area of compensation and benefit practices. It examines the techniques for assessing the current performance and future potential of workers as well as forecasts the potential of new job candidates. Topics include: job evaluation, salary surveys, individual and group performance based pay, health insurance and pensions. 3 Credits.

BMGT 572 Negotiation and Bargaining

Prerequisite: BMGT 500. The purpose of this course is to introduce the theory and processes of negotiation as it is practiced in a variety of settings. It introduces students to the effects of employment dynamics in the public and private sectors of the workplace. Topics cover are union organization and representation, collective bargaining and negotiation, grievance and arbitration processes, and labor laws. 3 Credits.

BMGT 574 Training and Development

Prerequisite: BMGT 500. This course introduces the concept, issues and practices involved in training and developing the human resources of organizations. It focuses on strategies for conducting training needs assessment, learning and motivation theory and application and selecting, design and development training programs, and the effectiveness of training programs. 3 Credits.

BMGT 575 Leveraging Workplace Diversity

Prerequisite: BMGT 500. The purpose of this course is to provide an in-depth understanding of how managers and HR professionals can be effective in not only managing diversity in a global context but also in

leveraging global diversity as a competitive advantage. It covers organizations value diversity and promotes equal opportunity for their employees representing the global workforce. 3 Credits.

BMGT 576 Building Organizational Culture

Prerequisite: BMGT 500. This course aims to introduce organizational culture concepts and reviews the theories and research in organizational behavior in order to develop a comprehensive framework for understanding and affecting the performance of employees. Areas covered by the course include: performance measurements, organizational culture and structure, power and influence, organizational change, and individual psychological factors which affect behavior on the job. 3 Credits.

BMGT 577 Performance Management

Prerequisite: BMGT 500. This course addresses basic issues in the measurement of performance in organizations. It focuses on the design and implementation of human resources management systems to assess and enhance employee performance. It also examines the influence of human performance elements on organizational performance. Areas of study include performance measurement, rater training, goal setting and feedback. 3 Credits.

BMGT 598 Directed Research

Prerequisite: Completed nine (9) course for program. This is a special course for selected students to do research under the guidance of a faculty member. This course requires the student to prepare a proposal, which must be approved by the Department Chair. 3 credits.

BMGT 599 Management Project

Prerequisites: BMGT 598. Details of personal project to be determined by student and professor with the approval of the Department Chair. 3 credits.

BMGT 603 Management of Educational Organizations

Prerequisites: None. This course introduces some theories relating to leadership and management in educational settings which include comprehensive knowledge concerning instructional and behavior management. It focuses on structuring classroom for

success, planning for instruction, managing materials and equipment, and assessing and managing student and group behavior. 3 credits.

BMGT 608 Human Resources Development

Prerequisite: None. The course examines how to design, administer, and evaluate employee staffing, selection, training, and development activities that support organizational strategies. Topics covered include: an orientation to work and related training, training and employment options, and the opportunity to identify and enhance personal skills and apply them to a training and/or work context. 3 credits.

BMGT 609 Management in Hi-Tech Organizations

Prerequisite: None. This course develops concepts and frameworks for analyzing how firms can create, market, and harvest value from hi-tech products and services. The focus is on the impact of technological changes on the competition and globalization, the appropriate competitive strategies for success, the management of innovation and intellectual property, and the sources of financing for hi-tech organizations. 3 credits

BMGT 610 Strategic Decision Making

Prerequisite: None. This course is concerned with the long-term strategic success of the for-profit or not-for-profit business organization. It provides students with a broad understanding of strategic management concepts and theories, and their importance for the organization, industry and society. It deals with identifying and analyzing past and current strategies, with formulating new ones and with implementing them through the organization operating in the global economic environment. It addresses contemporary theories of decision-making. 3 credits.

BMGT 612 Business Policy and Practice

Prerequisite: None. This is a course designed to assess the student's cognitive skills in solving business problems. Previous study of the principles of accounting, marketing, finance, and report writing will be helpful. Business Policy cuts across the whole spectrum of business and management. It focuses on the corporations as a whole and its interactions with its environment. 3 credits.

BMGT 614 Business, Government and Society

Prerequisite: None. Business operates within a context of society; it is a structure increasingly found throughout the contemporary world. This course provides a review and analysis of current laws and regulations that frame the external environment for private business operations in the U.S. and elsewhere. It examines such institutions, concepts and issues as global business, technological change, corporate social responsibility, government regulation of business, private collective action, corporate political activity, and the formulation and implementation of public policy. 3 credits.

BMGT 616 Seminar in Labor Relations

Prerequisite: None. In this course, students will examine labor-management relations and focus special attention on the practices of mediation and arbitration. We will study contract negotiations, contract administration, and the creative resolution of employee-management differences. The course will also provide an understanding of such topics as union organizing, grievance procedures, bargaining theory, and bargaining outcomes. 3 credits.

BMGT 618 Seminar in Human Resources Management

Prerequisite: None. Students examine current and significant issues in human resources management. The course focuses on both theory and practice, with emphasis given to new and emerging issues in the field. Topics such as cultural diversity, global competition, organizational downsizing, and self-directed work teams are covered. Special attention will be paid to the necessity for international business executives to understand cultural differences and social differences that impact upon business operations. 3 credits.

BMGT 620 Seminar on Organizational Development

Prerequisite: None. The focus of this course is on the procedures and variables involved in the design and redesign of organizations. Initially, students will be introduced to the basic elements of organizational design, including but not limited to organizational structure, administrative processes and systems, size, and product-market complexity. Issues such as departmentalization, differentiation, integration,

internal politics, innovation, authority and control are discussed. 3 credits.

BMGT 622 Seminar in Strategic Management

Prerequisite: None. Strategic management is concerned with the long-term direction and performance of the whole organization. Contemporary theories of excellence in management and leadership will be studied. This course examines organizations from the “strategic management” perspective of top management. The concepts and skills presented, however, are applicable at all levels of management and to the variety of roles leaders, executives, and managers fill. 3 credits.

BMGT 624 Current Topics: The Professional Seminar

Prerequisite: None. This course is open to students who wish to develop a problem independently. A problem is chosen by the student and developed through conferences and activities under the direction of the instructor. Built on the European or British model, the seminar provides students with an opportunity to explore a specific management or marketing topic, idea, project, or research interest in close collaboration with a faculty member. 3 credits.

BMGT 633 Seminar in Logistic Management

Prerequisite: None. This seminar exposes management students to leading experts in fields directly related to major issues and events in logistic management. Particular emphasis will be placed on providing a broad and general exposure to business logistics. This will include the development of an advanced understanding of the various logistics activities are related to each other and other functional areas within a business. 3 credits.

BMGT 636 Seminar in Quality Management

Prerequisite: None. This seminar provides students with an in-depth understanding of some major issues in quality management. It focuses on the study of the major principles of quality management: customer focus, continuous improvement, employee involvement, and process improvement. Students will be exposed to a wide range of important contemporary topics in quality management and be able to understand theories of some quality management

techniques and use these techniques in their research. 3 credits.

BMGT 639 Seminar in Change Management

Prerequisite: None. This course broadens students' understanding of organizational change and builds the requisite skills for dealing with change as a strategist to identify the steps of a change process, analyze a change situation, and choose an action while avoiding risks. Also, this course is to expose students to the main approaches to the systemic “change management” of individuals and organizations, and explore how one may create and support change dynamics. 3 credits.

BMGT 687 Special Topics in Management

Prerequisite: None. This course is designed to accommodate both students and faculty with a particular interest in special non-core issues governing organizations in a global context. The particular content of this course will be determined with the faculty at the time of teaching. 3 credits.

BMGT 658 Theories of Globalization

Prerequisite: None. This is a doctoral seminar that develops, examines and evaluates competing and complementary theories of globalization. It will explore globalization primarily from a theoretical view, though empirical applications will be included. This course provides an overview of globalization and its consequences, drawing on new theoretical ideas from sociology and related fields. 3 credits.



Casino Management

CASI 501 Introduction to the Gaming Industry

Prerequisite: None. Offers a complete approach to the operation of resort properties. This course covers the historical development, the planning, development, financial investment management, and marketing that deal with the unique nature of gaming industry. It also examines the future and challenges the gaming industry would face include technological change, the increased cost of energy and transportation, etc. 3 credits.

CASI 510 Gaming and Hospitality Laws

Prerequisite: None. This course provides students with the understanding and insights required to provide specialized legal and policy advice to the many stakeholders in gaming and hospitality industry. It focuses on the laws and regulations of Casino Operations. During this course, students will learn about how and why laws were designed to regulate casinos. 3 credits.

CASI 541 Gaming and Social Policy

Prerequisite: None. It will explore relationships between theory and practice, socio-economic, political, and health issues, and the dynamics of change in reservation and urban Native communities according to the opening of gaming industry on reservation land. Historical trauma, federal policies impacting Native people, and laws and regulations that impact social service delivery will be reviewed. Social service delivery systems will be analyzed within the uniqueness of the cultural parameters of tribal communities. 3 credits.

CASI 560 Supervision of Casino Games

Prerequisite: CASI 501. This course covers the administration tasks to operate table games. It covers both casino floor management and vocational casino games. Student will also learn about performance expectations of dealers, learn to make observations and provide instant supervision to ensure the games are conducted by the croupier to expected standards, as well as how games are controlled for productivity and security. 3 credits.

CASI 570 Current Trends in Resorts and Casinos

Prerequisites: None. The course includes a review of the history of the growth of resorts in the United States, expansion of resorts worldwide, and their operations and characteristics. It examines the future and the impact of the condominium concept, time-sharing, technological change, and the increased cost of energy and transportation. 3 credits.

CASI 577 Survey of Gaming Regulations

Prerequisite: CASI 501. This course covers the legal and regulatory requirements as found in most gaming jurisdictions in the United States. Of particular interest will be the regulatory and legal issues for States and the Federal government. Security is discussed in the context of assuring that all legal and regulatory requirements of the casinos are being faithfully fulfilled. 3 credits.



Communications

COMM 303 Intercultural Communications

Prerequisite: None. The purpose of this course is to enlighten today's business students on the importance of cultural diversity as one of the sources of competitive advantage in the age of globalization and the need for managers to acquire cross-cultural capabilities in order to successfully do 'business across cultures' in the 21st century. 3 credits

COMM 305 Introduction to Journalism

Prerequisite: None. Introduction to Journalism is a course that gives students an overview of many different fields of journalism. Among the subjects and skills to which students will be introduced: basic journalism concepts, reporting tools, conducting interviews, coming up with story ideas and resolving ethical dilemmas. This course will cover the basic

theories and practices of journalism, especially concerning its practice for print media and the "new media" of the World Wide Web. 3 credits.

COMM 401 Foundations of Intercultural Communication

Prerequisite: None. Analysis of communication variables as they relate to intercultural encounters. Emphasis is on the influence of culture on the communication process, on how the message is interpreted. 3 credits.

COMM 403 Business Communication

Prerequisite: None. Study of basic theories and skills of communication in a variety of professional contexts, including interviewing, relationship maintenance, small group teams, and public presentations. Emphasis is on the development of practical and critical thinking skills. 3 credits.

COMM 500 Management Communication

Prerequisites: Completion of English Proficiency Program level 6, or a minimum TOEFL score of 550 (paper-based), 213 (computer-based) or 80 (internet-based) or 6.0 on IELTS. This course prepares students to meet the demands of their professions: by preparing samples of business and technical writing, by sharpening their revision skills, and by improving their oral communication skills. Students will develop professional presentational skills: content, organization, and effective delivery through two oral presentations. They will also write a proposal or feasibility report, compose a memorandum and letter, describe a process, and develop a survey or choice board. 3 credits.

COMM 501 Teaching English to Non-Native Speakers (TESOL)

Prerequisites: None. This course addresses the different theories of language learning and their applications for teaching methods. Principles covered in the course include: sociolinguistic approaches to language study, language and culture, L1 and L2 learning, and teaching in a multi-cultural classroom or workplace. 3 credits.

COMM 502 Teaching Writing to Non-Native Speakers (TESOL)

Prerequisites: None. This course explores the structural nature of the English language and its attendant requirement for specific formats in which information must be organized and presented. It develops best practices in the teaching of writing. Course project is the development of a lesson plan based upon theory and teaching methodology. 3 credits.

COMM 503 Teaching English Conversational Skills to Non-Native Speakers (TESOL)

Prerequisites: None. This course develops the ability to draw out and guide students to expand their speech production, to improve their pronunciation and to perform better in a variety of oral situations. It explores the best practices in oral fluency. Course project is the development of a lesson plan based upon theory and teaching methodology. 3 credits.

COMM 510 Business Communication

Prerequisite: None. This course is designed to give students a comprehensive view of communication, its scope and importance in business, and the role of communication in establishing a favorable outside the firm environment, as well as an effective internal communications program. Communication skills needed for success in business will be emphasized, including business letters, memos, and report writing. Oral presentation skills, job application skills, communication theory, and technology will also be covered. 3 credits.



Computer Science

CSCI 121 Computer Science I

Prerequisite: None. Introduction to programming for computer science majors and others. Systematic development of algorithms and programs, programming style, and design considerations. 3 credits.

CSCI 122 Computer Science II

Prerequisite: CSCI 121. Continuation of CSCI 121, introducing more sophisticated techniques for programming in a high-level language. Fundamental data structures such as linked lists, trees, and hash tables. Algorithms for sorting, searching, and fundamental operations. Introduction to recursive algorithms. 3 credits.

CSCI 210 Database Management

Prerequisite: CSCI 121. The entity-relationship model. Relational, network, and hierarchical models. Relational algebra and relational calculus. Relational query languages (QUEL, SQL, and QBE). INGRES Database System physical data organization. Design theory for relational databases. Concurrency control. Security and integrity Distributed database systems. 3 credits.

CSCI 231 Digital Electronics

Prerequisite: CSCI 121. Logic circuits and logic design, logic maps, combinatorial and sequential circuits, algorithmic state machines. Use of logic families and programmable logic devices. 3 credits.

CSCI 324 Principles of Programming Languages

Prerequisite: CSCI 122. Introduction to the definition of syntax and semantics. Data types, control structures, declarations, procedures. Recursion and recursive definitions. Procedural and data abstraction. Examples from current programming languages. 3 credits.

CSCI 325 Operating Systems

Prerequisite: CSCI 121. Software I/O buffering. Discussion of concurrent processes, including mutual exclusion, synchronization, and deadlock. Processor scheduling, memory management, and resource control. Hoare's monitors. File systems. 3 credits.

CSCI 327 Data Structure

Prerequisite: CSCI 121. Advanced coverage of strings and string manipulation, various types of trees, graphs, and networks and file structures including sequential, indexed sequential, and direct files. 3 credits.

CSCI 331 Computer Architecture

Prerequisite: CSCI 121. Techniques and design methods for general-purpose computers. Instruction set design. Computer hardware components, memory hierarchies, bus structures, ALU's and control units. Structure of stack, parallel, pipeline, multiprocessor, associative and data flow systems. 3 credits.

CSCI 332 Data Communication

Prerequisite: CSCI 121. The course will present data communications fundamentals and computer networking methods. It looks at the types of information used in the business environment and the implications in terms of communications along with the trend toward digital integration technologies. Coverage includes communications techniques, transmission efficiency methods, wide area networks (WANs), local area networks (LANs), high-speed trends in networking, and communications architectures and subsequent internetworking issues. 3 credits.

CSCI 335 Local Area Network

Prerequisite: CSCI 332. This course is designed to build a solid framework of knowledge regarding Local Area Network technologies. It includes topics such as integration of hardware and software elements, network architecture, and protocols. 3 credits.

CSCI 337 Understanding Telecommunications

Prerequisite: CSCI 332. This course is an introduction to digital networking and telecommunications and the resulting applications in information systems. It includes strategic telecommunications and network planning, network analysis, network maintenance and network applications. 3 credits.

CSCI 345 Advanced Database

Prerequisite: CSCI 210. Database design and theory, concurrency, distributed databases, integrity, security, query optimization. Economic tradeoffs involved in using database packages. Survey of available database packages. 3 credits.

CSCI 453 Computer Networks

Prerequisite: CSCI 331. An introduction to networks and data communications including the design, administration and theory of local and wide area network systems. 3 credits.

CSCI 454 Computer Graphics

Prerequisite: CSCI 122. Graphics hardware, vector, and raster graphics, color, input devices. Basic graphics algorithms. Window systems, window managers, toolkits. Input models. Introduction to a particular graphics system. Overview of advanced graphics algorithms and three-dimensional graphics. 3 credits.

CSCI 461 Artificial Intelligence

Prerequisite: CSCI 331. Production systems. Search strategies. The role of logic in formulating and solving problems. Expert systems. Rule-based deduction and plan-generating systems. LISP and PROLOG programming in these and related areas such as natural language processing and belief revision. 3 credits.

CSCI 485, 486 Computer Science Seminar

Prerequisite: CSCI 122. Review and discussion of current topics and literature in computer science. 3 credits.

CSCI 495 Independent Study

Prerequisite: Permission from the instructor. Independent study course is designed for students who may wish to independently investigate and research topics. The independent study course should not duplicate too closely existing courses and should be comparable in breadth, depth, and intellectual content to similar courses in its discipline. CONTRACTS ARE REQUIRED and are available on-line and at the Registrar's Office. Contracts must be completed and submitted to the Registrar's Office before the course starts. 3 to 6 credits.

CSCI 507 Database Theory

Prerequisite: Permission of Academic Advisor. Introduction to the theory and application of database management. File and database organization, structured programming languages and embedded database instructions. Relational and entity-relationship modeling. 3 credits.

CSCI 508 Operations Research

Prerequisite: None. Advanced linear and nonlinear programming, integer programming, search

techniques, and optimization methods. Advanced numerical linear algebra. 3 credits.

CSCI 509 Software Methodology

Prerequisite: None. Analysis and structured design specification, system testing. Advanced development environments designed to create awareness of system engineering concepts and tools. 3 credits.

CSCI 512 Computer Architecture

Prerequisite: None. Topics may include storage hierarchies, input-out subsystems, instruction- and data-level parallelism, symbolic computation, multiprocessor networks and consistency algorithms, performance modeling. 3 credits.

CSCI 513 Advanced Information Structures

Prerequisite: None. Information structures in various areas of computing such as graphics, picture processing, simulation, modeling, storage problems, linkage between structures, and automatic implementation of structures. 3 credits.

CSCI 518 Data Communications Theory

Prerequisite: None. Study of the ISO model, including basic definitions, protocols and interfaces, and the subnet structure. Local, metropolitan, and wide-area networks. Network performance, security, and reliability. Design and use of network protocols. 3 credits.

CSCI 524 Principles of Programming Languages

Prerequisite: CSCI 512. Introduction to the definition of syntax and semantics. Data types, control structures, declarations, procedures. Recursion and recursive definitions. Procedural and data abstraction. 3 credits.

CSCI 528 Data Structure

Prerequisites: None. This course emphasizes the Concepts of abstract data types (ADTs) and object-oriented design paradigm. The usual data structures, such as stacks, queues, linked lists, and trees, etc., are all covered. The course also covers some of the more advanced topics in C++, such as function and class templates, inheritance and polymorphism. 3 credits.

CSCI 530 Operating Systems

Prerequisite: CSCI 512. Software I/O buffering. Discussion of concurrent processes, including mutual exclusion, synchronization, and deadlock. Processor scheduling, memory management, and resource control. Hoare's monitors. File systems. 3 credits.

CSCI 531 Advanced Operating Systems

Prerequisite: CSCI 530. Principles of operating systems for multiprocessor and distributed computer systems concurrent programming, synchronization, communication, process scheduling and migration, reaching agreement, time. 3 credits.

CSCI 534 Computer and Information Networking

Prerequisite: CSCI 512. Basic technology, components, and functioning of computer and information networks. Topological considerations, routing and control of information flow in networks, methods of transmission, error control, and message protocols. 3 credits.

CSCI 541 Computer Graphics

Prerequisite: CSCI 512. Introduction to the hardware, geometrical transforms, interaction techniques, and shape representation that programming assignments use in contemporary graphics hardware and software systems. 3 credits.

CSCI 545 Modeling and Simulation

Prerequisite: CSCI 512. Theoretical foundations and practical problems for the modeling and computer simulation of discrete and continuous systems. Simulation languages, empirical validation, applications in computer science. 3 credits.

CSCI 547 Advanced Computer Graphics

Prerequisite: CSCI 541. Computer graphics techniques for realistic image synthesis, scan conversion, clipping, hidden surface algorithms, illumination modeling, and color perception. 3 credits.

CSCI 549 Digital Electronics

Prerequisite: CSCI 512. Logic circuits and logic design, logic maps, combinatorial and sequential

circuits, algorithmic state machines. Use of logic families and programmable logic devices. 3 credits.

CSCI 552 Current Development in Computer Science I

Prerequisite: None. Topics chosen from the latest developments within computer industry. Student may repeat this course up to 9 credit hours. 3 credits.

CSCI 553 Current Development in Computer Science II

Prerequisite: None. Topics chosen from the latest developments of computer industry. Student may repeat this course up to 9 credit hours.

CSCI 571 Artificial Intelligence

Prerequisite: None. Basic ideas and goals of artificial intelligence. Heuristic problem-solving search; learning and theorem-proving techniques; rule-based systems. 3 credits.

CSCI 576 Expert Systems

Prerequisite: CSCI 512. Fundamentals of expert systems. Topics include knowledge acquisition and representation, meta-knowledge, control of problem-solving systems, process explanation, plausible reasoning. Students implement an expert system using the Oregon Rule-Based System (ORBS). 3 credits.

CSCI 587 Special Topics in Information Technology I

Prerequisite: At least 6 courses completed towards degree. Topics vary according to the interests and needs of students and availability of faculty members. Typical subjects include computer graphics, analysis of business systems, database, computer logic design, computers in education, scene analysis, microprogramming, and artificial intelligence. Student may repeat this course up to 9 credit hours.

CSCI 588 Special Topics in Information Technology II

Prerequisite: CSCI 587. In-depth exploration of current issues in information technology. May be repeated for credits up to 9 credits, but not within the same quadmester. Topics may be the same. 3 credits.

CSCI 590 Independent Research

Prerequisite: All Cornerstone classes. Students do research leading to the master's degree. 3 to 9 credits.

CSCI 598 Directed Research

Prerequisite: At least 8 courses completed towards degree. This is a special course for selected students to conduct research under the guidance of a faculty member. This course requires the student to prepare a proposal, which must be approved by the Department Chair. 3 credits.

CSCI 599 Computer Science Project

Prerequisites: CSCI 598. Details of personal project to be determined by student and professor with the approval of the Department Chair. 3 credits.

CSCI 610 Decision Support Systems

Prerequisites: Permissions from instructor. This course focuses on the design, types and use of computer-based systems to assist the human decision-making processes. It combines a survey of decision making and problem solving techniques with a strong applied focus on the software technology that can be used to support the decision process. Issues pertaining to maintenance of data, construction of models and provision of supporting technology are explored. Students will analyze, design and implement a managerial decision support system using current development tools. 3 credits.



Early Childhood Education

ECED 500 Human Development

Prerequisite: None. The study of social, emotional, physical and mental growth processes and developmental stages from birth through adolescence

and their implications for learning and teaching. Students will pursue an in-depth analysis of research, theory and issues in the field. 3 credits.

ECED 510 Trends and Issues in Early Childhood Education

Prerequisite: None. Study of the historical base of early childhood education, exploration of current trends and issues related to the care and education of children from birth through age eight. Examination of research on issues affecting young children, their families and society. 3 credits.

ECED 524 Curriculum and Instruction in Early Childhood

Prerequisite: None. This course provides an in-depth examination of the curriculum frameworks and standards in early childhood education. Materials from national early childhood and subject area organizations will be analyzed. Appropriate curriculum for children from birth through eight years, including those with special needs and from diverse cultures, will be investigated. 3 credits.

ECED 522 Family, School and Community Partnerships in Early Childhood Education

Prerequisite: None. Examines the impact of partnerships among families, schools and communities on the education of young children. Course will focus on four broad themes: needs of families; parenting styles; diversity of families; and models of family, school and community involvement. 3 credits.

ECED 526 Directing a Child Care Program

Prerequisite: None. In-depth study of directing a child care program including determination of need, legal requirements, selection of equipment and personnel, budgeting, record keeping, working with families and community, and implementation of program goals. 3 credits.

ECED 530 Language and Literacy Development in Children

Prerequisite: None. The study of primary language acquisition and emergent literacy. 3 credits.

ECED 540 Developmental Assessment of the Young Child: Theory and Practice

Prerequisite: None. Theory and procedures applicable to the evaluation and assessment of the young child and current issues. 3 credits.

ECED 580 Seminar: Early Childhood Education

Prerequisite: None. Course includes a systematic analysis of issues and research areas in early childhood education. Serves as the capstone experience in the master's degree in early childhood education. Students pursue an in-depth investigation of a topic related to the field. 3 credits.

ECED 590 Education Practicum

Prerequisite: Completion of cornerstone and core courses. Students will work with master teacher in the classroom and with a faculty supervisor for a minimum of 120 hours. The practicum will result in a portfolio that documents the application of relevant skills and knowledge. 3 credits.

ECED 550 The Role of Play in Child Development

Prerequisite: None. Understanding the nature of play and its role in the development of children in the early years. 3 credits.

ECED 555 Understanding Challenging Behavior in Young Children

Prerequisite: None. The study of the causes of, the prevention of, and the appropriate responses to behavioral issues in young children. 3 credits.



Economics

ECON 201 Principles of Contemporary Microeconomics

Prerequisite: None. Introduction to microeconomics in the context of current problems. Explores how the market mechanism allocates scarce resources among competing needs; uses basic tools of supply and demand and production and distribution theory to analyze diverse problems. 3 credits.

ECON 202 Principles of Contemporary Macroeconomics

Prerequisites: None. Introduction to macroeconomics in the context of current problems. National income analysis, money and banking, economic growth and stability, unemployment, inflation, and the role of government. 3 credits.

ECON 362 Managerial Economics

Prerequisite: ECON 201 & 202. From economic theory to managerial practice. Consumer demand, production functions, cost behavior, output determination, and pricing within various market structures. 3 credits.

ECON 436 International Economics

Prerequisite: ECON 201 & 202. National income accounting and balance of payments and the different approaches to balance of payments and to exchange rate determination of non-traded goods, labor market, stabilization policies in open economies, expectations and exchange rate determination, the assets market in open economies. 3 credits.

ECON 510 Managerial Economics

Prerequisites: None. While both micro- and macroeconomic theories have important implications for managerial decision-making, this course concentrates on microeconomic topics of practical importance to the management of a company. After the development of the economic model of the firm, optimization and risk analysis techniques will be examined, followed by demand, production and cost analyses. 3 credits.

ECON 626 Seminar in Economics and Finance

Prerequisite: None. This course develops an economic approach to the study of an organization's internal strategy. The objective is to develop a framework grounded in the fundamentals of economic theory that provides a powerful way of analyzing business problems and developing effective solutions. While the material is theoretical and analytical, it is not mathematically technical. The course materials combine theory development with both examples and case analyses that illuminate and challenge theory. 3 credits.

ECON 633 Seminar in Economics of Education

Prerequisites: None. This course applies economic principles to analyze primary, secondary and post-secondary education and discuss the implications for educational policy. This course combines economic theory, econometric literature and institutional literature to examine current issues in U.S. education. It analyzes how education is organized and delivered, and the efficacy of traditional reforms such as the basic theory of investments in education (human capital theory); the empirical problem of disentangling the return to education from the return to innate ability; and the role of education in national economic growth. 3 credits.



Educational Communication and Instructional Technology

ECIT 500 Technology-Mediated Instruction

Prerequisite: None. This course covers principles and practices of teaching with technology. Learners will get hands-on experience with current instructional media and will consider its application to training in industry and education. 3 credits.

ECIT 510 Instructional Design and Development

Prerequisite: None. Basic theories and models of instructional design and development for a variety of learning environments. Learners will study the theory and experience the process, culminating in the design and development of an instructional project. 3 credits.

ECIT 514 Learning Theory and Educational Practice

Prerequisite: None. This course covers principles of learning theory and research with an emphasis on application for effective design, implementation, and evaluation of instruction. Motivation and management models will also be addressed. 3 credits.

ECIT 516 Administration of Distance Education Programs

Prerequisite: None. This course covers practical and critical issues in the implementation and management of distance education programs, including planning, implementation, organizational change, and program evaluation. 3 credits.

ECIT 532 Emerging Approaches in Teaching, Learning, & Technology

Prerequisite: None. This is a theory-based course that introduces students to cognition and technology's role in facilitating human learning. Topics include Situated Cognition, Anchored Instruction, Goal-based Scenarios, Adult Learning, Performance Improvement, etc. 3 credits.

ECIT 540 Advanced Instructional Design and Development

Prerequisite: None. This course covers a variety of analysis techniques, design theories and design models, including the design of instruction for media-rich environments and for the development of complex cognitive skills. 3 credits.

ECIT 542 Design of Web-based Instruction

Prerequisite: None. The design and development of instruction for Web and Internet delivery. Integration of HTML, Java, and current Web authoring software will be employed to create instructional Web sites with

consideration of instructional standards for synchronous and asynchronous instruction. 3 credits.

ECIT 590 Practicum in Instructional Technology

Prerequisite: Completion of cornerstone and core courses. Students will work with a workplace mentor and with a faculty supervisor for a minimum of 120 hours. The practicum will result in a portfolio that documents the application of relevant skills and knowledge. 3 credits.



Educational Leadership

EDLD 500 Basic Methods in Educational Research

Prerequisite: None. This course provides an overview of major modes of inquiry in contemporary educational research. These include, but are not limited to, experimental, causal comparative, descriptive, qualitative inquiry and action research models. 3 credits.

EDLD 510 Cultural Foundations of Education

Prerequisite: None. The course studies the impact of culture on the development and structure of education and schooling. Utilizing historical, philosophical, anthropological, and sociological perspectives, contemporary issues regarding the nature and practice of schooling will be examined. 3 credits.

EDLD 514 Curriculum and Instructional Leadership

Prerequisite: None. Principles of curriculum development and the leadership skills required with emphasis on actual settings. Examination and analysis of the role of the leader in curriculum change and school improvement. 3 credits.

EDLD 520 Organizational Management and Leadership

Prerequisite: None. This course focuses on procedures and practices in educational management at the school level. The course covers business management, facilities, auxiliary services, student activities, library services, transportation, and student records. 3 credits.

EDLD 524 Education Finance

Prerequisite: EDLD 520. An exploration of the financing of education including: revenue sources and taxation; linking financing and planning; cost analysis; budgeting and accounting; assessing the equity of a state school finance program; and the local, state and federal role in supporting education. 3 credits.

EDLD 525 Planning and Budgeting in Education

Prerequisite: EDLD 520 and EDLD 524. The components and implementation of a comprehensive, ongoing planning and budgeting program. The course focuses on using information in evaluation, developing the plan, and linking planning and budgeting. 3 credits.

EDLD 530 Constitutional, Statutory, and Judicial Foundations of Education

Prerequisites: EDLD 520 and EDLD 525. The course is an overview of the issues and concepts of American education law. The course critically examines the legal relationship of educational organizations to the students, faculty and staff. The course gives students the opportunity to develop an understanding of the principles underpinning the state and federal relationship with education. As well, the student is given an understanding of the legal nature of risk, and the management of risk. 3 credits.

EDLD 534 Supervision and Personnel Management

Prerequisites: EDLD 520 and EDLD 530. The course provides an overview of the professional school staff and the administration of personnel in schools. The course focuses on supervision theory and practice with an emphasis on the recruitment, evaluation and staff development of employees. 3 credits.

EDLD 540 Facilities Planning and Management

Prerequisites: None. This course focuses on the design, construction, and management of educational facilities. Topics covered include: linking the educational and facilities plan; financing facilities; construction and modifications; and operations, maintenance, and renewals. 3 credits.

EDLD 545 Educational Policy Development

Prerequisites: None. This course provides an overview of the policy development process at the building, local education agency and state levels. Contemporary research on political power in policy decision-making and the role of educational leaders in policy development is reviewed. 3 credits.

EDLD 546 The Role of the Principal

Prerequisites: None. This course focuses on the organization and administration of the school with an emphasis on the competencies necessary for leadership and management of the school. The principalship is examined from both the elementary and secondary school perspective. 3 credits.

EDLD 550 Assessment And Evaluation In Learning Organizations

Prerequisites: EDLD 500. Study of assessment and evaluation practices that enable learning organizations to use data for effective decision-making purposes. 3 credits.

EDLD 605 Ethics in Educational Leadership

Prerequisites: None. This course provides students with a broad understanding of the major ethical principles and issues that relate to teaching in American schools. This course deals primarily with ethical issues arising in education. It examines from an ethical point of view of moral problems often encountered in an educational context. 3 credits.

EDLD 614 Contemporary Curriculum and Design

Prerequisites: None. This course is designed to provide insight into, and practical experience in, planning for curriculum improvement. It is an examination of the theory and practice of the design, development, implementation and evaluation of

curricula for K-12 and adult/post-secondary levels. 3 credits.

EDLD 617 The Laws and Politics of Education

Prerequisites: None. This course provides an overview of the legal and political framework of education in the nation. It emphasizes educational politics and policymaking in the U.S. at the state and federal level. It investigates how the politics of education are shaped by social, cultural, historical, and ideological forces. Emphasis is on current issues and how they affect the learning environment. 3 credits.

EDLD 640 Administration of Educational Facilities

Prerequisites: None. This course is designed to acquaint the student with the issues associated with district and building management. It gives emphasis to the organization and structure of schools, the legal basis of school administration, agencies of administration and the control and standards for administration in the various functional areas. 3 credits.

EDLD 645 Education Policy Perspectives

Prerequisites: None. This course introduces knowledge about important education policies derived from representative work in the field. It helps students to understand the definition, basic concepts and research scope of educational policies. Framework and content of policy analysis which will be used in analyzing educational policies will also be discussed in the class. 3 credits.

EDLD 646 The Modern Superintendency

Prerequisites: None. This course examines the role of the superintendent of schools as the chief educational officer of the local school district in today's educational system. It's role in practice with emphasis on changes in society and schools as well as with reference to job responsibilities of the position will be introduced. 3 credits.

EDLD 652 Principles and Practices of Program Evaluation

Prerequisites: None. This course introduces theory and practice of evaluation of instructional programs including research methods and design strategies to

measure program outcomes. Different types of program evaluation, including needs assessment, formative research, process evaluation, monitoring of outputs and outcomes, impact assessment, and cost analysis will be covered. It also will include frameworks for program evaluation, methods of data collection, and the ethics and standards of evaluation practice. 3 credits.

EDLD 661 Seminar in Educational Leadership

Prerequisites: None. This is the study of modern administrative theories, practices, and techniques in school leadership and responsibilities. The issues and opportunities that surround educational leaders, professional staff, support staff, students, and communities as they relate to collaborative efforts regarding quality and equity in developing world class schools will be introduced. 3 credits.

EDLD 665 Seminar in Professional and Staff Development

Prerequisites: None. This course acquaints students with the major human resources functions in school districts and local schools with an introduction to organizational, faculty and instructional development in higher education. Its emphasis is on research and theoretical foundations and major issues connected with teaching and learning in higher education. 3 credits.



English

ENGL 111, 112 College English I, II

Prerequisite: None. The essentials of academic prose; techniques and mechanics of writing well; rhetorical strategies. 3 credits each.

ENGL 113 Introduction to Speech

Prerequisite: None. A study of the principles of speech; practice in the preparation and delivery of

various types of speeches, classified according to function; practices in the basic skills of oral communication; the development of poise and self-confidence. 3 credits.

ENGL 341 Technical Writing

Prerequisite ENGL 111 & 113. The form and structure of the technical report; analysis, interpretation, and evaluation of data; bibliographical and research methods; job application letters and resumes; technical proposals; oral presentations. 3 credits.

ENGL 501 Technical Writing

Prerequisite: None. Clear, concise writing for different purposes and in appropriate formats will be presented. Course requires individual and group writing in and out of class. 3 credits.



Finance

FINA 201 Business Finance

Prerequisite: None. A managerial approach to financial analysis, planning, and control. Management of working capital, long-term assets, and long-term financing. 3 credits.

FINA 301 Intermediate Finance

Prerequisite: FINA 201. Analytical and decision-making approaches to problems that confront financial management. Areas include planning, control, and financing of current operations and long-term capital commitments; management of cash flow; evaluation of income-producing property and expansion. 3 credits.

FINA 375 Financial Management

Prerequisite: FINA 201. The objective of this course is to provide the corporate decision maker with the financial and managerial accounting theory, concepts, and tools necessary to make better financial management decisions as well as enable the student to make sound judgments regarding financial analyses performed by others. 3 credits.

FINA 411 Investment

Prerequisite: FINA 201. A study of the techniques, vehicles, and strategies for implementing investment goals in light of risk-return tradeoffs. 3 credits.

FINA 416 Financial Planning & Control

Prerequisite: FINA 201. A comprehensive coverage of short-term and long-term financial planning: topics include budgeting, financing decisions, cost of capital, capital structure decisions as well as mergers, acquisitions, divestitures and leasing. 3 credits.

FINA 420 Financial Institutions and Markets

Prerequisite: FINA 201. Study of financial sector; businesses, consumers and governments in money and capital markets are observed with emphasis on financial instruments, analysis of financial intermediaries and the determination of interest rates. 3 credits.

FINA 422 Project Evaluation & Investment Management

Prerequisite: FINA 416. The purpose of this course is to introduce the student to the area of investments with emphasis upon why individuals and institutions invest and how they invest. This course also deals with the design and analysis of investment projects. 3 credits.

FINA 423 International Finance

Prerequisite: FINA 201. This course aims at introducing the students to instruments and institutions of international financial markets, evolution of the international monetary system and foreign exchange markets. 3 credits.

FINA 424 Commercial Banking Management

Prerequisite: FINA 416. The purpose of this course is to examine various aspects of managing a commercial bank. It involves the application of modern banking and finance theory to the process of management of today's commercial banking and financial service organizations. 3 credits.

FINA 425 Portfolio Theory and Management

Prerequisite: FINA 416. Theories and techniques for management of portfolios; emphasis on the portfolio manager's role in diversification and meeting investors' goals, and a review of empirical literature. 3 credits.

FINA 490 Independent Study

Prerequisite: Permission from the instructor. Independent study course is designed for students who may wish to independently investigate and research topics. The independent study course should not duplicate too closely existing courses and should be comparable in breadth, depth, and intellectual content to similar courses in its discipline. **CONTRACTS ARE REQUIRED** and are available on-line and at the Registrar's Office. Contracts must be completed and submitted to the Registrar's Office before the course starts. 3 to 6 credits.

FINA 500 Money, Banking and Financial Markets

Prerequisite: None. This course studies the role of money in economy; examines monetary policy and tools by investigating the relationships between money supply and interest rates, inflation and business cycles; and explains how financial institutions and markets work, as these institutions involve huge flows of funds throughout the economy, affecting thus production of goods and services, employment and profit. 3 credits.

FINA 510 Financial Markets and Institutions

Prerequisite: FINA 500. Following an in-depth examination of the functions of financial markets, students will study monetary theory and policy. Other major topics include debt security markets, equity markets, derivative security markets and commercial bank operations, domestic and international. 3 credits.

FINA 520 Corporate Financial Management

Prerequisite: FINA 500. After a brief review of accounting, financial statements, taxes, cash flows and financial analysis, students will be introduced to the technique of discounted cash flow, as applicable to the valuation of bonds and common stock. 3 credits.

FINA 521 International Financial Management

Prerequisite: None. This course is intended for individuals who will make business decisions in an international setting. Topics include introducing the international financial environment, theories of international trade, international business methods, financing international trade and balance of payments. 3 credits.

FINA 522 Commercial Bank Management

Prerequisite: None. Intended for individuals with an inclination towards a career in commercial banking. This course explains the many roles commercial banks play in the economy, explores bank lending policies and procedures and examines asset-liability management methods and techniques to mitigate banking risks. 3 credits.

FINA 523 Personal Financial Advising

Prerequisite: None. This course prepares students planning to be personal financial advisors. Topics covered include: taxes, financial planning, budgeting, cash-flow management, investing, insurance, retirement planning and estate planning. 3 credits.

FINA 524 Financial Derivative Instruments

Prerequisite: FINA 500 and STAT 500. This course surveys the major types of financial derivatives: futures, forwards, options and swaps. Next, the course explains how financial derivatives are employed as risk management tools in a corporate setting. 3 credits.

FINA 525 Investment

Prerequisites: FINA 500 and STAT 500. This course examines and evaluates leading investment theories needed to explain the pricing of securities, common stock and bond valuation models, fundamental and technical analyses and hedging. Portfolio theory and

portfolio management will also be discussed. 3 credits.

FINA 526 Fixed Income Securities

Prerequisite: FINA 500 and STAT 500. This course covers the valuation fixed income securities and derivatives including zero coupon government bonds, coupon bearing government bonds, exchange traded bond options, bonds with embedded options, floating rate notes, floating rate notes with embedded options, forward contracts, interest rate swaps, bond futures and options on bond futures. The course also focuses on analytic tools used in bond portfolio management and interest rate risk management. These tools include yield curve construction, duration and convexity, and formal term structure models. 3 credits

FINA 527 Portfolio Management

Prerequisite: FINA 500 and STAT 500. This course focuses on both modern portfolio theory and traditional approaches to investment selection and management. Modern theory includes the examination of asset pricing models and efficient market hypotheses. In addition to traditional approaches to stock and bond selection such as fundamental analysis and technical analysis, the course will also explore the characteristics of mutual funds. Investment management strategies are developed for individuals and institutional investors. Current topics, such as options, futures, swaps and other financial derivatives are also covered. 3 credits

FINA 598 Directed Research

Prerequisites: Advisor must approve. This is a special course for selected students to do research under the guidance of a faculty member. This course requires the student to prepare a proposal, which must be approved by the Department Chair. 3 to 9 credits.

FINA 599 Finance Project

Prerequisites: None. Details of a personal project are to be determined by student and professor with the approval of the Department Chair. 3 credits.

FINA 637 Business and Finance in Education

Prerequisites: None. This course explores concepts and aspects in school finance and school business management. The course content will cover federal

and state funding, institutional planning, budgeting and controlling, sources of financial support and business operations in educational systems. 3 credits.



General Sciences

GSCI 122 Introduction to Physics

Prerequisite: None. This introductory course covers all the fundamentals of Physics, and is comprehensive enough for students already familiar with the subject. Students will study the following topics in physics: forces and motion, conservation and transmission of energy, structure of matter, sound, light and electromagnetic radiation, and electromagnetism. 3 credits.

GSCI 134 Introduction to Biology

Prerequisite: None. This course provides an introduction to the biological sciences, which includes the fundamental principles of biochemistry, genetics, molecular biology, and cell biology. It also covers the scientific method, metabolism, genetics, diversity of life, and ecology. 3 credits.

GSCI 147 Introduction to Chemistry

Prerequisite: None. This course is an introduction to basic concepts of chemistry. It addresses the fundamentals of chemistry: composition and structure, properties and transformations of matter. Topics include measurement, atoms, molecules, stoichiometry, aqueous systems, gas laws, chemical reactions, acids and bases. 3 credits.

GSCI 159 Introduction to Earth Science

Prerequisite: None. This course is designed to introduce students to the various fields embraced by the earth sciences. It provides an introduction to four

disciplines that comprise a portion of the field of Earth Science: geology, oceanography, meteorology, and astronomy. It also will cover the topics of earth materials, plate tectonics, earthquakes, volcanoes, earth's atmosphere and climate. 3 credits.

GSCI 160 Climates of the World

Prerequisite: None. Climates encompasses the statistics of temperature, humidity, atmospheric pressure, wind, rainfall, atmospheric particle count and other meteorological elements in a given region over long periods of time. Climate can be contrasted to weather, which is the present condition of these same elements and their variations over periods up to two weeks. The climate of a location is affected by its latitude, terrain, and altitude, as well as nearby water bodies and their currents. Climates can be classified according to the average and the typical ranges of different variables, most commonly temperature and precipitation. 3 credits.

GSCI 163 Energy and the Environment

Prerequisite: None. What is the impact of traditional energy production and its use on the environment? What could happen to our world, and when? How can "Alternative" and "Green" energy production improve the environmental consequences? These are some of the issues that will be discussed during this course. The aim is to give an overview of the pros and cons of energy consumption, both traditional and "alternative" and possible solutions to our continual ever increasing consumption of energy and the thirst for energy by developing countries. 3 credits.

GSCI 167 Genetics, Ecology, & Evolution

Prerequisite: None. Ecology and evolution are essential for a complete understanding of virtually all facets of biology. In this course, students will explore basic concepts in population and quantitative genetics focusing on techniques that reveal the genetic structure and adaptive value of ecologically relevant traits. Evolutionary biology from various perspectives will also be examined. 3 credits.

GSCI 178 Astronomical Universe

Prerequisite: None. This course presents an introduction to the field of astronomy, including the current investigations for life on other planets. It is devoted to the structure and contents of the Universe and how these structures came into being, how stars

are born, live and die, and ultimately what we understand about the universe itself. 3 credits.



Government

GOVT 120 Introduction to Political Science

Prerequisites: None. This course introduces students to the discipline of political science and to numerous fundamental political issues and challenges. This course introduces the main concepts, issues, and approaches employed in the study of politics and explores major political ideologies as well as the foundational basis of the modern state. 3 credits.

GOVT 130 Introduction to American Government

Prerequisites: None. Analysis of American government examined in light of basic concepts and institutions of democracy. 3 credits.



Health Care Administration

HECA 500 Health Care System

Prerequisite: None. This course is designed as an understanding of the forces shaping the present and future health care delivery system. Students will examine the major institutions, professions, and

political forces that influence the provision of health care services in the United States. 3 credits.

HECA 511 Managing Health Care Organizations

Prerequisite: HECA 500. The course is designed to provide students with an in-depth overview of techniques and practices applied to the management of health care provider organizations at various levels. It presents to students a broad picture of the complexities in managing today's health care organization. The aim: to allow a more critical thinking process relative to health care. 3 credits.

HECA 514 Marketing and Competitive Strategy in Health Care

Prerequisite: HECA 500. This course explores the application of marketing theories to the health care industry. Concepts of marketing and competitive strategies applied to health care settings will also be introduced. Emphasis is placed on methodologies for developing organizational strategic plans using the marketing approach. 3 credits.

HECA 520 Human Resources Management in Health Care

Prerequisite: HECA 500. This course provides students with the basic skills and applications of human resource management in the health care delivery field. It discusses the current issues in human resources management in healthcare, such as employee turnover, retaining quality employees, achieving higher quality with greater efficiency delivering health care services, recruiting and managing a diverse workforce. 3 credits.

HECA 522 Quality Improvement in Health Care Management

Prerequisite: HECA 500. An introduction to the process of quality improvement in health care organizations. The purpose of this course is to acquaint students with the principles of quality assessment, quality assurance, continuous quality improvement, and the measurement of health status and patient satisfaction. It is anticipated that students will complete the course with knowledge of how to measure and improve quality in health care organizations. 3 credits.

HECA 523 Long Term Care Administration

Prerequisite: HECA 500. A survey of the managerial, financial, political, legal, and ethical issues involved in the provision of long-term care through institutional and non-institutional settings. This course focuses on the understanding of the public policy issues which influence the organization and delivery of long term care services. Key strategies associated with the design and maintenance of a system of long term care services will also be examined. 3 credits.

HECA 527 Health Insurance and Risk Management

Prerequisite: HECA 500. This course focuses on existing and emerging insurance products in the health care system and the impact of these products upon provider arrangements. It also covers the risk management concepts and their application to health policy & health service. Topics include: individual financial management of economic losses caused by premature death, disability, and old age; functional aspects of life-health insurer management. 3 credits.

HECA 535 Health Care Law and Ethics

Prerequisite: HECA 500. This course provides an understanding of ethical and legal issues inherent in the provision of health services. Legal issues related to the organization and delivery of health care will be examined, along with the ethical and moral considerations associated with the management of health care facilities and the provision of health services. Topics include federal public health activity, state public health powers, patients' rights, and other topics relevant to delivering health care to large populations. 3 credits.

HECA 537 Health Policy and Politics

Prerequisite: HECA 500. This course explores how health policy in the U.S. is initiated, formulated and implemented. A comparative, cross-national and cross-state perspective is employed to analyze political culture, interest group and party behavior, the legislative and executive processes, and the dynamics of federalism. This course will: (1) introduce students to the U.S. health care system; (2) cover political, economic, and insurance concepts central to health policy debates; (3) compare the U.S. system to those of other developed nations; and (4) provide students

with practice in critically evaluating policy problems. 3 credits.

HECA 539 Approaches in Wellness/Health Promotion

Prerequisite: HECA 500. The purpose of this course is to help prepare health professionals as leaders in the field of disease prevention and health promotion. This course provides students with an overview of the field of health education/health promotion and an opportunity to develop skills in needs assessment and program planning. Skills and principles of developing, implementing, evaluating, and managing health promotion programs in a variety of settings including community, business, and corporate sectors will also be introduced. 3 credits.

HECA 547 Global Health Systems

Prerequisite: HECA 500. This course is designed as a survey course for all students interested in the intersection of International Affairs and Global Health. Pressing global health issues are analyzed as they intersect with security, international development, global economy, human rights, and conflict management. It also provides a systematic comparative analysis of the evolution, administrative structure, finance, and provision of medical care in selected countries throughout the world. 3 credits.

HECA 551 Information Systems for Healthcare Management

Prerequisite: HECA 500. The course is designed to provide students with an in-depth overview of information technology systems, techniques, and practices, and how they are applied to the delivery and management of health care, provider organizations, patient information, and insurers' organizations, at various levels. It presents to students a broad picture of the complexities in managing the information that is associated with today's health care organizations. The aim is to gain greater awareness relative to the utilization and application of information technologies in delivering health care services in the 21st. century. 3 credits.

HECA 553 Special Topics in Health Care Administration

Prerequisite: HECA 500. This course addresses different topics of interest in Health Care Administration. It is conducted in a seminar or

symposium format where each student is an active and involved participant in the selection of topic questions and material to be covered. 3 credits.



History

HIST 111, 112 History of World Civilization I, II

Prerequisite: None. In this class, we will first explore the cultures, religions and people which have shaped the history of Europe and the “West.” From the Mesopotamians to the Middle Ages, we will examine the development of the culture, politics and intellectual heritage of Western Civilization. Topics discussed in the class include the Ancient Near East, the Greeks and Romans, the rise of Christianity and Islam, and Medieval Europe. We will examine the development of Western science, law and government, and the relationship of the “West” to other regions of the world, including Asia, Africa, the Islamic World. 3 credits.

HIST 213 History of Traditional East Asia

Prerequisite: None. A historical perspective of the area encompassing China, Japan, Vietnam, Taiwan, Cambodia, Burma, Thailand, Indonesia, Malaysia and the Korean Peninsula. Particular emphasis will be place on culture studies, the role of government in society, the role of religion, military and the fight for self-identity for the indigenous peoples. 3 Credits

HIST 400 History of Western Civilization

Prerequisite: None. History of Western civilization from its ancient Mediterranean origins through the medieval and modern development of Europe to the contemporary world. 3 credits.



Hospitality Management

HOSP 501 Introduction to Hospitality

Prerequisite: None. This course is an introduction to the hospitality and tourism industry. It will cover many components of the industry, providing students with a broad-based understanding. It provides a basic understanding of the lodging and food service industry by tracing the industry's growth and development, reviewing the organization of hotel and food and beverage operations, and by focusing on industry opportunities and future trends. 3 credits.

HOSP 521 International Hospitality

Prerequisite: HOSP 501. This course develops analytical and conceptual skills within the framework of the international business of hospitality and tourism. It deals with the patterns, principles and management of international travel and tourism and examines its role within the international hospitality industry. 3 credits.

HOSP 537 Purchasing for Hospitality

Prerequisite: HOSP 501. This course covers the management of the purchasing function in hospitality businesses as it applies to food, beverages, supplies, equipment, furnishing and services. It focuses on the process of managing the supply channel, developing appropriate policies, procedures and understanding of food cost. 3 credits.

HOSP 542 Customer Service for Hospitality

Prerequisite: HOSP 501. This course is designed to help students improve and better integrate and manage customer service skills for parks, recreation, and tourism professionals. It introduces service operations management and operations research methods appropriate for the hospitality industry. It covers the best in customer service training methodology with best practices in customer communication to develop

the skills each parks, recreation and tourism graduate will need to be successful in this industry. 3 credits.



Humanities

HUMN 133 Introduction to American Studies

Prerequisite: None. This course is a survey of American culture and society from Puritans to the present. It is designed to examine various components of American culture and interdisciplinary ways by which those components may be approached. In addition, it will examine how industrialization, urbanization, and the emergence of the United States as a world power shaped modern America. 3 credits.

HUMN 143 Introduction to African Studies

Prerequisite: None. This course provides an introduction to the history and ethnography of colonial and postcolonial African societies, providing a sense of its diversity and complexity. It looks at the economic, political, and social developments which shaped Africa and analyze the culture and institutional arrangements shared by people of African descent in different parts of the world. 3 credits.

HUMN 319 Human Culture and Sexuality

Prerequisite: None. This course emphasizes both the biological and cultural dimensions of what it means to be human. Topics such as social constructionism, gender socialization, performance theory, and the disciplining of bodies and sexual desire will be covered. It also examines a wide range of human sexual experience across cultures and over the evolutionary history of our species. 3 Credits

HUMN 337 World Religions

Prerequisite: None. This course introduces students to the central beliefs of the world's major religions. In this course we will take a critical yet sympathetic view of a wide range of religious traditions. It requires familiarity with each religion's basic worldview and teachings as well as an understanding of the more popular mindsets and daily practices that may be typical of people who practice it. 3 credits.



Information Systems Technology

IMSC 101 Introduction to Business Information Processing

Prerequisite: None. An introduction to the use of the computer in the business area. Introduces computer concepts including a discussion of computer history, computer hardware and software, problem solving and algorithms. 3 credits.

IMSC 110 Microcomputer Software Applications

Prerequisite: None. A course covering microcomputer systems as might be found in a typical small-business environment. Includes a discussion of available hardware; introduction to general software packages; operating systems; BASIC language; capabilities, limitations, and appropriate use; and industry trends. 3 credits.

IMSC 112 Computer Systems Analysis

Prerequisite: None. The course presents an overview of information systems and the system development life cycle for the systems analyst. It also surveys other important skills for the systems analyst such as fact-finding, communications, project management, and cost-benefit analysis. 3 credits.

IMSC 205 Computer Information Systems Design

Prerequisite: None. This course is designed to introduce students to the fundamental concepts of information systems design. The course focus is on the study, analysis and design phases of the system development life cycle. 3 credits.

IMSC 215 Management Information Systems

Prerequisite: IMSC 112. Covers the use and effect of computer information processing in a business environment with emphasis on management; computer systems theory; business computing equipment; management concerns such as decision support systems, computer security, and database management. 3 credits.

IMSC 220 Information Systems and Decision Making

Prerequisite: IMSC 112. This course introduces basic management information systems concepts and examines the fundamental types of information systems. It covers information technologies relevant to business operations, decision making, and e-Business which focus on the role of information technologies in managerial decision making and business activities. 3 credits.

IMSC 337 Understanding Telecommunications

Prerequisite: IMSC 112. The overall goal of this course is to provide you with a comprehensive introduction to data communications and computer networking. The objectives of this course is to provide you with an understanding of the digital convergence of what were once separate services (telecommunication and information), and regulatory, social, and economic issues relating to the rapid paradigm shift towards digital convergence. 3 credits.

IMSC 338 Programming Visual Basic

Prerequisite: IMSC 112. The course is designed to teach programming and problem-solving practices which are applicable to any programming environment, but with specific emphasis on the Visual Basic programming. Topics include designing application, input/output operations, creating variables, sequential, selection, and repetition programming structure, arithmetic operations, and other related topics. 3 credits.

IMSC 363 Introduction to Computer Statistical Packages

Prerequisite: IMSC 112. This course's emphasis is on getting and interpreting statistical results with the computer, rather than on statistical theory. Statistical computer packages have been developed to make data analysis and management easier than it otherwise would be. In this course you will learn in detail how to use the Statistical Analysis System (SAS) a very powerful and widely used statistical package. 3 credits.

IMSC 377 E-Commerce

Prerequisite: IMSC 112. The course introduces the electronic commerce concept, objectives, market drivers, requirements, underpinning techniques and technologies. It examines the implications of constantly changing technology for business practices and how e-commerce will affect decision support mechanisms. It also explores the key life cycle phases of an e-commerce initiative and defines e-commerce elements. An overview of business-to-consumer and business-to-business e-commerce is given. 3 credits.

IMSC 441 Network Servers and Infrastructures

Prerequisite: None. This course covers networking concepts and practices for using DHCP, DNS, WINS, Public Key infrastructure, routing, remote address services, web servers, and network connectivity between operating systems. 3 credits.

IMSC 442 Software Engineering

Prerequisite: IMSC 337. Design and implementation of large software systems. Includes systems analysis, design and requirements; data collection, analysis, organization and documentation; feasibility analysis; human-machine interface analysis and maintenance and security issues. 3 credits.

IMSC 451 Systems Analysis

Prerequisite: IMSC 112. Provides a methodical approach to developing computer systems including systems planning, analysis, feasibility study, design, testing, implementation and software maintenance. 3 credits.

IMSC 462 Information Security

Prerequisite: IMSC 112. Study of security policies, models, and mechanisms for secrecy, integrity, availability and usage controls. Topics include models and mechanisms for mandatory, discretionary and role-based access controls; authentication technologies; control and prevention of viruses and other rogue programs; common system vulnerabilities and countermeasures; privacy and security policies and risk analysis; intellectual property protection; legal and social issues. 3 credits.

IMSC 483 Business System Analysis and Design

Prerequisite: IMSC 112. This course is to examine the analysis and design of systems in business for routine data processing, management reporting, and decision support at various levels within the organization. This course will emphasize the analysis of business problems in an organization and the subsequent design of computer systems to meet the organization's needs. 3 credits.

IMSC 487 Information Technology Planning and Management

Prerequisite: IMSC 112. This course defines information technology management strategies and provides conceptual frameworks for the development and evaluation of information technology management strategies. It also examines concepts of strategic information technology systems, approaches for analyzing strategic applications, and systems planning. 3 credits.

IMSC 490 Topics in Computer Information Systems

Prerequisite: None. Topics vary according to the interests and needs of students and availability of faculty members. Typical subjects include computer graphics, analysis of business systems, database, computer logic design, computers in education, scene analysis, microprogramming, and artificial intelligence. 3 credits.

IMSC 495 Independent Study

Prerequisite: Permission from the instructor. Independent study course is designed for students who may wish to independently investigate and research topics. The independent study course should not duplicate too closely existing courses and should be

comparable in breadth, depth, and intellectual content to similar courses in its discipline. **CONTRACTS ARE REQUIRED** and are available on-line and at the Registrar's Office. Contracts must be completed and submitted to the Registrar's Office before the course starts. 3 to 6 credits.

IMSC 500 Information Systems Technology

Prerequisite: None. Understanding and effectively using information technology is important in today's competitive environment. Students gain an understanding of information technology for management decision-making, including how to evaluate, manage, and use technology. 3 credits.

IMSC 504 Decision Making Systems

Prerequisite: None. This course is an introduction to the analysis, design, and application of information systems used in the direct support of management decision making, and to the use of expert systems technology. This course will examine the design, development and implementation of information technology based systems that support managerial and professional work. 3 credits.

IMSC 512 Information Assurance

Prerequisite: None. This course focuses on practical applications of Information Assurance (IA) policies and technologies in enterprise network environments. It addresses the security of e-business and cyber environments from an end-to-end perspective. It introduces topics ranging from cryptographic techniques to trusted systems to multilevel security to network security to ethics in the computing profession. 3 credits.

IMSC 515 Technology and Controls in Gaming

Prerequisite: None. This course gives an overview of technological systems with applications of how it is used in the casino resort industry. It covers the development of security department organization, surveillance operations, fraud analysis, risk management, asset protection, loss prevention, disaster control, crisis communications, industrial safety, casino security and emergency action planning. Topics include are the tracking of monies, hotel rooms, patron identification, and game operations. 3 credits.

IMSC 518 Technology and Operations Management

Prerequisite: IMSC 500. Topics include inventory management, waiting line management, project management, product and process design and total quality management. Students examine the tradeoffs involved in operations decisions and the application of software tools to solve these problems. 3 credits.

IMSC 520 Data Warehousing and Data Mining.

Prerequisite: None. This course will provide an understanding of the fundamentals of data warehousing and data mining and the role of a data warehouse, their objectives and architecture and approach for evaluating and tuning performance of data warehouses and data mining. Topics covered are techniques for designing and maintaining large data warehouses, data integration, data cleaning, and maintenance of views in the presence of updates to the sources, and query processing of warehouses and mining data from the warehouses. 3 credits.

IMSC 521 IT Security Policies and Procedures

Prerequisite: IMSC 500 or permission from the instructor. This course covers information technology laws, issues of privacy, and security planning. It describes the need for and development of information security policies, and identifies guidelines and models for writing policies. An information security strategy and architecture will be defined. It also covers legal and public relations implications of security and privacy issues. 3 credits.

IMSC 522 Database Design and Processing

Prerequisite: IMSC 500. Logical relationships of data. Data structures, Database design and implementation. Database inquiry and data analysis using a non-procedural programming language. 3 credits.

IMSC 574 Management Information Systems

Prerequisite: None. Analyze computer information systems' effects and impacts on personnel, organizations, managerial decision-making, and competitive strategies. 3 credits.

IMSC 579 Computer-Based Decision Support Models

Prerequisite: IMSC 509. Use of systematic quantitative analysis to aid in the formation and making of management decisions. Topics covered include decision-making under uncertainty, linear programming, CPM/PERT, game theory, and inventory problems. 3 credits.

IMSC 580 Special Topics in Information Systems

Prerequisite: None. Selected topics in information systems. 3 credits.

IMSC 590 Independent Research

Prerequisite: All cornerstone courses. Students do research leading to the master's degree. 3 to 9 credits.

IMSC 598 Directed Research

Prerequisite: At least 8 courses completed towards the degree. This is a special course for selected students to carry out research under the guidance of a faculty member. This course requires the student to prepare a proposal, which must be approved by the Department Chair. 3 to 9 credits.

IMSC 599 Information Systems Project

Prerequisite: IMSC 598. Details of personal project to be determined by student and professor with the approval of the Department Chair. 3 credits.

IMSC 606 System Development Process

Prerequisite: None. In this course, methodologies of systems development and implementation are introduced, including managing the software development process, interface design, technology considerations, prototyping, JAD, OO, control, and performance evaluation. It provides students with a basic understanding of the systems development process using a prototyping, iterative, rapid application development approach. 3 credits.

IMSC 628 Technology Systems in Business

Prerequisite: None. Increasingly, sophisticated technology systems dominate business. The aim of the course is to build an understanding of the value and uses of the major information systems for business operation, management decision-making, and strategic advantage. Special attention will be placed on building IT problem-solving skills. 3 credits.

IMSC 631 Information Policy

Prerequisite: IMSC 606. This course investigates the current information policy agenda, with attention to social, political and economic issues that affect the everyday lives of citizens and information professionals. Issues related to computers and privacy, equity, freedom of speech, search and seizure, access to personal and governmental information, professional responsibilities, ethics, criminality, and law enforcement. 3 credits.

IMSC 641 Cyber Security Principles for Managers

Prerequisite: IMSC 606. This course focuses on the increasingly serious demands posed by private-sector and government computers and networks for immediate and long-range security. The various threats to secure computing and the basic security design principles and techniques that have been developed to address these threats will be discussed. The course will show how these principles can be applied to operating systems, database management systems and networks. 3 credits.

IMSC 645 Cyberspace Laws

Prerequisite: None. This seminar addresses the wide range of legal problems related to the Internet. This course covers a survey of legal issues arising from the rapid growth of the internet and other on-line communications. It explores some of the legal and policy issues that arise as more and more conduct migrates to the network, including questions about sovereignty and jurisdiction, the regulation of online "speech," and the control over information on the network. 3 credits.

IMSC 651 Seminar in Managerial Information Systems

Prerequisite: IMSC 606. This seminar explores current readings related to the theory and application of information technology for the support of managerial

decision making. Topics include IS strategic alignment, information intensive business processes, and decision making. Business analysis techniques are emphasized for systems such as TPS, e-business, management reporting systems, and data warehouses. 3 credits.

IMSC 652 Seminar in Man-Machine Studies

Prerequisite: IMSC 606. This is a course in the design of Interactive Systems and Human Computer Interfaces. The study of computer information systems in the context of their interaction with human users, including an examination of how the human user makes decisions and is supported or inhibited in that task by the orientation and design of information systems. 3 credits.

IMSC 653 Seminar in Emerging Technologies

Prerequisite: IMSC 606. This course focuses on the management and use of emerging technologies, especially on the effective integration of information technologies within organizations. In addition, students will be introduced to selected current emerging technologies in the Information Sciences and Technologies (IST) such as information assurance, new concepts in human-computer interaction, intelligent computing, distributed computing, and other areas. 3 credits.

IMSC 664 Current Topics: the Professional Seminar

Prerequisite: IMSC 606. This course is open to students who wish to develop a problem independently. A problem is chosen by the student and developed through conferences and activities under the direction of the instructor. Built on the European or British model, the seminar provides students with an opportunity to explore a specific IT topic, idea, project, or research interest in close collaboration with a faculty member. 3 credits.



Marketing

MKTG 201 Principles of Marketing

Prerequisite: None. A general survey of the major marketing methods, institutions, and practices examined from the viewpoint of their effects on exchange transactions linking producers with consumers. 3 credits.

MKTG 311 Advertising Management

Prerequisite: MKTG 201. The principles of advertising are covered in this course from a business planning framework. The course surveys the advertising field from the marketing-advertising planning framework and discusses the targeting of advertising. 3 credits.

MKTG 440 International Marketing

Prerequisite: MKTG 201. The primary objective of this course is to introduce students to the issues and complexities involved in the international marketing process. 3 credits.

MKTG 445 Workshop in Exports and Imports

Prerequisite: MKTG 201. Students study actual examples of imports and exports; assessing demand, finding markets for exports and sources for imports; international letters of credit and export financing. 3 credits.

MKTG 450 Consumer Behavior

Prerequisite: MKTG 201. This course analyzes the underlying theories and complex variables influencing consumers and their purchase decision-making processes. Marketing strategy implications of consumer behavior concepts are offered. 3 credits.

MKTG 451 Promotion Management

Prerequisite: MKTG 450. This course provides an opportunity for students to gain an understanding of various facets of advertising and promotion management. Students examine the use of all available promotional vehicles to communicate to potential customers the messages that support the objectives of the marketing plan. 3 credits.

MKTG 452 Business-to-Business Marketing and E-Trade

Prerequisite: MKTG 201. In this course students will investigate the activities involved in marketing goods and services to businesses, institutions, resellers, and government, with primary emphasis on business-to-business marketing. 3 credits.

MKTG 453 Product Planning & Management

Prerequisite: MKTG 201. To provide the conceptual & analytical framework to analyse product strategy, development & marketing. 3 credits.

MKTG 454 Channel Management

Prerequisite: MKTG 201. Institutional & functional analysis of distribution channels; selecting, evaluating & managing distribution channels. 3 credits.

MKTG 455 Marketing Research

Prerequisite: MKTG 201. This course will provide the marketing student with a systematic and objective approach to the search for and analysis of information relevant to the identification and solution of marketing problems. 3 credits.

MKTG 457 Marketing Strategy

Prerequisite: MKTG 201. This course provides an in-depth understanding and analysis of promotional strategies and tactics necessary in the management of marketing communications. 3 credits.

MKTG 510 Electronic Commerce

Prerequisite: None. This course examines issues and problems confronting today's managers who must have a clear understanding of information technology-based business practices to enhance the relationship between the firm and its customers. 3 credits.

MKTG 511 Advanced Marketing Management

Prerequisite: None. This course addresses the problem of designing and implementing the most effective mix of marketing variables so as to successfully carry out the firm's objectives in its target markets. Specifically, this course aims to develop the student's skills in applying analytical methods, decision tools and marketing concepts to problems of product offering, customer service, sales promotion, intermediary network and pricing. 3 credits.

MKTG 518 International Marketing

Prerequisite: None. This course introduces the students to a systematic treatment of marketing on an international and global scale. It focuses on the marketing management problems, techniques, and strategies necessary to incorporate the marketing concepts into the framework of the world marketplace. Political, legal, economic, and cultural considerations inherent in international business and their relationship to market decision making are integrated into the course. 3 credits.

MKTG 520 Consumer Behavior

Prerequisite: None. The consumer decision model is used as a framework of analysis of why and how goods and services are bought and consumed. This course also explores the impact of consumer behavior and attitudes on the firm's marketing strategies. 3 credits.

MKTG 521 Marketing Research

Prerequisite: MKTG 520. This course explains the marketing research process: designing, using and implementing market study results. Computer software is used to analyze data. 3 credits.

MKTG 522 Business Ethics and Society

Prerequisite: None. A study of the responsibility of business ethics and social responsibility in both domestic and global settings. Ethical and moral consideration of corporate conduct, social responsibilities, policies and strategies are explored. 3 credits.

MKTG 523 Advertising and Sales Promotion

Prerequisite: None. This course examines the role of communication, message design, economic and financial factors in the development of a sales promotion campaign. 3 credits.

MKTG 524 Internet Marketing

Prerequisite: MKTG 510. This course seeks to demonstrate the power and efficiency of the Internet to create a networked environment in which marketing is implemented at an individual, interactive level. 3 credits.

MKTG 525 Marketing High Technology

Prerequisite: MKTG 510. This course looks into the marketing process used to promote sales of high technology and high-technology-intensive products that are used by firms offering standard products. 3 credits.

MKTG 529 Hospitality and Casino Marketing

Prerequisite: HOSP 501. This course provides an understanding of marketing management of casino resort complex. In this course students will learn how to: evaluate the marketing environment, analyze and identify market opportunities, define and select target customers, plan marketing programs and implementing and controlling marketing plans. 3 credits.

MKTG 598 Directed Research

Prerequisite: Completed at least nine (9) courses for program. This is a special course for selected students to do research under the guidance of a faculty member. This course requires the student to prepare a proposal, which must be approved by the Department Chair. 3 to 9 credits.

MKTG 599 Marketing Project

Prerequisite: MKTG 598. Details of personal project to be determined by student and professor with the approval of the Department Chair. 3 credits.

MKTG 620 Electronic Commerce

Prerequisite: Permission from the instructor. This course focuses on gaining competitive advantage through Electronic Commerce implementation. It provides a managerial overview of the technologies supporting and enabling electronic commerce, and examines current strategies, issues, and trends in electronic commerce. Business opportunities, challenges, as well strategies and vision on how to

leverage the emerging national and global information infrastructure will be discussed. 3 credits.

MKTG 630 Global Marketing Strategy

Prerequisite: MKTG 511 or approval from the DBA Program Director. The objective of this course is to address how the world economy functions as a system and how it may impact upon international business managers. The focus will be on the global environment in which multinational companies operate. This course examines the current controversies over globalization, international marketing needs of large or globally-oriented business organizations, and how to use practical, web-based shortcuts for addressing international marketing opportunities. 3 credits.



Mathematics

MATH 103 College Algebra

Prerequisite: MATH 101. Functions and relations, equations and inequalities, determinants and matrices, simultaneous equations, algebra of polynomials, complex numbers. 3 credits.

MATH 114 Business Math

Prerequisite: Permission from instructor. This course is designed for all business students and is focused on the building of the knowledge and skills necessary to solve a variety of arithmetic problems that are commonly found in business situations. Emphasis is placed upon in the study mathematical and financial business concepts in a real world environment. 3 Credits

MATH 231 Calculus I

Prerequisite: MATH 103. First course in calculus and analytic geometry. Includes introductory concepts in

analytic geometry, limits, continuity, differentiation, applications of the derivative, the mean value theorem, the definite and indefinite integral, and applications of integration. 3 credits.

MATH 331 Calculus II

Prerequisite: MATH 231. Continuation of MATH 231. Transcendental functions and their differentiation and integration. Two-dimensional vector algebra, infinite series, and applications. 3 credits.



Multimedia

MULT 501 Introduction to Multimedia

Prerequisite: None. This course covers major aspects of the production process: demystifying multimedia and interactivity, new technologies and digital delivery systems, multimedia authoring, 2D and 3D graphics, video, digital audio, and non-linear digital video editing. 3 credits.

MULT 507 Multimedia Programming

Prerequisite: MULT 501. Create an interactive Web site with multimedia, design splash screen presentation with the Macromedia Chair, 3-D animations and panoramic photographs. Configure web pages to integrate multimedia plug-ins, launch helper applications, and convert existing multimedia contents into streaming media presentations. 3 credits.

MULT 509 Multimedia Theory

Prerequisite: MULT 501. Study of selected principles from various disciplines underlying multimedia creation, expression, communication and argumentation. Topics include End-User usability factors, graphic layout design, typography and client-designer working relationship. 3 credits.

MULT 511 3D Modeling and Animation

Prerequisite: MULT 501. Students are given a basic foundation in the technique and principles of three-dimensional computer animation. Students will complete exercises in key framing, dynamics of motion, morphing etc. 3 credits.

MULT 518 Web Authoring

Prerequisite: MULT 501. Demonstrate a basic knowledge of the applications used in interactive web site design and construction. Identify the design of various entertainment, training or educational web sites, noting composition, layout, detail, lighting, and use of sound. Illustrate different uses of websites. 3 credits.

MULT 531 Multimedia Information Systems

Prerequisite: MULT 501. This course will emphasize the software aspects of multimedia systems and their applications. It is most suited for high-tech professionals, technical managers, marketing managers, engineering managers, R & D personnel, multimedia product developers, systems analysts/programmers, multimedia application programmers, design engineers, training and development managers/specialists, and any person who has an interest in innovative applications of computers. 3 credits.

MULT 532 Distributed Multimedia

Prerequisite: MULT 501. The course is focused on the combination of multimode computer, software, and communication technology. The goal is to convey an understanding of those new technologies that over the coming years have the potential to change drastically whole business areas as well as the basic rules for the geographic location of people and companies. 3 credits.

MULT 533 Interactive Multimedia

Prerequisite: MULT 501. This course will focus on the technological, aesthetic, and pedagogical issues of communication using interactive multimedia and hypermedia; techniques for authoring interactive multimedia projects using a variety of digital media tools. 3 credits.

MULT 534 Interactive Multimedia Projects

Prerequisite: MULT 533. Students apply principles and procedures of digital art, design, communication, and software authoring while working on large integrated media projects. 3 credits.

MULT 535 Multimedia Systems & Applications

Prerequisite: MULT 501. This course covers the design and implementation of the technologies used to implement interactive multimedia applications such as streaming video playback, video conferencing, interactive television, video editing, and hypermedia authoring. Fundamentals of human perception, digital media representations, compression and synchronization are covered. 3 credits.

MULT 539 Media Aesthetics

Prerequisite: None. This course will concentrate on the issue of aesthetics and the visual/aural media. That includes theories and principles of creating and structuring visual and aural imagery. Analysis of creative film and video works and artists will also be discussed. 3 credits.

MULT 547 Writing for Interactivity

Prerequisite: None. This course examines the changing role of the writer in the creation of new media. Focus is on translation from text into image and sound, and on creation of scenes that reveal information rather than state it in narrative form. Interactive exercises and examples are used as catalysts for discussion. 3 credits.

MULT 549 Introduction to CD-ROM Authoring

Prerequisite: None. Learn how to author content for CD-ROM, using Chair 6, the most popular software package for CD-ROM authoring. This software is renowned for the creation of intuitive and user-friendly interfaces that incorporate graphics, text, audio, animation and video. Students learn the fundamental tools and techniques of Macromedia Chair 6 and explore the use of Lingo – Chair's programming language. 3 credits.

MULT 555 Video Telecommunications

Prerequisite: MULT 501. This course is designed as an introduction to the rapidly advancing world of video

technology. While this course is technical in nature, the principles of analogy television modulation and transmission are reviewed fully in order to provide a background for the study of digital video. CATV, satellite transmission, and video recording techniques are also reviewed. 3 credits.

MULT 557 Digital Video Editing Workshop

Prerequisite: MULT 555. This workshop provides an introduction to the techniques of digital non-linear editing on the Avid Media Composer system. In this course, editors and assistant editors quickly and efficiently acquire the skills necessary to operate Media Composer. 3 credits.

MULT 577 Multimedia Data Compression

Prerequisite: MULT 501. This course deals with the signal processing and compression aspects of multimedia sources like audio, video and data. International compression standards like JPEG and MPEG are presented. The students learn in this course how to connect the theoretical foundations to the fine-tuning of applications. The issues of multimedia information delivery over the Internet are discussed. 3 credits.

MULT 598 Directed Research

This is a special course for selected students to do research under the guidance of a faculty member. This course requires the student to prepare a proposal, which must be approved by the Department Chair. 3 to 9 credits.

MULT 599 Multimedia Project

Prerequisite: None. Details of personal project to be determined by student and professor with the approval of the Department Chair. 3 credits.

MULT 605 Multimedia Systems

Prerequisite: Permission from the instructor. This course introduces students to advanced multimedia systems through directed readings and discussion. Topics include system design, representation, retrieval of temporal and non-temporal media types, compression techniques including JPEG and MPEG encoding, system architecture, networking, and quality-of-service. In addition, we will discuss issues related to Human Computer Interaction with

multimodal data, user interfaces and virtual worlds. Trends in the development and the use of multimedia will also be discussed. 3 credits.



Orientation

ORTN 001 New Student Orientation

Prerequisite: None. This course is designed to retain new students and help them make a successful transition to university life. It provides students an opportunity to learn about campus resources, enhance their study and time management skills, explore their interests, and expand some of their educational and career plans. This course will be graded on the S/U basis. Students who receive a grade of S will receive credit for the course. Students who receive a grade of U will not receive credit for the course. Either grade will not count into student's GPA. 0 credit.

ORTN 500 Co-Op Orientation

Prerequisite: None. This course is required for all students of the UNVA Graduate Co-Op program. The primary purpose of the Co-Op Orientation is to acclimate the student to the American business environment and culture so that students may have a rewarding experience upon successful completion of the program. Important aspects and concepts within the American business environment are introduced to the students within a structured classroom setting. This course also provides information that is necessary for students to successfully complete the UNVA Graduate Co-Op program and receive recognition by UNVA. ORTN500 is graded on a S/U basis. 3 credits (non-academic).

ORTN 590 Co-Op Practicum

Prerequisite: ORTN500. The practicum is a pass/fail course designed to assess students' professional performance, based on their job review, final appraisal

and other information. Students are expected to enroll in the practicum each semester that they participate in Coop programs. This course will be graded on the S/U basis. Students who receive a grade of S will receive credit for the course. Students who receive a grade of U will not receive credit for the course. Either grade will not count into student's GPA. 1 credit (non-academic).

ORTN 600 Doctoral Orientation

Prerequisite: None. Doctoral Orientation is mandatory for all doctoral students and will cover an introduction to the doctoral program which includes: characteristics, features, organization and structural arrangements. It will also explain the procedural, regulatory, and process requirements of doctoral study. The doctoral program, its philosophy, aims, structure, conduct, management and administration will be addressed. Candidates will be called upon to share their research interests. A basic bibliography, central to a doctoral level of understanding of the discipline, i.e., business administration or information technology or education, will be distributed. Students are expected to be familiar with the classic works in their respective discipline as a pre-requisite to taking the Comprehensive Examination. 1 credit.



Pharmaceutical Management

PHAR 501 Pharmaceutical Industry Structure

Prerequisite: None. This is an overview of the pharmaceutical industry and the pharmaceutical business environment. Topics cover are medicines classification, the nature of disease and drug treatment relates to industry and the mission statements and therapeutic goals therapeutic areas. 3 credits.

PHAR 512 Pharmaceutical Product Management

Prerequisite: PHAR 501. This course provides an overview of the management, economic and policy issues facing the pharmaceutical, biotechnology and medical device industries. An R&D-intensive cost structure and rapid technological change; the role of biotechnology and genomics in transforming the industry structure will be discussed in this course. 3 credits.

PHAR 517 Managing the Pharmaceutical Sales Organization

Prerequisite: PHAR 501. This course focuses on the organizational, management, and technology issues and considerations related to the sales and marketing function of the pharmaceutical industry. Product development, peri- and post-marketing trials, safety surveillance, complaints, product quality, regulations and codes of practice will be covered in this course. 3 credits.

PHAR 521 Pharmaceutical Marketing Research

Prerequisite: PHAR 501. This course is a marketing research class of pharmaceutical industries. It focuses on the marketing strategies of pharmaceutical business which include promotional activities, the sales force and advertising. Pricing, distribution and parallel trade in pharmaceutical business will also cover. 3 credits.

PHAR 530 Legal and Ethical Issues in Pharmaceutical Industry

Prerequisite: PHAR 501. This course covers the legal background to the licensing of research, the patenting of compounds and of the marketing of medicines. Topics include are the ethical review process and the consent procedures in biomedical research, arrangements for compensation of healthy volunteers and patients in pre-marketing studies and contractual arrangements with investigators and contract research organizations. 3 credits.

PHAR 535 Regulation of Prescription Drugs

Prerequisite: PHAR 501. This course focuses the philosophy of regulatory controls, practical input of international bodies and national agencies. The principles behind the licensing of human investigations and of clinical trials and the practical requirements throughout the development process will also be discussed. 3 credits.

PHAR 536 Hospital Administration and Pharmacy Management

Prerequisite: PHAR 501. This course describes pharmacy management for all health care systems. The main objectives of the course are to enable students to evaluate the management, growth and development issues faced by hospital managers. This course encompasses topics such as: determining pharmacy staff requirements, developing professional competencies and improving the work environment to enhance patient care. 3 credits.

PHAR 538 Quality Control in the Pharmaceutical Industries

Prerequisite: PHAR 501. This course aims to provide students with the knowledge to understand the principles of the major analytical techniques. Topics include evaluate and assess the appropriateness of analytical methods for specific applications and gain an understanding of the role of quality assurance procedures in pharmaceutical analysis. 3 credits.

PHAR 545 International Pharmaceutical Business

Prerequisite: PHAR 501. The course perspective is global, with emphasis on the U.S. as the largest and most profitable market. A complex global market place in which customers include governments and third party payers, as well as physicians, pharmacists and individual consumers will be discussed. This course also focuses on the issues such as global products and multinational firms, with growing tension between the needs and ability to pay of different market segments. 3 credits.



Philosophy

PHIL 201 Introduction to Philosophy

Prerequisite: None. This course provides a solid introduction to philosophical problems and arguments. It covers the development and

enhancement of critical and analytical skills as a major focal point and develops ability to read and interpret philosophical arguments. 3 credits.

PHIL 301 Logic

Prerequisite: None. Basic concepts and techniques of deduction, emphasizing the modern treatment of such topics as quantification and rules of inference, with study of the classical treatment. Basic principles of induction, formal fallacies, and uses of logic in everyday life. 3 credits.



Project Management

PROJ 517 Project Managerial Professional

Prerequisite: None. This course is closely modeled upon *A Guide to the Project Management Body of Knowledge (PMBOK® Guide)* established by the Project Management Institute (PMI®), the most widely-recognized professional body for project management. It provides the knowledge to execute projects effectively and efficiently, using the proven skills of a certified Project Management Professional (PMP®). It focuses on project management tools and techniques for defining and managing the project's goal, scope, schedule, and budget. 3 credits.

PROJ 520 Project Management Foundations

Prerequisite: None. This is the foundation course for the project management specialization and introduces prerequisite knowledge for all project management courses. This course provides the intellectual and normative basis for the establishment of project management as a specialization. 3 credits.

PROJ 521 Project Planning

Prerequisite: PROJ 520. This course emphasizes the phases of project management processes and their interrelatedness and includes management techniques,

budgetary considerations in projects, life cycle planning and issues in projects, and performance criteria development in contracting and project planning. 3 credits.

PROJ 522 Cost, Pricing, Scheduling, and Control

Prerequisite: PROJ 520. This course focuses on the utilization of management tools in managing and controlling projects and the integration of projects into the larger corporate financial structure. Topics and tools include: Gantt, PERT, CPM, earned value techniques, material and planning and control, present value analysis, contingency considerations and off-the-shelf hardware/software issues. 3 credits.

PROJ 523 Risk Management

Prerequisite: PROJ 520. This course deals with the efforts taken to minimize risk within the context of the project life cycle. Topics and areas for analysis include impact analysis, statistical applications and models, role of quality processes in mitigating risk factors, international commerce demands and economic considerations in project management. 3 credits.

PROJ 524 Fiscal, Procurement and Contracting Control

Prerequisite: PROJ 520 and BMGT 510. This course covers the legal, economic and managerial issues involved in financing the operations of an ongoing project from conceptualization to final closure. This includes the development of the initial financial plan/prospective, as well as the development of statements of work. 3 credits.

PROJ 525 Project Management Capstone

Prerequisite: PROJ 520 and 521, or 522, or 523 or 524. Students will prepare a project that demonstrates competence and mastery of project management. This project will begin with an initial prospectus and be developed into a complete project plan covering all the topics covered in the course of study. The student will do a final executive briefing of the project to a mock executive committee. It is strongly recommended that the student develop a real life project for which there is an actual commitment. 3 credits.

PROJ 598 Directed Research

Prerequisite: PROJ 520 and 521, or 522, or 523 or 524. This is a special course for selected students to do research under the guidance of a faculty member. This course requires the student to prepare a proposal, which must be approved by the Department Chair. 3 credits.

PROJ 631 Seminar in Project Management

Prerequisite: None. This seminar will challenge your thinking, make you identify and face your assumptions, and in the end, give you the confidence to skillfully manage change. While we will address management principles for implementing a project plan in the seminar, detailed management approaches will be taught in a subsequent seminar. The tools currently available to project managers are discussed throughout this course. 3 credits.

PROJ 700 Doctoral Projects

Prerequisite: Approval from the Doctoral Programs Director. The doctoral project is an original research project to be completed by the student. The study must ask an important and interesting research question relevant to current concerns in the scholarly literature. It should use sound and appropriate research methods and analytical tools and advance our understanding of Education, Business Administration, and Information Technology. Results of the study should be of sufficient merit to deserve publication either in an academic journal or as a book or monograph.

Students must register for three doctoral project research credits per quadmester during the first year of the doctoral project. After the first year, students must register for a minimum of one doctoral project credit hour each quadmester until the project is completed and the degree requirements are met. 1-3 credits.



Psychology

PSCH 246 Psychology of Management

Prerequisite: None. This course introduces the psychological concepts applied to organizational settings, emphasizing motivation, communication, leadership, and personal development. It focuses on the study of the psychology of organizations, the study of human behavior within organizations and the function and nature of groups in organizations. 3 credits.

PSCH 302 General Psychology

Prerequisite: None. Study of human behavior development in a social matrix, including such topics as socialization, cultural behavior, group norms, and attitude formation. 3 credits

PSCH 306 Cross-Cultural Psychology

Prerequisite: None. This course is the systematic comparison of psychological variables under different cultural conditions in order to identify universal aspects of human behavior, and to identify the causes of behavior differences. It examines some of the ways in which human perceiving, thinking, feeling, striving and relating to others are conditioned by cultural membership. 3 credits



Research Methodology

RESE 540 Research Methodologies

Prerequisite: None. This course will evaluate the principles of the research process and the primary methods of research. Emphasis is on the utilization and generation of research relevant to graduate studies. A central purpose of this course is for students to demonstrate knowledge about the fundamentals of research design and the ability to use scientific

methods, specifically as they pertain to management sciences. 3 credits.

RESE 602 Research Methods and Design

Prerequisite: None. This course introduces students to a range of research methodologies and especially to the skills required for implementation of their doctoral project research. This will enable the student to interpret the results of social science research meaningfully and to design sound research projects. A research proposal will be formulated in this course. 3 credits.

RESE 604 Quantitative Research & Analysis

Prerequisite: RESE 602. The course enables a student to consolidate his or her understanding of the assumptions of basic research methodology. It includes in-depth analysis of quantitative research methods employed in business-related research, focusing on topics such as design, sampling, and instrumentation. An elementary knowledge of statistics will be helpful. 3 credits.

RESE 606 Explorations in Business Research

Prerequisite: RESE 604. The course addresses a wide range of business research methods including various methods of data collection and analysis. Topics will include research planning, sampling, exploratory research, interviews, secondary data analysis, survey methodology, and quantitative analytical methods. The main aim of the course is for students to develop an understanding of the business research process. 3 credits.



Sociology

SOCI 300 Introductory Sociology

Prerequisite: None. Introduction to basic sociological concepts. Examines aspects of human behavior in a

cultural framework including: individual and group interaction, social mobility and stratification, status and class, race and gender relations, urbanism, crime and criminology, and social change and reform. 3 credits.

SOCI 313 Mass Media Culture

Prerequisite: None. This course surveys the history, structure, organization, and cultural role of the major forms of mass media. It takes a critical approach to the study of the production and consumption of mass media, focusing on both the media industry in the United States and global media. It also studies of major changes in print and electronic media and the effects of mass communication on individuals and society. 3 credits.



Statistics

STAT 300 Introductory Statistics I

Prerequisite: High school algebra. Elementary introduction to statistics. Topics include descriptive statistics, probability, estimation and hypothesis testing for means and proportions, correlation, and regression. Students use statistical software for assignments. 3 credits.

STAT 401 Introductory Statistics II

Prerequisite: STAT 300. Emphasis on applications. Topics include analysis of variance, multiple regression, and nonparametric inference. A statistical computer package is used for data analysis. 3 credits.

STAT 500 Statistics for Managers

Prerequisite: College algebra and statistics or permission of instructor. Statistical concepts and models used in the solutions of managerial problems.

Topics: Descriptive statistics, frequency distribution, probability, statistical inference and testing; introduction to forecasting and regression modeling. 3 credits.



Teaching Chinese to Speakers of Other Languages (TCSOL)

TCSL 508 Introduction to Chinese Linguistics

Prerequisite: Permission from the instructor. This course studies the phonology and grammar of the language from a functional perspective. It also examines the Chinese writing system, and introduces some sociolinguistic and cognitive linguistic issues for discussion. This course serves to prepare students for more advanced courses in TCSOL courses. 3 credits.

TCSL 511 Cross-Culture Communication in Chinese Language

Prerequisite: None. This course will develop student's communicative competence in the Chinese language and their understanding of the Chinese culture. It promotes effective communication and Chinese language learning skills. It also provides students with a basic introduction to the Chinese language and culture in such a way as to facilitate intercultural communication. 3 credits.

TCSL 513 Teaching Approaches to Chinese Heritage

Prerequisite: None. This course examines specific issues encountered in various areas of Chinese teaching. It links to the spheres of language planning as acquisition and as recovery and language planning as retention. 3 credits.

TCSL 524 Chinese Phonology and Romanization Systems

Prerequisite: TSCL 508. This course is an advanced course to study of modern (Mandarin) Chinese phonology. It also introduces to some issues in Chinese phonetics and phonology from cognitive and functional perspective to prepare students for further investigation into Chinese phonetics and phonology by using Romanization system. 3 credits.

TCSL 527 Modern Chinese Pedagogical Grammar

Prerequisite: TSCL 508. This course introduces the syntactic structure of modern (Mandarin) Chinese. It explores the nature of standard Chinese grammatical structure and learns how and where it differs from the grammars of other languages. It also provides students with some functional and cognitive perspectives for further pedagogical and/or theoretical linguistic research. 3 credits.

TCSL 529 Chinese Orthography and Lexicology

Prerequisite: TSCL 508. This course is an advanced study of the Chinese writing system, covering the origin, classification, composition, and development of the Chinese script. It covers topics such as language reform, reading and processing of Chinese characters, cultural aspects of the script, and dialect-writing. 3 credits.

TCSL 545 Chinese Thought and Culture

Prerequisite: None. This course introduces to students to key aspects of traditional and modern Chinese culture. It is designed to give students a broad grasp of the chronology of China's cultural history by combining with thematic topics such as development of the Chinese language and writing system, calligraphy and brush painting, cultural geography, urban life, martial arts, mainstream popular culture, music, and cuisine. 3 credits.

TCSL 536 Theory and Practice for Curriculum Design

Prerequisite: None. This course is a study of the principles of instruction design. It covers the designing instructional systems, processes in learning and instruction, delivery systems and evaluating instruction are considered. It focuses the difference between instructional goals, instructional objectives, curriculum goals and curriculum objectives. 3 credits.

TCSL 555 Topics in Chinese Culture and Society

Prerequisite: None. This course introduces students to key aspects of traditional and modern Chinese culture. It explores cultural trends in contemporary China as the contextual setting and cultural studies the theoretical framework. It examines how cultural trends reflect and react to China's social-economic transitions. 3 credits.

TCSL 580 Seminar on Teaching Chinese

Prerequisite: None. This seminar is designed to provide an introduction to important themes in Chinese history and culture that will enable teachers to more easily teach about China in school classroom. The main themes of this seminar are the acquisition of knowledge of, and understanding about, China; and the development of ideas about how to bring this knowledge into the classroom. 3 credits.

TCSL 598 TCSOL Practicum

Prerequisite: TSCL 508. This course examines issues and recent research on the learning and teaching of Chinese as a foreign language (CFL). Through lectures, discussions and, most importantly, hands-on experience, students will learn to understand what it means for CFL learners to develop their communicative competence. This course also creates a learning-by-doing environment where students are active participants in the teaching and learning. 3 credits.

TCSL 599 TCSOL Independent Study

Prerequisite: Permission from the instructor. Independent study course is designed for students who may wish to independently investigate and research topics. The independent study course should not duplicate too closely existing courses and should be comparable in breadth, depth, and intellectual content to similar courses in its discipline. **CONTRACTS ARE REQUIRED** and are available on-line and at the Registrar's Office. Contracts must be completed and submitted to the Registrar's Office before the course starts. 3 to 6 credits.



Teaching English to Speakers of Other Languages (TESOL)

TESL 400/500 English Grammar & Structure

Prerequisite: None. This course provides an in-depth study of the structure of English. Students will examine the role of grammar in language acquisition and learn methods of teaching grammar both deductively and inductively. 3 credits.

TESL 410/510 Principles of Second Language Acquisition

Prerequisite: None. This course examines second-language acquisition theories, strategies, and the nature of cognitive and affective language development and its application to second language instruction. It examines the critical elements of learning issues associated with linguistically-diverse students, including the learning styles and interconnected variables that interact in second-language learning and thought processes. 3 credits.

TESL 512 ESOL Educational Assessment

Prerequisite: None. Examines the teaching of English to speakers of other languages (ESOL) from an educational assessment and evaluation perspective. An understanding of issues and resources related to this topic will assist participants in planning ESL programs, equipping students, teachers and the community with the appropriate instructional resources. Students will participate in developing and implementing valid tools to assess the levels, needs, goals, and achievements of students. This course covers traditional forms of testing and the design of alternative forms of assessment including conferencing, profiles, journals, portfolios, and questionnaires. 3 credits.

TESL 514 Linguistics

Prerequisite: None. This course provides an in-depth study of the principles of linguistics (phonology, morphology, syntax, and semantics) from a historical, cultural, and socio-linguistics perspective. 3 credits.

TESL 416/516 Strategies for Teaching English

Prerequisite: None. This course focuses on language teaching strategies, techniques, and activities based on the latest research in language acquisition. It provides content specific strategies for teaching all the language skills: reading, writing, listening, speaking. Students will plan lessons that integrate contextualized grammar instruction with the teaching of vocabulary and all four language skills. Emphasis is on communicative, contextualized learning. Participants are required to observe at least three hours of ESL classes and teach an ESL/EFL class for a minimum of 20 hours during the semester. 3 credits.

TESL 418/518 Language and Culture

Prerequisite: None. This course gives prospective teachers an awareness of how and why cultures differ and how these differences might affect learning. It also gives insights into ways of approaching cross-cultural differences in the classroom and how to work with people from different backgrounds to enhance their learning experience. Classroom techniques for raising students' awareness of their own and other cultures will also discuss. 3 credits.

TESL 498/598 TESOL Practicum

Prerequisite: Completion of cornerstone and core courses. Students will work with an experienced TESOL teacher in the classroom as mentor and with a faculty supervisor for a minimum of 120 hours. The practicum will result in a portfolio that documents the application of relevant skills and knowledge. 3 credits.



English Proficiency Program

Communication within an academic or professional setting call for diverse skills that can be learned, practiced, and perfected. The English proficiency program is designed to improve the ability to communicate effectively in preparation for the rigors of graduate academics.

International students who have not graduated from a 4-year institution in an English-speaking country must attain a score of 550 (paper) or 230 (computerized) on the TOEFL or 5.5 on IELTS (International English Language Test systems). If students do not have a score or score lower than this, they must take UNVA's English placement test. This placement test is administered several times a quadmester: students register for it through their advisor. The English placement test will assess student skills and correlate them to a recommended English proficiency program course.

Course completion is graded "Satisfactory"/"Unsatisfactory". Students are expected to achieve one indicator (demonstration of mastery of a course communication objective) for every two weeks of class. A student must achieve three out of four "Satisfactory" indicators in order to earn a "Satisfactory" for the course. Specific course objectives and indicators demonstrating skill mastery are available in the English and Communication Division offices, and on each course syllabus.

Level 1:

AESL 010 – Beginner Speaking & Listening

Prerequisite: None. This course provides a highly interactive class that develops beginning speaking and listening skills. Students will gain the vocabulary sufficient for handling simple, elementary needs and expressing basic courtesies and develop the ability to understand some short, learned utterances in English and comprehend some words and phrases. Listening and speaking skills are honed through targeted and free exercises. Students produce written work for assessment.

AESL 011 – Beginner Grammar

Prerequisite: None. This course assists students in beginning to acquire English grammar and produce it in real contexts, taking them from a beginning to a high-beginning level, so that students are able to begin expressing themselves in English. This is accomplished through presentation and practice that begins with controlled exercises and moves to free written and oral production. Students produce both oral and written work for assessment.

AESL 012 – Beginner Reading and Writing

Prerequisite: None. This course focuses on improving English learners' ability to recognize the symbols of the alphabet. This is accomplished through readings that make use of illustrations and pictures as well as vocabulary, comprehension, discussion and writing exercises that tie in with the reading assignments. Students produce written and verbal work for assessment.

Level 2:

AESL 020 – High Beginner Speaking & Listening

Prerequisite: AESL 010, Full-Time English Level 1. This course provides highly interactive class that continues developing beginning speaking skills to the high-beginning stage. Students will work on their ability to understand simple questions and statement that they hear most often and will be able to ask questions and make statements using the vocabulary and grammar they have already learned. Students produce both oral and written work for assessment.

AESL 021 – High Beginner Grammar

Prerequisite: AESL 011, Full-Time English Level 1. This course focuses assisting beginning level students in using the grammar they already know in different situations as well as continuing to add to their grammar base. This is accomplished through presentation and practice that begins with controlled exercises and moves to free written and oral production. Students produce both oral and written work for assessment.

AESL 022 – High Beginner Reading and Writing

Prerequisite: AESL 012, Full-Time English Level 1. This course focuses on improving English learners' reading instructions and directions, simple messages,

phrases, or expressions, such as some items on menus, schedules, timetables, maps, and signs. Students will develop ability to write simple, memorized information such as that required on forms. This is accomplished through readings that tie in with the writing assignments. Students produce written work for assessment.

Level 3:

AESL 030 – Low Intermediate Speaking and Listening

Prerequisite: AESL 020, Full Time English Level 2. This course provides a highly interactive class that begins to develop low-intermediate speaking and listening skills such that students can understand sentences using familiar vocabulary and grammar. In terms of speaking, students can begin to ask and answer questions, start and reply to simple statements, and sustain face-to-face conversation. Students produce both oral and written work for assessment.

AESL 031 – Low Intermediate Grammar

Prerequisite: ESL 021, Full Time English Level 2 This course assists students in developing the grammar skills necessary to begin creating simple sentences in both written and spoken expression. This is accomplished through presentation and practice that begins with controlled exercises and moves to free written and oral production. Students produce both oral and written work for assessment.

AESL 032 – Low Intermediate Reading and Writing

Prerequisite: AESL 022, Full Time English Level 2. This course begins to develop students' abilities to understand main ideas and/or some facts from the simplest connected texts dealing with basic personal and social needs and to create limited statements and questions in order to fulfill practical writing needs. This is accomplished through readings that tie in with the writing assignments. Students produce written work for assessment.

Level 4:

AESL 040 – High Intermediate Speaking and Listening

Prerequisite: AESL 030, Full Time English Level 3, TOEFL 450 or equivalent. This course provides a highly interactive class that further builds on the foundation already laid for their low-intermediate speaking and listening skills such that students gain even more ability to understand sentences using familiar vocabulary and grammar. In terms of speaking, students can grow in their abilities to ask and answer questions, start and reply to simple statements, and sustain face-to-face conversation. Students produce both oral and written work for assessment.

AESL 041 – High Intermediate Grammar

Prerequisite: AESL 031, Full Time English Level 3, TOEFL 450 or equivalent. This course continues to help students build the grammar skills necessary to create simple sentences in both written and spoken expression. This is accomplished through presentation and practice that begins with controlled exercises and moves to free written and oral production. Students produce both oral and written work for assessment.

AESL 042 – High Intermediate Reading and Writing II

Prerequisite: AESL 032, Full Time English Level 3, TOEFL 450 or equivalent. This course continues to develop students' abilities to understand main ideas and/or some facts from simple connected texts dealing with basic personal and social needs and to create limited statements and questions in order to fulfill practical writing needs. This is accomplished through readings that tie in with the writing assignments. Students produce written work for assessment.

Level 5:

AESL 050 – Low Advanced Speaking and Listening

Prerequisite: AESL 040, Full Time English Level 4, TOEFL 500 or equivalent. This course provides a highly interactive class that develops low advance speaking and listening skills such that students are able to carry out a variety of simple tasks in straightforward situations in English. Listening, critical thinking skills, and presentation skills are honed through targeted listening and speaking exercises. Students produce both oral and written work for assessment.

AESL 051 – Low Advanced Grammar

Prerequisite: AESL 041, Full-Time English Level 4, TOEFL 500 or equivalent. This course assists students in refining their productive grammar skills, taking them from a low-advance to advance level, so that students are able to carry out a variety of simple tasks in straightforward situations in English. This is accomplished through presentation and practice that begins with controlled exercises and moves to free written and oral production. Students produce both oral and written work for assessment.

AESL 052 – Low Advanced Reading and Writing

Prerequisite: AESL 042, Full-Time English Level 4, TOEFL 500 or equivalent. This course focuses on improving English learners' paragraph structures to an advance level so students are able to meet a number of practical writing needs. This is accomplished through readings that tie in with the writing assignments, grammar activities that occur in the types of writings being taught, and writing assignments that challenge students to improve their writing through the use of peer-revision and self-editing. Students produce written work for assessment.

Level 6:

AESL 060 – Advanced Speaking and Listening

Prerequisite: AESL 050, Full—Time English Level 5, TOEFL 525 or equivalent. This course provides a highly interactive class that develops advance speaking and listening skills such that students are able to speak with ease and poise when in most normal situations of the advance level in English. Listening,

critical thinking skills, and presentation skills are honed through targeted listening and speaking exercises. Students produce both oral and written work for assessment.

AESL 061 – Advanced Grammar

Prerequisite: AESL 051, Full-Time English Level 5, TOEFL 525 or equivalent. This course assists students in refining their productive grammar skills, taking them from low-advance to advance level, so that students are able to speak with ease and poise when in most normal situations of the Intermediate level in English. This is accomplished through presentation and practice that begins with controlled exercises and moves to free written and oral production. Students produce both oral and written work for assessment.

AESL062 – Advanced Reading and Writing

Prerequisite: AESL 052, Full-Time English Level 5, TOEFL 525 or equivalent. This course focuses on improving English learners' paragraph structures to an advance level so students are able to meet all practical writing needs such as taking notes on familiar topics, writing uncomplicated letters, simple summaries, and compositions related to work, school experiences, and topics of current and general interest. This is accomplished through readings that tie in with the writing assignments, grammar activities that occur in the types of writings being taught, and writing assignments that challenge students to improve their writing through the use of peer-revision and self-editing. Students produce written work for assessment.



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As a premier online university since 2005, the University of Northern Virginia began offering degrees online as an option for its diverse student body. The University continuously expands its online programs and offerings of distance education as new technologies have emerged. UNVA's online degree programs – master's degrees, bachelor's degrees, and certificate programs – offer the same accredited curricula as their on-campus equivalents and are competitive with other colleges, online and traditional. By using the two online teaching method – Virtual Professor and Virtual Classroom – UNVA links all international programs together and puts its faculty and students worldwide into its global network.

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As with any course UNVA offers, attendance is required. Students participating in an online course must log into their accounts at least twice per week. For more information, please contact the academics office.



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Academic Calendar

2022 – 2023

Fall Quadmester

September 2022

- 28 New Student Orientation
- 30 Last Day to Register Without Late Fee

October 2022

- 1 Fall Quadmester Begins
- 12 Columbus Day (University Closed, No Classes)
- 15 Last Day for Registration

November 2022

- 11 Veterans Day (University Closed, No Classes)
- 25-30 Thanksgivings (University Closed, No Classes)

December 2022

- 6 Winter Registration Starts
- 13 Last Day to Completely Withdraw
- 23 Fall Quadmester Ends
- 24-4 Winter Break (University Closed)

Winter Quadmester

January 2023

- 4 New Student Orientation
- 4 Last Day to Register Without Late Fee
- 6 Winter Quadmester Begins
- 19 Last Day for Registration
- 18 Martin Luther King, Jr. Holiday (University Closed, No Classes)

February 2023

- 15 President's Day (University Closed, No Classes)

March 2023

- 10 Spring Registration Starts
- 20 Last Day to Completely Withdraw
- 30 Winter Quadmester Ends

Spring Quadmester

April 2023

- 5 New Student Orientation
- 6 Last Day to Register Without Late Fee
- 7 Spring Quadmester Begins
- 19 Last Day for Registration

May 2023

- 30 Memorial Day (University Closed, No Classes)

June 2023

- 11 Summer Registration Starts
- 16 Last Day to Completely Withdraw
- 24 Graduation Commencement
- 27 New Student Orientation
- 28 Last Day to Register Without Late Fee
- 29 Spring Quadmester Ends
- 30 Summer Quadmester Begins

Summer Quadmester

July 2023

- 4 Independence Day Holiday (University Closed, No Classes)
- 12 Last Day for Registration

September 2023

- 5 Labor Day (University Closed, No Classes)
- 9 Fall Registration Starts
- 15 Last Day to Completely Withdraw
- 28 Summer Quadmester Ends

Academic Calendar

2023 – 2024

Fall Quadmester

September 2023

- 28 New Student Orientation
- 30 Last Day to Register Without Late Fee

October 2023

- 1 Fall Quadmester Begins
- 10 Columbus Day (University Closed, No Classes)
- 15 Last Day for Registration

November 2023

- 11 Veterans Day (University Closed, No Classes)
- 23-28 Thanksgivings (University Closed, No Classes)

December 2023

- 6 Winter Registration Starts
- 13 Last Day to Completely Withdraw
- 23 Fall Quadmester Ends
- 24-4 Winter Break (University Closed)

Winter Quadmester

January 2024

- 4 New Student Orientation
- 4 Last Day to Register Without Late Fee
- 5 Winter Quadmester Begins
- 18 Last Day for Registration
- 16 Martin Luther King, Jr. Holiday (University Closed, No Classes)

February 2024

- 20 President's Day (University Closed, No Classes)

March 2024

- 10 Spring Registration Starts
- 20 Last Day to Completely Withdraw
- 29 Winter Quadmester Ends

Spring Quadmester

April 2024

- 4 New Student Orientation
- 5 Last Day to Register Without Late Fee
- 6 Spring Quadmester Begins
- 14 Last Day to Apply for Graduation
- 19 Last Day for Registration

May 2024

- 29 Memorial Day (University Closed, No Classes)

June 2024

- 11 Summer Registration Starts
- 16 Last Day to Completely Withdraw
- 27 Commencement
- 27 New Student Orientation
- 28 Graduation Commencement
- 28 Spring Quadmester Ends

Summer Quadmester

July 2024

- 4 Independence Day Holiday (University Closed, No Classes)
- 5 Summer Quadmester Begins
- 12 Last Day for Registration

September 2024

- 4 Labor Day (University Closed, No Classes)
- 9 Fall Registration Starts
- 15 Last Day to Completely Withdraw
- 26 Summer Quadmester Ends

Academic Calendar

2024 – 2025

Fall Quadmester

September 2024

- 28 New Student Orientation
- 30 Last Day to Register Without Late Fee

October 2024

- 1 Fall Quadmester Begins
- 9 Columbus Day (University Closed, No Classes)
- 15 Last Day for Registration

November 2024

- 11 Veterans Day (University Closed, No Classes)
- 23-28 Thanksgivings (University Closed, No Classes)

December 2024

- 6 Winter Registration Starts
- 13 Last Day to Completely Withdraw
- 23 Fall Quadmester Ends
- 23-4 Winter Break (University Closed)

Winter Quadmester

January 2025

- 4 New Student Orientation
- 4 Last Day to Register Without Late Fee
- 5 Winter Quadmester Begins
- 18 Last Day for Registration
- 15 Martin Luther King, Jr. Holiday (University Closed, No Classes)

February 2025

- 19 President's Day (University Closed, No Classes)

March 2025

- 10 Spring Registration Starts
- 20 Last Day to Completely Withdraw
- 29 Winter Quadmester Ends

Spring Quadmester

April 2025

- 4 New Student Orientation
- 5 Last Day to Register Without Late Fee
- 6 Spring Quadmester Begins
- 14 Last Day to Apply for Graduation
- 19 Last Day for Registration

May 2025

- 28 Memorial Day (University Closed, No Classes)

June 2025

- 11 Summer Registration Starts
- 16 Last Day to Completely Withdraw
- 28 Graduation Commencement
- 29 New Student Orientation
- 29 Last Day to Register Without Late Fee
- 29 Spring Quadmester Ends

Summer Quadmester

July 2025

- 4 Independence Day Holiday (University Closed, No Classes)
- 5 Summer Quadmester Begins
- 12 Last Day for Registration

September 2025

- 3 Labor Day (University Closed, No Classes)
- 9 Fall Registration Starts
- 15 Last Day to Completely Withdraw
- 26 Summer Quadmester Ends

