Welcome to Stratford University

A Personal Message from the President

Dear Student,

Thank you for the interest you have shown in our programs. You have taken the first step toward an exciting and rewarding career. For over thirty-five years, we have helped students just like you find a place on the career ladder of their choice. Many of whom are now in management positions or own their own businesses.

Stratford University is dedicated to competency-based education. Each program provides the skills (or competencies) demanded by employers. More importantly, Stratford University provides a student-centered classroom environment. This means that our faculty members are flexible and will accommodate students with different learning styles and modes without compromising employer-dictated standards. This dual focus, on the student and the employer, is the reason for our success and the success of our domestic and international graduates.

The University’s faculty members have been hand-chosen for their teaching ability, personality traits, and experience in the field. In fact, the entire Stratford University staff works as a team to help you succeed. Because of our commitment to your career success, the educational atmosphere in the school is friendly, helpful, and knowledgeable.

We have designed the placement and instructional programs so you can start in your new career soon after graduation. Because of the quality of our educational product and the enthusiasm of our staff, we have an excellent placement record.

Come and visit the school, even if only virtually, at www.stratford.edu. Any member of the admissions, administration, or instructional teams would enjoy describing how Stratford can help you achieve your goals. We look forward to welcoming you to the Stratford community.

Richard R. Shurtz, II. PhD
President
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General Information

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Mission

Stratford University is a private institution of higher learning. The student body is diverse, including recent high school graduates, working professionals, international students, and persons desiring to change their career fields. The mission of Stratford University is to prepare students for rewarding careers by providing quality educational programs that meet the changing needs of employers in high-demand industries. In order to meet this mission, the University offers a variety of certificate, diploma, associate, bachelor, and graduate programs in emerging and high employment demand fields. To meet the needs of a diverse community of learners, the University provides education that balances technical, professional, and critical thinking components. In pursuit of this mission, the University seeks to ensure:

- Student’s career goals are met by matching students with appropriate programs of study
- A quality learning experience by employing faculty committed to learning and who demonstrate excellent teaching skills
- Relevant curricula through input from the governing board, advisory boards, and graduates
- Student success through a comprehensive support program including financial planning, academic assistance, and other student services

Instructional Philosophy

The face and climate of today’s business world is changing rapidly. Economic growth and the constantly changing needs of modern industries can provide exciting and challenging opportunities for qualified graduates. Stratford University is at the forefront of these changes and is dedicated to assisting graduates with employment in the evolving job market. The University’s innovative approach to education helps graduates gain the skills and self-confidence needed to be successful.

Stratford University seeks to provide students with the relevant skills and knowledge to lead them to satisfying careers while maximizing their personal and academic growth. The University is able to achieve these goals through carefully-planned academic programs and career advising, including timely curriculum revisions, hands-on learning experiences in appropriate undergraduate courses, and individual help.

- **Instructional Focus:** Programs are directed toward specific instructional goals coupled with small class size. All curricula, presentations, supportive reference materials, and student-teacher interactions are collectively driven by this strategy.

- **Communication:** Effective use of communication reinforces the instructional message. Creative seating arrangements and small group projects are used to encourage student to student and student to teacher interaction. Programs are structured to cultivate an environment of teamwork.

- **Self-Discovery:** Hands-on learning using actual equipment is essential to the University’s instructional methodology. The University recognizes hands-on learning as a key to long-term retention of information. In the final analysis, the University combines sound instructional technology with an insight into the career market to produce a valuable and unique educational experience.

Public Service

Stratford University understands that community service contributes to its mission. To this end, the University maintains effective and continuous community relations. The University is involved in activities at the national, regional, and local levels. The program representatives are continually developing relationships with various persons and organizations. The University strives to provide and support organizations for the homeless, veterans, and women in need.

History

Richard Shurtz Sr. established American Transportation Institute (ATI) in 1976. ATI offered certificate programs in the transportation industry. The programs included training for travel agents, hotel and restaurant management, and bartenders. The single Falls Church campus featured an on-site travel agency which worked with airline and railroad travel. Dr. Richard Shurtz, II and Mary Ann Shurtz took over the company in 1986. ATI became Stratford College in 1998 and began offering associate degree programs in culinary arts and information technology. Dr. Shurtz named the college after Stratford-upon-Avon and his love of literature and travel. In 2001, Stratford College began offering master degrees and became Stratford University. The University is dedicated to changing with the times to provide its students with education in high-demand industries.

Accreditation

Stratford University is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award certificate, diploma, associate, bachelor, and master degrees. ACICS is listed as a
nationally recognized accreditation agency by the U.S. Department of Education and is recognized by the Council for Higher Education Accreditation (CHEA), a national advocate and institutional voice for self-regulation of academic quality through accreditation. CHEA is an association of 3,000 degree-granting colleges and universities and recognizes 60 institutional and programmatic accrediting organizations.

Stratford University is exempt from certification by the State Council of Higher Education for Virginia (SCHEV) to operate campuses in Virginia as it has been properly accredited by an accrediting body recognized by the U.S. Department of Education in excess of ten years.

The undergraduate and graduate programs are approved for federal student financial aid by the U.S. Department of Education. The University has the authority to issue I-20s by the U.S. Immigration and Naturalization Service for F-1 visas. All programs have been approved for the training of veterans. The Virginia and the District of Columbia Rehabilitation Services approve all programs.

The Maryland Higher Education Commission (MHEC) has approved Stratford University to operate a campus in Baltimore, Maryland. Stratford University carefully monitors developments in Maryland state law and acts promptly to meet all requirements.

A copy of the documentation describing the institution’s licensure, registration, authorization, or certification is made available to any enrolled or prospective student upon request. To make this request contact Stratford University Compliance Manager: compliance@stratford.edu.

The Virginia Board of Nursing provisionally approves the Bachelor of Science in Nursing program to accept students. Students are eligible to sit for the NCLEX-RN examination after graduating from the program. The baccalaureate program at Stratford University is accredited by the Commission on Collegiate Nursing Education (CCNE), One DuPont Circle, NW, Suite 530, Washington, DC 20036, (202) 887-6791.

Collegiate Memberships and Affiliations

Stratford University is proud of its industry and educational affiliations and continues to expand these relationships. It establishes a broad range of contacts for graduates. Some of these contacts include:

- American Culinary Federation Foundation Accrediting Commission, Accredited Member
- American Hotel and Lodging Association, Partner
- Association of Private Sector Colleges and Universities, Member
- Careers through Culinary Arts Program (CCAP), Supporting Member
- Council on Hotel, Restaurant, and Institutional Education, Member
- Fairfax County Chamber of Commerce, Member
- Fredericksburg Regional Chamber of Commerce, Member, Woodbridge Campus
- International Association of Culinary Professionals, Member
- Islamic Saudi Academy, Business Partner
- National Association of Foreign Student Advisors (NAFSA), Member
- National Healthcareer Association (NHA), Member
- National League for Nursing (NLN), Member
- National Student Nurse Association (NSNA), Chapter Member
- Northern Virginia Technology Council, Member
- Northern Virginia Workforce Investment Board, Member
- Online College Library Center (OCLC) Eastern, Member
- Prince William County Chamber of Commerce, Member
- Restaurant Association of Metropolitan Washington, Associate Member
- Richmond Chamber of Commerce, Member, Glen Allen Campus
- Service Members Opportunity Colleges Consortium, Member
- Southern Association of Student Financial Aid Administrators, Member
- Virginia Career College Association, Board Member
- Virginia Association of Student Financial Aid Administrators, Member
- West Potomac High School, Business Partner

Awards and Honors

- Dr. Richard R. Shurtz, II, Stratford University president, won the 2009 Ernst & Young Entrepreneur of the Year award in Greater Washington for the Government/Education Services category
• Stratford University was ranked as one of the Top 100 Graduate Degree Producers for All Disciplines in 2009 by Diverse Education

Changes to Catalog, Procedures, or Policy

This University catalog is current at the time of printing. At any time, it may be necessary or desirable for Stratford University to make changes to this catalog due to the requirements and standards of the University’s accrediting body, state, licensing agency, U.S. Department of Education, market conditions, employer needs, or other reasons. The University reserves the right to make changes to any portion of this catalog, including the amount of tuition and fees, academic programs and courses, program completion and graduation requirements, policies and procedures, faculty and administrative staff, the academic calendar and other dates, attendance policies, grievance and complaint procedures, and other provisions.

Stratford University also reserves the right to make changes in equipment and instructional materials; modify curriculum; and when size and curriculum permit, to combine courses. The campus director and/or campus dean should be contacted for information concerning any such changes. These changes are published in the catalog addendum available on the University website at www.stratford.edu/catalog.

Legal Control

Stratford University is a proprietary institution of higher education and is a wholly owned subsidiary of Stratford University, Inc. The control of University operations rests with its Governing Board of Directors, which is composed of the following members:

Richard R. Shurtz, II, PhD, President
Mary Ann Shurtz, Executive Vice President

The Stratford University Governing Board of Directors is the designated policy-making agency for Stratford University, Inc. and shall have all of the powers and duties to ensure all University departments comply with the policies, procedures, and regulations of all accrediting bodies. University Administration is located at 3201 Jermantown Road, Suite 500, Fairfax, VA 22030.

University Administration

Dr. Richard R. Shurtz, II
Mary Ann Shurtz
John Dovi, CPA
Benoit Cossart
Feroze Khan
Bridget Heekin
Kevin Coughenour

President, Chief Executive Officer
Executive Vice President
Chief Financial Officer
Chief Operating Officer
Vice President, International Programs
Vice President, Human Resources
Vice President, IT

Campuses

Description of Facilities

Stratford University campuses have been designed for students’ educational convenience. All classrooms are equipped with whiteboards, comfortable seating, ceiling mounted projectors, projection screens, computer cabling and wireless Internet access. The University has general purpose and state-of-the-art specialized classrooms. General purpose classrooms are traditional rooms with specific scheduling requirements determined by best matching the subject being presented with consideration of the room and class size. Scheduling priority is given to courses where the instructor requires technology to support the delivery of instruction and where the technology is used on a regular basis. Specialized classrooms have been equipped with information technology equipment, laboratory equipment and supplies, or specialized resources as needed in the culinary and the health sciences programs. Classrooms, media services, and computer laboratories are available for use when classes are not in session.

Learning Resource Center

The learning resource center at each location serves the study and research needs of the students, faculty, and staff of Stratford University. The learning resource center collection and resources consist of various media types including books, DVDs, periodicals, databases, and electronic resources. While the size and scope of the learning resource center at each campus varies based on the size of the student body, the learning resource center remains a central resource to each campus community, with appropriate print and digital media resources, Internet and database access, and professional staff. The libraries at all locations offer research assistance to students.

Military Student Office

Stratford University welcomes applications from active duty military, veterans, reservists, eligible spouses, and dependents. Eligible
students can apply benefits to their education at the university from
the following programs:

- Chapter 33 Post-9/11 G.I. Bill
- Chapter 30 Montgomery G.I. Bill
- Chapter 35 Dependent and Survivor
- Chapters 1606 and 1607 Reserve G.I. Bill
- Chapter 31 Vocational Rehabilitation
- Active Duty Tuition Assistance (TA) through Navy, Marines, Army, Air Force, and National Guard
- MyCAA Military Spouse Scholarship

The VA Certifying Official on campus provides assistance in applying for benefits through the VA or service component, and also serves as a one-stop shop for guidance on all questions about the University. The School Certifying Official (SCO) also provides initial information about University resources available to the military community when students enter the University and is also available to assist students throughout their program.

Stratford University has aligned with Presidential Executive Order 13607 “Principles of Excellence”, and also works to implement President Obama’s “8 Keys to Success”. These programs were created to ensure the military community students receive the support needed to succeed in their education and professional lives. For more information on these programs and how Stratford is working to make the University experience of the military community even better, go to http://www.stratford.edu/mso.

International Student Office

The Falls Church campus houses the International Student Office and provides support for international students including admissions assistance and obtaining F-1/J-1 visas, transferring universities, securing housing, travelling inside and outside the U.S., obtaining CPT and OPT employment authorization, and advice for securing H-1 visas. The office serves as the gateway to Stratford for the international student community at the Falls Church campus. For other campuses, international student support is available through the Office of Admissions.

Student Support Services

Student Support Services provides a wide variety of services to maximize student satisfaction, personal, and academic success. It links students to a wide range of community services, including, but not limited to, housing, transportation, and child care resources. Student Support Services is also responsible for student orientation, activities, workshops, and academic support.

The University believes that student organizations are vital to the development of the student. Student Support Services works with students to form clubs and organizations in keeping with the mission of the University. To find out more about current organizations or how to initiate one, please check with Student Support Services.
Student Resources

Tutoring Program: Stratford University offers tutoring services and academic support to all students. There is no charge to students for tutoring services. Professional and peer tutors provide tutoring on a one-on-one or group study basis. Each campus provides assistance in a diverse range of subjects, which include English, mathematics, specific areas of study, and academic skills development.

Students requesting tutoring must attend all classes, clarify their needs with the tutor, bring all materials to tutoring sessions, share academic progress and concerns with tutor, and complete an evaluation after completing tutoring session(s).

Student Activities: Student activities are scheduled throughout the year. This includes on-campus entertainment; campus sponsored mixer cookouts, cookie, and pizza nights; and access to recreational, cultural, and social events. The University posts all activities by calendar and by social media. In addition, students are notified by e-mail and flyers around each campus. Student Support Services at Falls Church publishes the Stratford Times student newsletter on a periodic basis.

Housing Assistance: Information about low-cost or student-friendly housing is available through the Student Support Services office.

Student Discounts

- Software discounts – Ask the IT Service Desk for more information
- Amazon Student – Get 50% off an Amazon Prime membership
- Ask about student discounts – Show a Stratford Student ID anywhere offering student discounts

International Student Resources

Health Insurance: Health insurance is strongly recommended and the International Student Office or the Student Support Services can recommend health insurance providers to students through sources not associated with the University.

Curricular Practical Training: Curricular Practical Training (CPT) is a work authorization for students holding F-1 visas. CPT is specialized, curriculum-based training linked to the student’s field of study. Students may pursue CPT opportunities during their enrollment at the University and they are available to F-1 undergraduate students after completing one academic year of full-time enrollment and to graduate students after completing one quarter of enrollment. CPT is only authorized for students who have a valid, verifiable internship offer related to the program. For detailed information on the CPT policy, procedures, and requirements please refer to the CPT policy available under the International Student Office section of the University website.

Optional Practical Training: Optional Practical Training (OPT) is specialized training students seek in their field of study and can be granted for up to one year. Interested students can apply for OPT 90 days prior to graduating and must apply by the end of their degree program. Each time a student seeks a higher level of education they become eligible for another period of OPT. F-1 students who have completed a science, technology, engineering, or mathematics (STEM) degree and accept employment with employers enrolled in the U.S. Citizenship and Immigration Services’ (USCIS) E-Verify employment verification program are eligible for an extension of 17 months, in addition to their initial 12 months of OPT. This rule extends the maximum period of OPT from 12 months to 29 months, as long as the job is directly related to the student’s area of study. Students participating in OPT are subject to all F-1 rules and regulations and are required to contact the ISO every six months to confirm their OPT employment. OPT students who change employers or residences must notify the ISO immediately upon the change.

Parking

Parking is readily available at all campuses and is free to inquiring and current students. Parking lots are lighted, well secured, and have clearly marked spaces for handicapped parking. Stratford University is not liable for any vehicle damage occurring in the parking lots. Students and University guests are responsible for their possessions at all times while on-campus.
Alexandria Campus
2900 Eisenhower Avenue, Alexandria, VA 22314
(571) 257-7405
(800) 444-0804 toll free

Campus Description
The Alexandria campus is nearly 60,000 square feet. The campus is located adjacent to the I-495 on Eisenhower Avenue. Parking and building entry occupy the first floor, with reception and campus administration on the second floor. Classrooms occupy the second, third, fourth, and fifth floors. In addition, the campus has a large auditorium, computer and health sciences labs, a spacious learning resource center, student break areas, private student guidance and advising rooms, faculty offices, and a modern administrative work space. The campus has ample lighted, covered parking in the adjacent parking garage, pleasant landscaping, and easy access to nearby businesses and restaurants.

Directions
From points north: Take I-495 S/I-95 S toward Richmond. Take exit 176B/VA-241N/Telegraph Road; keep right at fork toward Pershing Avenue. Turn right onto Stovall Street and take first right onto Eisenhower Avenue. Make a U-turn at Bluestone Road. The campus is on the left.

From points south: Take I-95 N and exit at 174/Eisenhower Avenue. Turn right onto Eisenhower Avenue; the campus is on the right.

By Metro: From the Eisenhower station, go west on Eisenhower Avenue 4/5 of a mile. Turn left at Mill Road and take the service drive approximately 500 yards. From the Van Dorn station, take the Metro Bus to the Alexandria Tech Center stop. Come in and turn right at the circular drive.

Falls Church Campus
7777 Leesburg Pike, Falls Church, VA 22043
(703) 821-8570
(800) 444-0804 toll-free

Campus Description
The Falls Church campus is 53,000 square feet and located near Tyson’s Corner in Falls Church, VA. Reception, the Office of Admissions, the Office of the Registrar, Learning resource center, International Student Office, and Office of Student Accounts occupy the lobby level. Classrooms are located on the first, second, fourth, and fifth floors. The Falls Church campus has 22 classrooms. The University offers fine dining to the public in the Escoffier Dining Room. The campus has access to many off-site dining establishments. The parking lot surrounding the building is free and available during campus hours.

Directions
From I-495/Capital Beltway: Take exit 47B, Route 7 East/Leesburg Pike, toward Falls Church. Turn right at the first light onto Ramada Road. Stratford University is on the left.

From I-66: Take exit 66, Route 7 West/Leesburg Pike, toward Tyson’s Corner. Route 66 inside the Capital Beltway has HOV restrictions, please pay attention to signs. Turn left at Ramada Road (on the right is Lisle Avenue), just before I-495/Capital Beltway. Stratford University is on the left.

By Metrorail and Metro Bus: Take the Orange Line (Vienna) Metrorail to the West Falls Church Metro Station. Take the Westbound 28A or 28B Metro Bus to the Leesburg Pike and Lisle Avenue stop. Cross over Route 7, Leesburg Pike, to Ramada Road. Stratford University is on the left.
Glen Allen Campus
11104 West Broad Street, Glen Allen, VA 23060
(804) 290-4231
(877) 373-5173 toll-free

Campus Description
The Glen Allen campus opened in October 2010 and is located in a 53,000 square foot building. The campus has a large auditorium; health sciences, culinary, and computer labs; learning resource center; student break areas; private student guidance and advising rooms; faculty offices; and a modern administrative work space. There is a child care service offered on-campus available to students. The campus has ample lighted parking for students and visitors and pleasant landscaping. The Glen Allen campus has 22 classrooms. The University offers fine dining in the Lucien Olivier Dining Room. The campus has access to many off-site dining establishments.

Directions
From points north: Take I-95 South to exit 84B/Charlottesville. Take exit 43D on left to US-1 South/Richmond. Keep left at the fork and follow signs for I-295/I-52W/Charlottesville and merge onto I-295. Take exit 53B to I-64 East. Take exit 178A and merge onto W. Broad Street toward Short Pump. The campus is on the right.

From points south: Take US-1 North/US-301; merge onto VA-288 South via the ramp to I-95. Take the exit onto I-95 toward Richmond. Take slight right at I-64 West and take exit 178A to merge onto W. Broad Street toward Short Pump. The campus is on the right.

From I-64: Take exit 178A to merge onto W. Broad Street toward Short Pump. The campus is on the right.

Newport News Campus
836 J. Clyde Morris Boulevard, Newport News, VA 23601
(757) 873-4235
(855) 873-4235 toll-free

Campus Description
The Newport News campus opened in May 2012 and is a 63,000 square foot facility. The campus has a learning resource center; a large auditorium; health sciences, culinary, and computer labs; learning resource center; student break areas; private student guidance and advising rooms; faculty offices; and a modern administrative work space. The campus has ample lighted parking for students and visitors and pleasant landscaping. The Newport News campus has 19 classrooms.

Directions
Take I-64; take exit 258A to merge onto US-17 South/J. Clyde Morris Boulevard. Make a U-turn at Diligence Drive; the campus is on the right.
Virginia Beach Campus
555 South Independence Boulevard, Virginia Beach, VA 23452
(757) 497-4466
(866) 528-8363 toll-free

Campus Description
The Virginia Beach campus was built in 2013, is 61,000 square feet, and located in Virginia’s beautiful tidewater region. The campus has an auditorium; dining room; health sciences, culinary, and computer labs; a learning resource center; private student guidance and advising rooms; student break areas; and a modern faculty/administrative staff work space. The campus has ample lighted parking for students and visitors and pleasant landscaping. The Virginia Beach campus has 19 classrooms. The parking lot surrounding the building is free and available during campus hours.

Directions
From I-64 E: Take exit 282, US-13N/Northampton Boulevard toward Chesapeake Bay/Bridge Tunnel. Exit onto VA-225S/Independence Boulevard. The campus is on the right.

From I-64 W: Take exit 282, US-13N/Northampton Boulevard toward Chesapeake Bay/Bridge Tunnel. Exit onto VA-225S/Independence Boulevard. The campus is on the right.

From I-264: Take Exit 17A, Independence Blvd/Princess Anne Rd. Exit onto VA-225S/Independence Boulevard. The campus is on the right.

Woodbridge Campus
14349 Gideon Drive, Woodbridge, VA 22192
(703) 897-1982
(888) 546-1250 toll-free

Campus Description
The Woodbridge campus opened in March 2009 and is located in a 43,000 square foot building adjacent to Potomac Mills Mall. The campus has a group lecture area; health sciences, culinary, and computer labs; a learning resource center; private student guidance and advising rooms; and student break areas. The campus has ample lighted parking for students and visitors and pleasant landscaping. The Woodbridge campus has 19 classrooms. The University offers fine dining in the Carême Dining Room. The campus has access to many off-site dining establishments.

Directions
From I-95: Take exit 156/Dale City. Stay to the right after exiting and turn right at the stoplight. Continue straight onto Gideon Drive. The campus is located on the corner of Gideon Drive and Telegraph Road.

From points west: Take I-66 East to exit 44, towards Manassas/Dumfries, and merge onto VA-234. Turn left onto VA-642W/Hoadly Road. Turn left onto Gideon Drive. The campus is located on the corner of Gideon Drive and Telegraph Road.

From points east: From I-495/Capital Beltway, take I-95 South to exit 156, Dale City. Stay to the right after exiting and turn right at the stoplight. Continue straight onto Gideon Drive. The campus is located on the corner of Gideon Drive and Telegraph Road.
Policies and Procedures

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Attendance Policy

Stratford University faculty members take and record attendance in the self-service portal. Students are expected to attend and be on time for all regularly scheduled campus classes and labs. Online attendance is demonstrated through student participation in assigned activities which include, but are not limited to, submission of academic assignments, completing quizzes or exams, or participating in discussion boards. Logging into a course without active participation does not constitute attendance. Students are responsible for all scheduled course time, course requirements, and course material. If a student is forced to miss class or an assignment, the student is expected to contact the faculty member to request make-up work and/or additional time. Faculty members are not required to assign make-up work for missed classes.

Students who have a circumstance for which they must be absent, arrive late, or leave class early are responsible to obtain the faculty member’s permission in advance. Circumstances may include, but are not limited to, serious illness of the student or immediate family member for whom the student is the primary caregiver, death of an immediate family member, military deployment, or unforeseen travel or relocation due to employment. Students who encounter an emergency requiring them to miss a non-lecture class must contact the faculty member as early as possible. A student who is late to class or leaves early may be marked absent at the faculty member’s discretion. Excessive absences, tardiness, or leaving early make it difficult for a student to meet academic objectives and causes a student to receive a lower grade including the possibility of failing the course, even if the circumstances were unavoidable.

Appeals for Absences

A student who is absent without notification is contacted by the faculty member and Student Support Services. Upon reaching three consecutive absences, notification is sent to the student explaining they have reached the absence limit for the course and must file an appeal to remain in the course. The appeal form is attached with the notification and explains the required documentation for submission to the campus dean. The student has five business days to submit the appeal and is instructed to attend class during that period.

If the appeal is not granted, the student is informed of the decision; the registrar removes the student from the course as of the date of the third absence, and assigns a grade based on attendance withdrawal guidelines. If the appeal is granted, the student is informed of the decision and reminded any additional absences result in immediate removal from the course with grade based on attendance withdrawal guidelines. If circumstances are such that due to length of the class absences or the length of the anticipated absence, the preferable course of action is withdrawal, the student may petition the campus director for a tuition adjustment based on the University refund policy.

Standard Term of Non-Attendance

Students are eligible for a Standard Term of Non-Attendance (STNA) after they complete their first quarter of enrollment at Stratford University; however, students must return the following quarter and register for courses. As such, students are not required to repeat the admissions process; if a student does not return in the subsequent term, the beginning of the STNA marks the start of the non-enrolled period. A student who is not enrolled for five quarters or more must follow the Return Student process in the Admissions section of this catalog. Students may take one quarter of STNA per academic year; however, students may not take two consecutive quarters of STNA and must conform to the Title IV and F-1 Visa policies below.

Title IV Recipients

If Title IV recipients are not enrolled for one quarter, their withdrawal status is updated in the National Student Loan Data System (NSLDS). If they begin courses within the academic year, their status converts to active. However, the loss in grace period will be reduced by the withdrawal period. This policy is required by federal student aid regulations to ensure the loan repayment start date is not improperly extended. Students who plan to return the next quarter are encouraged to plan their course schedule with an academic advisor prior to leaving for the term.

Students on F-1 Visas

STNA for international students is reported to SEVIS as a leave of absence (LOA). A leave of absence for annual vacation within the U.S. for an F-1 student are not approved if the student has not studied one academic year on F-1 status. Students taking personal leave and traveling outside of the U.S. may take a LOA as early as the second term. The student must leave U.S. soil within ten business days after the start of the quarter and reenter the country within 30 days of the next quarter. Students are required to submit their purchased itinerary to the International Student Office (ISO) with their STNA form and confirm their travel dates with their designated school official (DSO) 30 days prior to their return to the U.S. Students who do not meet any of these conditions for a leave of absence violate their visa status if they remain in the U.S. on an F-1 visa without enrolling. Students who travel outside the country, but not within the guidelines provided by the ISO may face problems with immigration when re-entering the country. All students must
apply for STNA and obtain approval of required officials. Students who fail to follow the established procedure are withdrawn from the University.

All leave of absence request forms must be signed by the designated department representative. Any variations from this policy due to mitigating circumstances must be approved by the designated department representative and the campus director.

Withdrawal Policy

The process by which students are removed from courses is a withdrawal. Withdrawals may be University or student initiated and may affect all or individual courses. Additionally, withdrawals affect new or continuing students, reflect on student transcripts, and are appealable. The effect on student charges are determined by the last date of attendance (LDA) and refunds are issued based on the date of determination (DOD) which is always fourteen calendar days forward from the last date of attendance.

Student-Initiated

Cancel: A new student who intends to withdraw from the University anytime during the first quarter he/she is registered should submit a cancellation form to the Office of the Registrar or on the self-service portal. The transcript does not reflect enrollment in any courses, charges are reversed, and any funds returned. A new student who does not attend classes is cancelled; non-attendance constitutes student-initiation. Student Support Services contacts these students to notify them of the cancellation.

Drop: Continuing students may drop all or individual courses from the first day after Add/Drop Period to the end of seventh week in C session, end of fourth week in A session, and end of ninth week in B session. Courses dropped before these dates receive a W grade; courses dropped after these dates receive grades based on student achievements. Withdrawal forms are available in the Office of the Registrar or through the self-service portal. The last date of attendance is the last recorded date of attendance. Refunds are based on the refund policy published in this catalog.

University-Initiated

Failure to register: Continuing students who do not register for a subsequent term or who do not return from STNA are withdrawn from the University. This is determined at the end of the Add/Drop Period. The last date of attendance is recorded as the last day of the previous quarter. The transcript does not reflect enrollment and there are no charges.

Failure to attend: Continuing students who do not attend the first three course meetings of all courses is withdrawn from the University. This is determined after the third scheduled class is missed. The last day of attendance is recorded as the last day of the previous quarter. The transcript does not reflect enrollment in these courses, charges are reversed, and any funds returned.

Attendance: A continuing student who is absent from three consecutive course meetings which are not the first three course meetings is withdrawn. This may be for one or all courses for which the student is registered. If the three consecutive absences occur at or before the end of seventh week in C session, fourth week in A session, or ninth week in B session, the student receives a W grade. If any or all of the absences occur after these dates, grades are awarded based on student achievement. The last date of attendance is the last recorded date of attendance. Refunds are based on the refund policy published in this catalog. Students may appeal this action based on the attendance appeals process published in this catalog.

No show: Any student who does not attend the first three course meetings of an individual course is withdrawn from that course. This is determined after the third scheduled class is missed. The transcript does not reflect enrollment in these courses, charges are reversed, and any funds returned. The student who simply does not show up to class, makes no effort to get in touch with the instructor, and is unresponsive to communication from student services and/or the instructor may not appeal; students in other circumstances may appeal following the appeal process.

Re-Entry after Withdrawal

Students who have been withdrawn from all courses or the University entirely must complete a re-entry form prior to registering for a subsequent term. Re-entry students are those who have been away from the University less than five quarters; this includes students who are re-entering after a successful appeal to a withdrawal. Students enroll into the same program and catalog year as previously enrolled. This form is available from the student’s program department or the Office of the Registrar.

Formal Grievance Procedures

Student success is a priority at Stratford University. The faculty and staff attempt to create an atmosphere conducive to learning. The University strives to be open to concerns of all interested parties. The formal grievance procedure is available for student concerns which cannot be resolved by the faculty member. Students should first discuss the problem with the faculty member and the designated department representative, if necessary. If the problem is not resolved after a reasonable amount of time, the student should
contact the campus director. Similarly, faculty concerns should be brought to the attention of the designated department representative for which they teach.

The campus director and all other department directors maintain an open-door policy. Students and faculty may express concerns to any of these individuals. At the written request of a student or faculty member, the Academic/Faculty Policy Committee comprised of the campus director and two senior, uninvolved staff members are convened to address concerns which remain unresolved. This Committee meets in a timely fashion and the decision(s) of the committee are sent to the student or faculty member in writing. If, after following the above stated procedure, the student or faculty member feels the concerns have not been resolved, these concerns may be sent in writing to the following:

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

Students may contact the Office of the Inspector General (OIG) Fraud Prevention Hotline if there is suspected fraud, waste, or abuse involving U.S. Department of Education funds or programs. Complaints or concerns are evaluated and may receive further investigation by the OIG or other offices within the U.S. Department of Education. The hotline does not provide updates concerning OIG activities.

Inspector General’s Hotline  
Office of the Inspector General  
U.S. Department of Education  
100 Maryland Avenue, SW  
Washington, DC 20202  
(800) 647-8733

Maryland residents who wish to file a complaint about their educational experience in Stratford University programs may contact the following oversight bodies:

Maryland Higher Education Commission  
6 North Liberty Street, 10th Floor  
Baltimore, MD 21202  
(410) 767-3388  
http://www.mhec.state.md.us/higherEd/acadAff/MHECStudentComplaintProcess.pdf

Office of the Attorney General  
Consumer Protection Division  
200 St. Paul Street  
Baltimore, MD 21202  
Consumer Protection Hotline: (410) 528-8662  
Toll Free: (888) 743-0823  
consumer@oag.state.md.us  
http://www.oag.state.md.us/Consumer/ConsumerComplaint.htm

Under the aegis of the State Authorization Reciprocity Agreements (SARA) Stratford University accepts oversight by the State Council of Higher Education in Virginia (SCHEV) for students enrolled in distance education courses or programs. Students who have unresolved complaints or concerns should contact SCHEV for assistance.

State Council of Higher Education for Virginia  
101 N. 14th St., 10th Floor  
James Monroe Building  
Richmond, VA 23219  
Tel: (804)225-2600  
Fax: (804)225-2604  
http://www.schev.edu/students/studentcomplaint.asp

**Honor Code**

The Honor Code is a formal process governing student conduct at Stratford University. It governs conduct directly related to academic life of the University and is in effect during all phases of a student’s academic career. The policy is applicable to any academically related experience involving University students whether occurring on-campus, in a distance learning situation, or at host institutions or sites. Honor Code violations may occur on an exam, test, quiz, laboratory, out of class assignment, during online work, or on any other work submitted by a student to fulfill course requirements and presented as solely the work of the student. Soliciting the assistance of another to commit an act of academic dishonesty or intentionally or knowingly helping or attempting to help another commit an act of academic dishonesty are also Honor Code violations.

When a student is found responsible for a first violation, the faculty member makes the final decision about a grade-related sanction using the ranges outlined below. Additional sanctions, including dismissal from the University, may be recommended by the faculty member, but must be assigned by the campus dean and campus director. Any second violation, proven or admitted, results in failure of the course and may include dismissal from the University. All recommendations for dismissal by faculty after a second offense must be reviewed and approved by the campus dean and director. In order to help students learn from their experiences, remedial activities may be assigned in addition to sanctions, particularly for first violations. These activities may be chosen by the faculty member.
who may also choose to include such assignments in the course grade.

Cheating
The use or attempted use of unauthorized materials, information, or study aids in any academic exercise is considered cheating. This may include, but is not limited to, unauthorized copying from the work of another student, using notes or other unauthorized materials during an exam, giving or receiving information or assistance on work when it is expected a student will do individual work, or engaging in any similar act that violates the concept of academic integrity.

Plagiarism
Representing the work of another as one’s own in any academic exercise is considered plagiarism. This can occur on any paper, report, or other work submitted to fulfill course requirements or as part of an educational activity. This includes submitting work done by another, whether a commercial or non-commercial enterprise, including websites, as one’s own work. Plagiarism can also be a misrepresentation caused by failure to document sources accurately, thoroughly, and appropriately; the use of information or phrasing from any source not cited or included in the bibliography and references; or submitting as one’s own work done by, copied from, or purchased from another.

Falsification
The invention or alteration of information or citation in an academic exercise is considered falsification. This includes knowingly reporting data, research, or reports as different from what actually occurred; falsely reporting attendance or participation in class, practicum, internship, or other types of field work experience; or submission of falsified excuses for tardiness or absences in such experiences. Falsification also includes submitting work to meet the requirements of one course when it was done in whole or in part to meet the requirements of another course, unless special permission has been granted from the faculty members involved. Exceptions to this provision must be given prior approval by the faculty member to whom the work is to be submitted. The recommended penalties for a first violation are at a minimum failure of the assignment or exam and the maximum is dismissal from the course for the term.

First Violation
A faculty member who believes a violation has occurred must contact the designated department representative to determine whether a prior violation was committed by the student. If the alleged violation of the Honor Code is a first violation, it may be resolved through a faculty-student joint conference or by requesting an Academic Integrity Review to determine the accuracy of the allegations and assign appropriate penalties, if warranted. The joint conference is to be held at a time acceptable to both parties. The faculty member informs the student of the details of the suspected violation and the reasons for believing it has occurred. The faculty member is under no obligation to disclose third-party individuals at this time. The minimum penalty for a first violation may be failure of the assignment and the maximum is failure of the course.

Second Violation
If a student has been found to have committed an Honor Code violation at any time during enrollment at the University, any subsequent violation is considered as a second violation. Thus, a violation committed by a graduate student who also committed a violation as a Stratford undergraduate would be classified as a second violation. If the alleged violation of the Honor Code is a second violation, a joint conference may be held to determine whether the allegation has merit. An Academic Integrity Review by the campus dean is conducted regarding all alleged second violations in addition to or in replace of the joint conference. All proven second violations of the Honor Code result in failure of the course and dismissal for the term. These decisions must be approved by the campus director and dean. Only these individuals may recommend alternative actions.

Withdrawal from a Course after an Alleged Violation
A student accused of an Honor Code violation may withdraw from the course in which the offense is alleged to have occurred only if the proposed penalty is less severe than failure of the course, dismissal for the term, or from the University. In all other situations, the student cannot withdraw. A record of a proven violation is kept even if a student is able to withdraw.

Academic Integrity Review by the Campus Dean
An Academic Integrity Review is conducted if the student does not admit responsibility for the violation, disagrees with the penalty assessed, or prefers not to enter into the joint conference with the faculty member. In addition, a faculty member not wishing to hold a faculty-student joint conference can request an Academic Integrity Review with the campus dean. If the alleged violation is a second violation, an Academic Integrity Review must be held. The campus dean either upholds faculty decisions or recommends an alternate grade-related penalty to the faculty member, who retains final discretion in assigning the grade if the student is found responsible.
The campus dean may assign additional educational activities to the grade-related penalty assigned by the faculty member.

**Non-Academic Dishonesty or Misconduct**

- Physical and/or psychological abuse, threat, or harassment
- Initiation of; causing to be initiated; any false report; or warning or threat of fire, explosion, or other emergency
- Unauthorized use; possession; or storage of any weapon, dangerous chemical, or explosive element
- Disrupting, obstructing, or interfering with University-sponsored events
- Theft of University equipment, products, and supply materials; this includes software protected by copyright. Students may not copy the University’s software without permission of the copyright holder. Additionally, students may not place personal software on the University’s computers or damage or destroy either software or computers.
- Unauthorized possession, use, sale, or distribution of alcoholic beverages or any illegal or controlled substances
- Gambling or holding a raffle or lottery at the University without approval
- Disorderly, lewd, or obscene conduct
- A breach of established or reasonable classroom safety procedures

**Warning, Probation, or Dismissal**

Depending on the seriousness of the conduct violation, a student may be issued a written warning. This letter may be from a faculty member, designated department representative, the campus dean, or director. The student may be put on probation for a second or more serious violation. The length and academic consequences of this probation is determined by the University staff or faculty issuing it. This is documented in the student’s file. Students are dismissed from the University after a third or very serious violation. The student may be dismissed after only one violation if the severity of the instance warrants dismissal. This type of disciplinary action is determined by a joint decision of the campus dean and director. The student may appeal these decisions following the procedures listed in this catalog. This is documented in the student’s file.

The following may be considered as cause for warning, probation, or dismissal:

- Academic or non-academic dishonesty of any kind
- Failure to maintain Satisfactory Academic Progress
- Violation of University policies and procedures
- Failure to maintain financial obligations

**Conduct Appeals Process**

After reviewing all pertinent information, informing the student of charges, and meeting with the student, the campus director or a designated representative may impose disciplinary actions or dismiss the charges. A student that is dissatisfied with this decision may appeal the case to the Review Committee. The Review Committee is composed of at least three University members and selected for each appeal based on their availability and to avoid the perception of any conflict of interest that might jeopardize a fair hearing for the student. The student has the right to call witnesses. The Review Committee hears the appeal in a timely manner. The campus director presents the case against the student. The Review Board’s decision is submitted in writing and its decision is final. If the student is not under probation or dismissed from the University, enrollment may continue.

**Inclement Weather Policy**

Due to adverse weather conditions, Stratford University may be required to close, have delayed opening, or early closing. The University recognizes the importance of students attending class, thus, every effort is made to hold classes during inclement weather as long as staff, faculty, and student safety is not compromised. If a campus is closed or delayed, the decision is made by 6:00AM and announced on the University website, local TV stations, through the RAVE alert system, and radio. Students, faculty, and staff should check multiple sources for delay and/or closing information.

The campus director and campus dean determine the need to close, delay opening, or close early due to inclement weather. Each campus makes its own decisions based on weather reports and surrounding conditions, the campus parking lots, commercial transportation schedules, sidewalks, and other commonly used walkways. If adverse weather begins during University hours, classes are dismissed based on the campus director and campus dean’s coordinated announcement. During inclement weather, the University maintains full operations unless specifically announced by University officials.

Missed class meetings are made up before the grades for the term are submitted. Faculty members are required to make accommodations for fulfilling contact hour requirements for missed classes. Students are responsible to complete all make up hours.

Off-site clinical, capstone, or externship courses may follow different inclement weather policies depending on location and/or the
policies of the host facility or institution. Students are required to check with the faculty member or advisor about inclement weather policies for courses conducted off campus.

Non-Discrimination Policy

Stratford University does not discriminate on the basis of race, color, religion, national origin, sex, age, or handicap. The University complies with the Civil Rights Act of 1964, related executive orders 11246 and 11375, Title IX of the Education Amendments Act of 1972, Section 503 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veteran’s Readjustment Assistance Act of 1974, and all civil rights laws of Virginia.

Stratford University complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. No qualified individual with a disability are excluded from participation in; be denied the benefits of; or be subjected to discrimination in any activity, service, or program of the University solely by reason of disability. Each qualified individual with a disability who meets the academic and technical standards required to enroll in and participate in University programs are provided with equal access to educational programs in the most integrated setting appropriate to that person’s needs through reasonable accommodation.

It is the student’s responsibility to initiate the process for disability services. The process for obtaining a reasonable accommodation is interactive and begins with the student’s disclosure of disability and a request for reasonable accommodations. The student is responsible for providing Student Support Services with documentation not more than three years old of disability from a licensed professional which sets forth the recommended accommodations. Documentation is required at the beginning of each academic year and instructors should be notified before the start of each course. Student requests for accommodations are considered on an individual basis.

Satisfactory Academic Progress

The Satisfactory Academic Progress (SAP) policy fulfills the requirements expressed by the Higher Education Act (HEA), U.S. Department of Education, and the Accrediting Council for Independent Colleges and Schools (ACICS). Students must maintain a satisfactory level of academic progress toward completing a degree in order to remain enrolled at the University and/or receive financial assistance via federal student aid or military benefits.

SAP is evaluated based on quantitative and qualitative components. All students are measured against qualitative and quantitative standards. The Office of the Registrar and the Office of Student Financial Services generate and monitor respective SAP reports. After grades are posted, student cumulative grade point average and rate of progression are calculated to determine if a student is making Satisfactory Academic Progress.

Qualitative Measurement

Qualitative measurement is determined by a student’s cumulative grade point average (CGPA) and is calculated by dividing the quality points by the total attempted credits. Quality points are determined for credits earned by multiplying the course grade point by the course credit value; sum the quality points for all courses. To meet the qualitative standards, students must meet the minimum CGPA as determined by the benchmarks below.

Quantitative Measurement

The quantitative measurement is the rate of progression (ROP) and determined by overall completion percentage. Minimum completion percentage is calculated by dividing the credits earned by the credits attempted. This is assessed each academic term. To meet the quantitative standards, students must have a minimum ROP as determined by the benchmarks below. Federal guidelines establish students must progress through their program which allows them to graduate within 150% of the published number of program credits. This is called the maximum time frame (MTF). For example, an associate program is 90 credits multiplied by 150% is 135 credits; student must graduate from the program with not more than 135 attempted credits. Students may not exceed the maximum time frame, even if the student did not receive financial assistance.

If a student enrolls in a subsequent program, the MTF is reset to the second program. Transfer courses, credits by exam, previous experience credits, and failed courses applicable to the subsequent program are deducted from the MTF of the subsequent program. The MTF reset is granted for subsequent programs regardless of whether the student graduated from the previous program. For instance, a student in a bachelor degree program is allowed 270 credits (180 credits x 150%) to complete the program. If the student does a program change to a second bachelor program and transfers 27 credits, the MTF for the second program is an additional 270 credits, but the 27 transfer credits are used toward the 270 credit allotment leaving 243 credits for the student to complete the second program.

SAP Conditions

Transfer Credits, Credits by Exam, Previous Experience Credit: Approved transfer credits from another institution, credits by exam, and previous experience credit affect ROP only. They are
not calculated in CGPA. These are counted as both attempted and earned credits for purposes of evaluation intervals.

Pass/Fail Credits: Courses graded on a pass/fail basis are not included in CGPA calculation, but affect the ROP calculation.

Course Withdrawals: If a student withdraws from a course and receives a W, the grade is excluded from the CGPA calculation, but is part of the ROP calculation and affects the MTF.

Incompletes: An incomplete grade is a transition grade to allow the registrar to close the term and issue grade reports. During the period the incomplete is on the transcript, it is not calculated in either CGPA or ROP calculations until a letter grade is assigned.

Remedial Courses: Remedial courses do not affect CGPA or ROP calculations.

ESL Courses: ESL courses do not affect CGPA or ROP calculations.

Audited Courses: Audited courses do not affect CGPA or ROP calculations.

Standard Term of Non-Attendance: Standard Terms of Non-Attendance do not affect CGPA or ROP calculations.

Repeated Courses: Courses which earn a grade, including failed grades, and are subsequently repeated are included in CGPA and ROP calculations. A repeated course with a better grade replaces the original grade in the CGPA.

Program Change: A program change occurs when a student moves programs at the same academic level without graduating; for instance, from one associate program to a second. Only courses applicable to the second program are applied and subject to CGPA and ROP calculations. This includes transfer credits, credits by exam, previous experience credit, and failed courses. Qualitative and quantitative measurements are based on the second program benchmarks. Students may change programs twice, i.e., enroll into three programs without graduating. A student who changes a program for a second time, into a third program, must have completed 67% of the program prior to changing.

Program Upgrade: A program upgrade occurs when a student moves from a lower-level to a higher-level program without completing the lower-level program. For instance, a student moves from an associate program to a bachelor program. Only courses applicable to the second program are applied and subject to CGPA and ROP calculations. This includes transfer credits, credits by exam, previous experience credit, and failed courses. Qualitative and quantitative measurements are based on the second program benchmarks. In cases where a student downgrades from a higher-level to a lower-level program, the same process is followed.

Second Degree: A student who graduates may enroll in a second program. Only courses applicable to the second program are applied and subject to CGPA and ROP calculations. This includes transfer credits, credits by exam, previous experience credit, and failed courses. Qualitative and quantitative measurements are based on the higher-level program benchmarks.

Undergraduate to graduate progression does not carry CGPA or ROP calculations. A student who graduates from an undergraduate program and enrolls in a graduate program begins a new SAP calculation based on their graduate student status.

Academic SAP Policy

Academic SAP reports are generated at the end of each term for each student. The CGPA and ROP must be at or exceed the benchmark associated with the evaluation interval. If a student does not meet the CGPA and/or ROP benchmarks at the end of the term, the student is placed on a SAP status in the subsequent term. Evaluation intervals are based on the total attempted credits. Attempted credits include transfer credits, credits by exam, previous experience credit, and failed courses. The CGPA includes failed courses and the ROP calculation includes transfer credits, credits by exam, previous experience credit, and failed courses.

Undergraduate: Undergraduate students in programs with 72 credits or fewer must maintain a 2.0 CGPA and a 67% ROP at all times. All undergraduate degrees with more than 72 credits are assessed using the same evaluation intervals and benchmarks. Undergraduate students in the evaluation interval of zero to 71 attempted credits must have a minimum CGPA of 1.5 and a ROP of 50% at the end of each term. Students in the evaluation interval of 72 or more attempted credits must have a minimum CGPA of 2.0 and a ROP of 67%. When an undergraduate student transfers 72 or more credits, the student is always evaluated at the 72 or more attempted credit evaluation interval.

Graduate: Graduate students in the evaluation interval of zero to 27 attempted credits must have a minimum CGPA of 2.5 and a ROP of 50%. Graduate students in the evaluation interval of 28 or more attempted credits must have a minimum CGPA of 3.0 and a ROP of 67%. When a graduate student transfers 27 or more credits, the student is always evaluated at the 28 or more attempted credit evaluation interval.

A student may be placed on the following academic SAP status and must take the required action associated with the status. A student who is placed on an academic SAP status and meets the require-
ment returns to good standing status. A student who does not meet the requirements in the subsequent quarter is placed on the next status. If a student has a break in enrollment of more than one term and is re-admitted or re-enters into the same program, the previous status(es) apply. If the student changes or upgrades to a different program, no previous status is applied and the process for program changes applies.

Good Standing: Students are in good standing when the minimum CGPA and ROP are met or exceeded. Students in good standing are eligible to register for courses and receive financial assistance.

Alert: Students are placed on alert status in the first term the CGPA and/or ROP falls below the minimum.

Warning: Students are placed on warning status the second term the CGPA and/or ROP falls below the minimum. This status requires students to have their course schedule approved by the academic advisor and meet with an academic advisor monthly.

Probation: Students are placed on probation status the third term the CGPA and/or ROP falls below the minimum. This status requires students to have their course schedule approved by the academic advisor and meet with an academic advisor bi-weekly.

Dismissal: Students are placed on dismissal status the fourth term the CGPA and/or ROP falls below the minimum. Students who are academically dismissed are no longer active students of the University and are ineligible for financial assistance. Students who reach the maximum time frame are dismissed and no longer eligible to enroll or receive financial assistance. F-1 students dismissed for failing to meet SAP requirements have their student status terminated.

Financial Assistance SAP Policy

The Department of Education defines an academic year as a minimum of 30 weeks and a predetermined number of earned credits. Undergraduate programs with 72 credits or fewer must maintain a 2.0 CGPA and a 67% ROP at all times and are evaluated each term. Undergraduate students in programs with more than 72 credits are measured every 36 credits earned at Stratford University. Evaluation checkpoints do not include transfer credits, credits by exam, previous experience credit, and failed courses. At the first evaluation checkpoint of 36 earned credits, undergraduate students in programs with 72 more or credits must have a minimum CGPA of 1.5 and a ROP of 50%. At the second evaluation checkpoint of 72 earned credits and all subsequent checkpoints, these undergraduate students must have a minimum CGPA of 2.0 and a ROP of 67%. The CGPA and ROP calculations include transfer credits, credits by exam, previous experience credit, and failed courses.

Graduate students are measured every 27 credits earned at Stratford. Evaluation checkpoints do not include transfer credits, credits by exam, previous experience credit, and failed courses. At the first checkpoint of 27 earned credits, graduate students must have a minimum CGPA of 2.5 and a ROP of 50%. At the second checkpoint of 54 earned credits, graduate students must have a minimum CGPA of 3.0 and a ROP of 67%. The CGPA and ROP calculations include transfer credits, credits by exam, previous experience credit, and failed courses. A student who is unable to meet either the quantitative (ROP) or qualitative (CGPA) standard by graduation becomes ineligible for federal student aid or military benefits.

Probation

Students who fail to meet financial assistance SAP requirements and who have successfully appealed are placed on probation for
one term. After probation, the student must meet SAP requirements to remain eligible for financial assistance. Under no circumstances can a student be granted two consecutive probationary periods. However, a student may be placed in a probationary status two or more times during their program, if the probationary periods are not consecutive. If a student is withdrawn for any reason during the probationary term, the student is not granted a second probationary term.

Satisfactory Academic Progress Appeal

Students have the right to appeal academic or financial assistance statuses where exceptional circumstances can be demonstrated. Appeals must be submitted in writing to the campus dean, describe any mitigating circumstances the student feels deserve further consideration, and within fourteen days after grades for the term in question have been issued. The appeal is forwarded to the SAP Appeals Committee, to review the written records, collect other information as necessary, and issue the final determination. The SAP Appeals Committee consists of members of the campus community chosen by the campus dean. Exceptional or mitigating circumstances may include extended illness of an immediate family member (parent, spouse, sibling, or child), extended illness or personal injury of the student, or death of an immediate family member (parent, spouse, sibling, or child). If a student should warrant subsequent statuses, each successive appeal should cite a different reason for re-entry.

Re-Entry after SAP Dismissal

If an appeal is granted, the SAP Appeals Committee determines the provisions for re-entry on a case-by-case basis. Any student who returns based on an appeal of dismissal has SAP evaluated on a term-by-term basis until the student is meeting SAP standards; a student may be ineligible for financial assistance until such time SAP standards are met. The Office of Student Financial Services can assist students with determining eligibility for financial assistance.

Students who have lost eligibility for financial assistance may elect to continue their education on extended enrollment status if they have not been dismissed under the Academic SAP policy. Students on extended enrollment are not eligible for financial assistance and are responsible for all financial arrangements with the University. While in an extended enrollment status, students must seek to correct academic deficiencies by taking remedial courses, retaking failed courses, or practicing previously learned skills. Credits taken

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### Financial Assistance SAP

<table>
<thead>
<tr>
<th>Evaluation Checkpoint</th>
<th>Benchmark</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum CGPA</td>
<td>Minimum ROP</td>
</tr>
<tr>
<td>36 Stratford-earned undergraduate credits</td>
<td>1.5 CGPA</td>
</tr>
<tr>
<td>72+ Stratford-earned undergraduate credits</td>
<td>2.0 CGPA</td>
</tr>
<tr>
<td>27 Stratford-earned graduate credits</td>
<td>2.5 CGPA</td>
</tr>
<tr>
<td>28+ Stratford-earned graduate credits</td>
<td>3.0 CGPA</td>
</tr>
</tbody>
</table>

Evaluation checkpoints are based on Stratford-earned credits only and do not include transfer credits, credits by exam, and previous experience credit. CGPA and ROP calculations include transfer credits, credits by exam, previous experience credit, and failed courses.
during an extended enrollment status count towards maximum time frame calculations. Students on extended enrollment status may reestablish SAP by improving their CGPA and/or ROP to meet the required minimums. Neither a period of absence from the University, nor paying for courses out-of-pocket is considered sufficient to reinstate financial assistance eligibility.

Student Records and Release of Information

Stratford University maintains student records during and after a student’s enrollment and abides by all components of the Family Educational Rights and Privacy Act (FERPA) (Public Law 93-380 which is Section 438 of the General Education Provision Act). A transcript is kept indicating student accomplishments in terms of credits. Transcripts are kept in digital format indefinitely. Students interested in receiving transcripts should refer to the Requesting Transcripts section of this catalog. Student records are kept for a minimum of five years.

All records are maintained in accordance with the Family Educational Rights and Privacy Act of 1974. The University withholds all student information from third parties unless the student requests, in writing, for the information to be released. The University has adopted policies and procedures which permits students the opportunity to view their educational records upon request. Educational records do not include working papers concerning students, such as informal notes and other temporary notes of a similar nature in the sole possession of the faculty or staff and are not accessible or revealed to any other person.

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

- Records required by Stratford University officials in the proper performance of their duties
- Organizations conducting studies for educational and governmental agencies
- U.S. government agencies as listed in Public Law 93-380
- Accrediting agencies
- Parents of dependent children as defined in the Internal Revenue Code of 1954
- Appropriate persons in connection with an emergency listed as emergency contacts
- Other educational institutions upon request of transcripts for students seeking enrollment in that institution
- In connection with the award of federal student aid
- In response to legal court orders
- Name; address; telephone number; date and place of birth; program undertaken; dates of attendance; and certificates, diplomas, and degrees awarded may be provided to third parties unless the request to omit such information is presented in writing.

By agreeing to enroll at Stratford University students agree to give the University permission to use the student’s name, photographic likeness, or written/spoken words in any format, for any lawful purpose.

Campus Safety

Stratford University publishes an Annual Security Report which includes policies for staff and student safety. This can be found on the University website at www.stratford.edu/disclosures or is available in print on-campus. These security regulations are designed to ensure the safety of all individuals at the University. Compliance with policies, as well as federal, state, and local laws, is required in order to fulfill the mission of the University. Although the University strives to ensure a safe environment, each person must take ultimate responsibility for personal safety and personal belongings. Stratford University campus security policies cover issues concerning crime prevention, the reporting of crimes, sexual assault, alcohol and drug use, and other related matters.

Weapons, Drugs, and Alcohol Zero Tolerance and Prevention Policy

The University maintains the use of illegal drugs and the abuse of alcohol and/or controlled substances inhibit students from obtaining their maximum potential and employees from performing their duties to the best of their abilities. As a condition of enrollment, each student of Stratford University agrees to abide by the terms of the following statements.

**Weapons**

A weapon is defined as any object, instrument, device, or substance designed to inflict a wound, cause injury or incapacitate and any other normally innocuous device modified and employed to facilitate such wounding, injury, or incapacitation. Possession or brandishing of any weapon or any other object in a menacing or threatening manner on institutionally owned or controlled property is prohibited.
Drugs

For the protection and welfare of students and employees, Stratford University has established a zero tolerance policy for the possession, use, sale, or distribution of illegal drugs on-campus or during off-campus University activities. The use, sale, or distribution of controlled substances is also prohibited on-campus or during off campus University activities.

Alcohol

Stratford University prohibits the possession, consumption, or sale of alcohol on-campus or during off campus University activities, unless explicit consent is given by the University and permitted by local and state law. The use of alcoholic beverages must be approved by campus leaders and/or University Administration. The legal age to consume alcohol in the U.S. is 21 years old. The University does not serve alcohol to individuals younger than 21 years old.

Students or employees who report to campus under the influence of alcohol, illegal drugs, or controlled substances are subject to University disciplinary actions up to and including dismissal from the University for students and termination for employees. Individuals who violate state or federal drug laws are referred by the University to the appropriate authorities for criminal prosecution. As a condition of enrollment, each student of Stratford University agrees to abide by the terms of the above statements and notify the campus director of any criminal drug status conviction for a violation occurring at the University no later than five days after conviction.
Admissions

Section Contents

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Undergraduate Admission

The application process requires the following steps for domestic undergraduate students. Interested students may submit documents in person, via fax, email, or U.S. post. For application documents, please contact the Office of Admissions at the appropriate campus.

- All applicants must complete an Application for Admission and pay the non-refundable application fee. This may be completed on the University’s website or in the Office of Admissions.
- Complete the Enrollment Agreement which includes emergency contact information, acknowledgement of University policies, and student information release.
- Meet language requirement, if English is not the primary language.
- Submit documentation certifying successful completion of a secondary school program of studies, the attainment of satisfactory scores on the GED, or another state specified examination
- Submit official transcripts from all colleges or universities attended, if applicable. All degrees in a language other than English must be translated for U.S. equivalency for purposes of transcript evaluation.

First-Time Undergraduate Students

High School: Students still enrolled in high school must submit a current academic transcript and upon completion of high school must submit their final transcript prior to enrollment at Stratford University. High school students interested in obtaining information about enrolling at the University should contact the high school admissions officers at the appropriate campus.

Adult Learners: Students of all ages and backgrounds may apply to Stratford University as long as they meet the admissions requirements. Students eligible for domestic undergraduate admission to Stratford University must have a high school diploma (this can be from a foreign school if it is equivalent to a U.S. high school diploma); has the recognized equivalent of a high school diploma, such as a general educational development or GED certificate; has completed homeschooling at the secondary level as defined by state law; or has completed secondary school education in a homeschool setting which qualifies for an exemption from compulsory attendance requirements under state law, if state law does not require a homeschooled student to receive a credential for their education. Acceptable documentation of high school completion or equivalent includes a copy of or original high school transcript or diploma; a GED; a certificate demonstrating the student has passed a state authorized examination the state recognizes as the equivalent of a high school diploma (note that certificates of attendance and/or completion are not included in this qualifying category); an academic transcript of a student who has successfully completed at least a two-year program acceptable for full credit toward a bachelor degree; or a college transcript or honorable discharge DD-214 indicating high school completion. Students applying for undergraduate programs who have previously completed a bachelor or master degree may use official transcripts of the bachelor or master in lieu of high school completion documentation. It is the student’s responsibility to provide this documentation within 30 day of the term in which the student begins if it cannot be submitted prior to admission. A student who does not or cannot provide the documents may be dismissed from the University. If a student’s currently legal name is different than what is on the high school documentation, the student must provide a written statement indicating the difference and reason for the difference.

English as a Second Language (ESL) Students

A student using the ESL program as a gateway to a degree program must obtain conditional acceptance through the Office of Admissions. Students who wish to apply for the ESL program without applying for a degree program may do so by contacting the International Student Office. Students are placed into courses based on their ESL ACCUPlacer score.

Non-Degree Seeking Students

Students may enroll as a non-degree student to fulfill prerequisites for another program, update job skills, for personal enrichment, raise their cumulative grade point average, or to explore a new career field. Non-degree seeking students must complete the same admissions process as degree seeking students and be aware they are not eligible for federal student aid.

Online Students

The University does not differentiate admission, program requirements, or graduation between online programs and on-campus programs. The admission process for an online program is the same as for an on-campus program.

Re-Admitted Students

Students returning to the University after five or more quarters of non-enrollment are considered re-admitted students. These students are required to complete the admissions process at the time of return. This includes application and enrollment agreement.
Re-admitted students are encouraged to meet with an advisor to determine how their program of interest may have changed since they were last enrolled. Students being re-admitted are expected to follow the curriculum requirements in the catalog in effect at the time of re-admittance.

Transfer Students or Students with a Previous Degree

Students who have earned credit at another college may be able to use credit toward a degree at Stratford University. It is the student’s responsibility to contact all previously attended institutions and have official transcripts sent to the admissions officer or Office of the Registrar. Students may provide unofficial transcripts for initial registration. Transcripts must be submitted within 30 days to be eligible for transfer credit.

International Students

Stratford University welcomes applications from international students. The University accepts first time international students as well as transfers from other institutions. In addition to domestic student admissions requirements, international students may be required to complete additional requirements for English language skills, transcript translation, transcript evaluation, and a student visa to study in the U.S.

- Submit an original copy of an official TOEFL or IELTS test result. This is required for all students whose native language is not English.
  - Students test out of the ESL program with an ACCUPlacer Reading Test score of 51 and an ACCUPlacer Write Test score of 5.
  - Stratford University requires a minimum TOEFL (IBT) of 79 or (CBT) of 213 or a minimum IELTS of 6.5. Students who have completed an academic course of study at a U.S. institution of higher education may be exempted from the language and graduate testing requirements.
  - A TOEFL waiver may be granted if the student can provide proof of satisfactory completion of an ESL or college-level English course taken at a recognized postsecondary institution or graduation from a secondary or postsecondary educational institution or if the student registers in the University’s ESL program.
- Provide original and current financial support documents issued within the last six months. All international students on F-1 visas must provide an original Affidavit of Support (AOS) as well as a bank statement or letter from their sponsor for the first academic year at Stratford University. The sources of support must be dependable sources. The University is unable to assume financial responsibility for its students and there is no federal student aid available for international students. Therefore, it is the responsibility of the student to meet all expenses incurred while in the U.S.
  - For undergraduate students: Submit transcripts verifying completion of high school or equivalent accompanied by an official translation if the documents are in a language other than English.
  - The University strongly suggests students provide two recommendation letters attesting to ability to succeed in college and highlighting examples of the strengths and weaknesses of the candidate to strengthen the student’s application.
  - International students may be interviewed before an I-20 is issued to them. This interview may be conducted in person or through video conference.

Stratford University requires documentation before an admissions decision can be made. Students who are working toward completing their application process and simply lacking documents or have files with incomplete information are classified as “pending” students. No acceptance letters may be sent to pending students until their file is complete. Once the required documents are received, they are reviewed, and an admission decision is reached. Students who do not meet minimum admission standards are not accepted into the University. Students in this category are notified of their denial of acceptance. Admitted students receive notification of their acceptance from the International Student Office. Notification of admission generally takes three to four weeks from the date the application is received. These packages include the acceptance letter, I-20, orientation information, and other information of value. These documents are mailed via UPS. Students interested in having their acceptance package mailed by expedited means should contact the University with credit card information. The cost for expediting documents can be found in the catalog addendum. With admission notification, proper documentation, and payment of Student and Exchange Visitor Information System (SEVIS) fees, students can apply for their F-1 visa at the nearest U.S. embassy or consulate in their home country using the signed admission letter and an I-20 issued from Stratford University to support their visa request. Due to the implementation of SEVIS, home country address, city of citizenship, and city of birth must be recorded before a student visa may be issued. The U.S. consulate issues an F-1 visa, which must be attached to the applicant’s passport.
Under the Department of Homeland Security (DHS) rules, a student affiliated with Stratford University must supply the University with up-to-date contact information including telephone number, address, email address, and emergency contact information. If this information changes, it is the student’s responsibility to notify the University within ten days. Students who fail to maintain records could lose their status as a student.

F-1 students transferring from another institution in the U.S. also need to complete a transfer verification form and submit their documents to the International Student Office after they have received their acceptance documents. All courses reviewed for transfer must meet Stratford University’s policies before transfer credit can be awarded.

Accepted students are required to report to the University no more than 30 days prior and no less than one week prior to the beginning of the first quarter of attendance. During this time, they receive advising, orientation, and complete the course registration process. All international students must be enrolled full-time on-campus study each quarter.

International students must maintain a zero balance when transitioning between quarters.

Placement Testing

Stratford University is committed to the academic success of its students. The University requires incoming undergraduate students, who are not transferring college-level English or mathematics to take the ACCUPlacer as an academic placement test in writing and mathematics to assist in academic success. Academic advisors use test scores and academic history to determine a student’s preparedness for college-level courses and/or if preparatory course(s) are required. Students may take the test up to three times. See arts and sciences course descriptions for ACCUPlacer score requirements.

Students who have transfer credit in areas other than mathematics or English must take the placement test within their first quarter of enrollment. The tests are available during learning resource center hours. Students may direct questions about the test to the Office of Admissions or their academic advisor.

Online students who are not able to come to campus to take the placement tests need to contact the Office of Admissions to assist with finding suitable testing sites. Preferred sites include public libraries, military bases, and community colleges. The admissions officer will contact a proctor and provide him/her with a form which requires a signature and return to the University. The proctor and student need to set a testing date and permission needs to be obtained from College Board by Stratford University. The proctor will receive instructions on how to proctor the tests. The student completes the appropriate test and the scores are immediately available to the University by College Board.

Acceptance

Notification of Acceptance

Stratford University issues decision letters to students after they have completed their application process and provided the appropriate documentation. Students are accepted into the program for which they have applied. Unless otherwise requested, decision letters are mailed to the address provided on the application.

Conditional Acceptance

Students who cannot complete the admissions process prior to the Add/Drop Period may be eligible for conditional acceptance. Conditional acceptance applies only for the first quarter of enrollment. A student who has not submitted the remaining document is not allowed to register for subsequent quarters. Conditional acceptance is awarded at the discretion of the director of admissions. Reasons for conditional acceptance may include, but are not limited to, waiting for official college or high school transcripts or completing the placement tests. Students are responsible for submitting all required documents or their acceptance will be revoked.

Deferring Acceptance

Students may defer their acceptance for up to five terms or one calendar year. This must be done in writing and submitted to an admissions officer. After this time, the student must re-apply following the admissions process outlined in this catalog.

Conditions of Enrollment

The University reserves the right to discontinue any student’s enrollment for failure to maintain Satisfactory Academic Progress (SAP), non-payment of tuition, or failure to abide by the University rules.

New Student Orientation

Stratford University holds New Student Orientation each quarter to familiarize new students with the processes and procedures of the University. It is critical that new students make every attempt to attend. Orientation gives students an opportunity to meet with their designated department representative, the Office of the Registrar, the Office of Student Accounts, the Textbook Coordinator, and to
receive Moodle instruction. This is an opportunity to discuss transfer credit, payment, course selection, and address any last minute issues. Orientation is typically held the week before the start of the quarter. The University attempts to provide an orientation time for day, evening, and online students. Online students receive an online orientation. Upon completion of each session, students are sufficiently and satisfactorily oriented to the University, its equipment, services, staff, and faculty.

**Student Status**

**Part-Time:** University policy defines an undergraduate three-quarter time students as registered for at least 9 quarter-credits per term. This is the minimum number of credits for students who use federal student aid. Students may enroll for 4.5 quarter-credits if using a payment method other than federal student aid. Graduate students are considered part-time when enrolled for 4.5 credits. Part-time graduate students are eligible to receive federal student aid.

**Full-Time:** University policy defines an undergraduate full-time student as registered for at least 13.5 quarter-credits per quarter. Graduate students must attempt at least 9 quarter-credits per quarter in order to maintain full-time status.

A student may be permitted to exceed the full-time status in exceptional circumstances when the student benefits. Undergraduate students with a CGPA of 3.25 or higher and graduate students with a CGPA of 3.5 or higher may take up to 18 credits per term. Students below these averages are limited to 13.5 credits per term. Students may not exceed four courses per term. There is no waiver process to allow students to exceed 18 credit hours per term.

**Sources of Credit**

**Maximum Allowed Transfer Credit:** Students must earn the minimum percent of their degree at Stratford University for their program level to fulfill degree requirements.

<table>
<thead>
<tr>
<th>Degree</th>
<th>Transfer Credits Allowed</th>
<th>Credits at Stratford</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate</td>
<td>67.5 credits</td>
<td>22.5 credits</td>
</tr>
<tr>
<td>Bachelor</td>
<td>135 credits</td>
<td>45 credits</td>
</tr>
</tbody>
</table>

**Transfer Credit**

Stratford University has established a transfer credit policy which is consistent with accreditation requirements. The policy is designed to facilitate the transfer of students and credits from one college or university to another, assure maximum utilization of prior learning, and encourage students to advance as far through the educational system as they can in pursuit of their goals. The evaluation of transfer courses to determine the award of University transfer credit is a multistep process initially driven by an assessment of the institutional source and educational quality of the course work.

Transfer credits are determined by the timeliness, relevance of content, acquired skills, and knowledge obtained from the course(s). Transfer credits may be awarded for courses taken from nationally or regionally accredited institutions. Transferred courses must be three or more credits, completed with a grade of C or higher, and coincide with the University’s program outline. Courses with other grades may be transferred in at the discretion of the designated department representative. Additional documentation in the form of course descriptions, syllabi, or a competency test may be requested, if needed, to assure the transferred course is equivalent to one of the courses required for completion of a certificate, diploma, or degree at Stratford University. Credits based on clock hours are not transferable to Stratford University. Students may transfer credits earned from another program within the University after approval of the designated department representative.

Domestic students submitting transcripts from international institutions for transfer credit are required to submit a transcript evaluation by an agency approved by ACICS. Transcripts sent from any school, college, or university, recorded in a language other than English must be accompanied by an official translation. All documents must be original or a certified copy. Transcript translation service is available through agencies recognized by the National Association of Credential Evaluation Services (www.naces.org) or the Association of International Credential Evaluators (www.aice-eval.org).

During the admission process, students must disclose which colleges, institutions, and universities from which they wish to submit transcripts for transfer credit evaluation. Official transcripts from each college, institution, or university must be submitted for evaluation within 30 days of enrollment. It is the responsibility of the student to provide the University with all postsecondary transcripts detailing courses taken at other institutions. Transfer credits from courses completed at institutions other than Stratford University are noted on the transcript with a posting of TC. Transfer courses are not counted under the qualitative measurement of GPA; however, transfer courses are counted as attempted credits under the quantitative measurement, which includes the completion percentage and the maximum time frame requirement.

**Military Training**

Military students may receive credit for training received while in the military. This experience and/or training should be shown on a
military transcript submitted for transfer credit evaluation. Military transcripts accepted for evaluation include AARTS (Army/American Council on Education Registry Transcript System), SMART (Sailor Marine American Council on Education Registry Transcript System), CCAF (Community College of the Air Force), CGI (Coast Guard Institute), and Joint Services Transcripts (JST) as well as other SOC colleges and universities. Credit awarded for experience gained during military service are based on the recommendation of respective organization and recorded on the student’s transcript as CR.

Prior Learning Assessment and Recognition
Credit for prior experiences, also known as Prior Learning Assessment and Recognition (PLAR), may be awarded as prior learning credits. These credits are posted on the transcript as CR. These credits are not counted under the qualitative measurement of GPA; however, they are counted as attempted credits under the quantitative measurement, which includes the completion percentage and the maximum time frame requirement.

A non-refundable fee must be paid before the materials submitted to the committee are reviewed; the amount of this fee can be found in the catalog addendum. A maximum of 22.5 quarter-credits towards an associate degree and a maximum of 45 quarter-credits towards a bachelor degree may be granted for life experience. Credit given for prior experience cannot be used as a substitute for a course previously taken for which a passing grade was not received.

All other credit awarded is based on an assessment of the knowledge, skills, or competencies acquired. In order to be considered, the student must provide clearly organized and documented evidence proving the knowledge is equivalent to college-level learning. To be considered for credit for previous experience the following applies:

- The student must be enrolled at the University.
- The student must explain how the prior learning relates to the student’s degree program, what experience was gained, and what specific courses for which the student is requesting credit.
- The credit requested must be course-equivalent and applicable to the student’s program of study.

The student must provide documentation of the learning being claimed. Students may apply for previous experience and earn academic credit through a number of avenues:

- Write an experience learning essay
- Complete a formal interview
- Engage in a simulation or role playing exercise
- Present a case study or product assessment

Documentation may include, but is not limited to, licenses or certifications, attendance at seminars, workshops or conferences, community service, specialized training, work experience, resumes, letters from employers or others who can confirm job duties, various tests or other assessments, and military experience. The material submitted by the student is reviewed by an individual certified to review prior experiences. The designated individual determines the number of credits, if any, to be granted based upon the material submitted.

Course Substitution Policy
Some students enter the University possessing certain skills which allow them to begin at an advanced point in their program of study or to substitute a course in the program. In order to serve the specific educational needs of these students, the designated department representative may grant course substitutions on a case-by-case basis. Course substitutions normally apply only to core courses, not to arts and sciences courses. The primary exception is the case in which a student transfers advanced mathematics course(s). In this case, the student may be permitted to take an appropriate Stratford University elective in place of the substituted course. Students interested in a course substitution should contact their academic advisor for more information. The program director determines all course substitutions; this documentation is maintained in the students’ files.

Credit by Exam
Stratford University accepts exam credit from courses such as the College Level Examination Program (CLEP), Defense Activity for Non-Traditional Educational Support (DANTES), DANTES Subject Standardized Tests (DSST), Excelsior College Exams (ECE), and Advanced Placement (AP) exams and awards credit for these examinations which can be found on the respective exam information website. Students must achieve the minimum recommended score for the exam to receive credit. DANTES examinations are identical to CLEP examinations, but are offered solely to enlisted military personnel. The University establishes DANTES examination equivalents and awards credit in the same manner as the CLEP examinations. Students should submit a transcript of their exam score sheet(s) to the Office of the Registrar for evaluation. These credits are denoted on student transcripts as CE.
Transfer of Stratford Credits

Transfer of Stratford University credits to another institution is solely at the discretion of the granting institution. No guarantee of transfer is made or implied by Stratford University.

Textbook Distribution Program

Stratford University strives to ensure all students have the education resources required to succeed. The University provides textbooks for students in core, elective, and arts and sciences courses. Arts and sciences textbooks and some relevant reference books are loaned to students for the duration of the course. In many instances, the University provides students with a print edition which is theirs to keep or an eBooks which may be downloaded to a computer or eReader for a specified period of time (usually six months to one year).

Student Information

Students should update the self-service portal or alert the Office of the Registrar if any contact information changes including mailing address, phone number, email, and employer, if applicable. If the student has not informed the University of changes in contact information, the University is not liable for items sent to an incorrect address.

In order for students to receive a 1098 tax form, students must submit a signed copy of their social security card and valid photo ID by the end January for the following fiscal year. These documents must be submitted to the Office of the Registrar in person, email, or U.S. post.

Student ID Numbers and Cards

Each Stratford student is assigned a unique student ID number used throughout their career at the University. The Office of Admissions assists students in obtaining their student ID during the enrollment process.

Moodle

Stratford University facilitates its online courses through Moodle. Moodle is an open source course management system (CMS), otherwise known as a Learning Management System or Virtual Learning Environment. It is a very popular method to deliver college coursework because it creates dynamic learning tools via websites. Moodle is used for both online and hybrid courses. For online courses, students are able to access the course syllabus, objectives, schedule, instructor information, grading scale, and homework assignments through Moodle. For hybrid courses, Moodle is used as a supplemental way to distribute materials, participate in discussion threads, and turn in assignments. A student is issued a unique username and password during the first quarter which is required to access the online platform, distance learning orientation, and the courses for which they are enrolled. The username and password are emailed to students when they enroll for their first quarter. The email is sent to the email address provided to the Office of the Registrar during the enrollment process. Students are able to change their password once they log onto the site. Moodle is very easy to use; however, if students have any questions or concerns, they may contact the IT Service Desk, faculty member, or designated department representative.

Email

All students are given a Stratford specific email address. The University prefers students use this email for all University correspondence. Student may have this email forwarded to a private email if they so choose and should contact the IT Service Desk with any questions or concerns.

Technical Support

The University provides technical support to all students, faculty, and staff through the Stratford University Service Desk system. The Service Desk can be reached at servicedesk@stratford.edu. Students, faculty, or staff having problems with any technical problem should email the Service Desk, which is referred to as putting in a ticket. The Service Desk replies with notification of receipt and follows up with assistance.
### Computer Specifications

<table>
<thead>
<tr>
<th>PC</th>
<th>Macintosh</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Processor</strong></td>
<td><strong>Intel-Based CPU @ 1.5GHz or greater</strong></td>
</tr>
<tr>
<td>Intel or AMD 1.5GHz or greater *</td>
<td>Intel-Based CPU @ 1.5GHz or greater</td>
</tr>
<tr>
<td>Windows 7 w/ Service Pack 1 or greater</td>
<td>Mac OS X version 10.6 (Snow Leopard) or greater</td>
</tr>
<tr>
<td>32-bit minimum / 64-bit recommended</td>
<td></td>
</tr>
</tbody>
</table>

**Software Requirements**

- Microsoft Office 2010 (or greater) or Office365
- Microsoft Office 2011 for Mac (or greater) or Office 365 **
- Current version of Adobe Acrobat Reader
- Current version of Java
- Current version of Flash

**RAM**

- 4GB Minimum (8GB recommended)

**Disk Space**

- 10GB of available disk space (minimum)
- 20GB or more of available disk space (recommended)

**Display**

- Color display with 1024x768 minimum resolution
- 1280x1024 or greater resolution recommended

**Additional Requirements**

- DVD Optical Drive
- RJ-45 Ethernet Port and/or Wi-Fi Adapter
- USB 2.0 and/or USB 3.0 port(s)
- USB Thumb Drive suggested for transferring files

**Audio**

- Speakers (built-in or external) or headset
- Microphone (optional)

**Internet Connection and Web Browser Requirements**

- Broadband (high-speed) Internet connection for access to online resources such as Moodle, webinars, learning aids, etc. Check with your service provider for what speeds are available (higher speeds will generally result in a higher quality online experience). Examples of broadband include, but are not limited to, cable, fiber optic (FiOS), and DSL.
- Microsoft Internet Explorer version 9 (or greater) or current version of Mozilla Firefox, Google Chrome, or Apple Safari.

*Please note that while the Microsoft Surface is supported, the Surface RT is not as it is based on an NVIDIA processor and will not support the installation of off-the-shelf software programs such as those that may be required for class.

** Please note that while Pages, Numbers, and Keynote may be somewhat compatible with Microsoft Office, they do not offer a comparable experience and may not facilitate seamless document interchange with peers and instructors.
Academics

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Course Methodology
Stratford University believes the best way to learn is through self-discovery; using actual equipment in a hands-on environment. Additionally, learning in an environment with copious academic support through instruction and advising is essential. Students experience small class sizes to ensure hands-on learning with abundant resources to prepare them for their career field.

Term and Credit System
Stratford University operates on a quarter-credit system allowing students to attend courses year round and finish degree programs quickly. The academic calendar year is divided into five, ten-week quarters. For administrative and financial purposes, the student’s academic year is made up of three, ten-week quarters. Curriculum is delivered over nine weeks within ten-week sessions as C session courses or in five-week sessions as A and B session courses. Most Stratford courses are 4.5 quarter-credit hours. This structure allows for an equivalent number of contact hours as a three-hour, semester-credit based course.

Calculation of Credit
For purposes of calculating units of credit, one quarter credit is equivalent to ten hours of lecture instruction, twenty hours of laboratory instruction, or thirty hours of externship experience. Many courses at Stratford University are designed to be a combination of lecture and laboratory instruction. Students should expect to spend a minimum of two hours studying or completing assignments outside of class for every hour spent in class or under direct faculty instruction.

Description of Certificates, Diplomas, and Degrees
Stratford University offers several certificates, diplomas, and degrees in its academic schools. Certificates are six courses equal to 27 credit hours. They do not require any arts and sciences requirements. Diplomas are between twelve and fourteen courses equal to 54 to 63 credits. They may require prerequisites based on the subject and a student’s academic history. Diplomas are generally finished within twelve months or under two academic years. Associate degrees consist of twenty courses equal to 90 credit hours. Five arts and sciences courses equal to 22.5 credits are required. An associate degree takes 15 months or two academic years to complete. Bachelor degrees require 40 courses or 180 credit hours and 12 arts and sciences courses equal to 54 credits. It normally takes 30 months or four academic years to complete a bachelor degree. Master degrees require twelve courses equal to 54 credit hours. Depending on program content, concentration, or specialization, students may be required to fulfill lab, externship, capstone, or clinical hours for successful completion of a program.

Definition of Courses
Stratford University offers on-campus and online courses. Courses are offered during the day, evening, and weekends. Many of Stratford’s degree programs require additional time such as laboratory, clinical, or externship. Students may reference the course description or speak to an advisor about lab specifics. Students should note that not all courses are offered every quarter or at all course times. The University uses Moodle to facilitate all courses, on-campus and online. Each course has a Moodle shell which includes, but is not limited to, the course syllabus, University and course resources, discussion boards and threads, and other assignments. It is essential for students to have access to a computer which supports the instructional materials. See computer specifications listed in this catalog. See the textbook policy in this catalog for information on textbooks.

Mode of Delivery
Stratford University courses are delivered in four formats: on-campus education, hybrid education, distance education, and externships/clinicals. On-campus courses are comprised of face-to-face learning and/or lab contact hours. Hybrid education courses are comprised of face-to-face lecture and/or lab and threaded discussion contact hours. Distance education courses consist of online lecture and/or lab and threaded discussion contact hours. Threaded discussion contact hours are dedicated to student-to-student, student-to-faculty, and student-to-content interaction to demonstrate critical thinking and are always delivered online via the Learning Management System (LMS), Moodle. Threaded discussion contact hours take a minimum of one hour per week and are not homework assignments. Ten hours of threaded discussion contact hours are equivalent to one credit hour. Lecture and lab contact hour breakdowns located in the catalog course descriptions group the lecture and threaded discussion contact hours together as lecture contact hours. Externship/clinical courses take place outside the classroom and do not require threaded discussion contact hours. Students in all courses receive a syllabus which outlines course content, objectives, course schedule, instructor information, grading scale, and homework assignments. Students are expected to spend a minimum of two hours studying or completing assignments out of class for every contact hour.
Faculty members teaching hybrid courses use a variety of instructional techniques best suited for their subject. Face-to-face learning affords students the opportunity to ask questions, discuss with their peers, and interact in their learning environment.

Distance education courses are delivered asynchronously and may include, but are not limited to, recorded lectures, assigned reading, videos, demonstrations, simulations, quizzes, and exams. At the discretion of the instructor, synchronous activities may be part of classroom activities.

Faculty
The center of all academic institutions of learning is the faculty. The University's maintains adjunct and full-time faculty members dedicated to and experienced in a range of backgrounds including humanities, sciences, mathematics, and psychology in addition to those with experience working in their respective fields. Faculty experiences provide students with a diverse instructional team to prepare them for the high demand fields they are striving toward. The faculty encourages free and honest inquiry and expression on the part of students.

Course Schedules
Stratford University offers morning, afternoon, and evening courses on-campus. Typically, morning classes begin at 8:00AM or 9:00AM, afternoon classes begin between 1:00PM or 2:00PM, and evening classes begin at 5:00PM or 6:00PM. Class meetings are scheduled for 4.5 hour blocks and instructors usually break halfway through each session. Courses offered during A and B sessions meet two to three times per week either on Monday, Wednesday, and Friday or Tuesday, Thursday, and Friday. Lecture courses usually meet one time per week. Saturday courses meet in the morning and afternoon. Saturday courses are more often graduate courses, rather than undergraduate. Online classes have a Monday to Sunday weekly schedule. The final online course meeting date is the Friday prior to the last date of the session within the stated quarter.

Class Sizes
Stratford University limits class sizes to optimize student learning through low student-to-teacher ratios. The course structure is reflected in the class size limit; for example, lab courses have fewer maximum seats than lecture courses to ensure students have adequate hands-on experiences, resources, and instructor attention. All courses have size requirements to ensure a student-centric environment.

Laboratory Specifics

Computer Labs
Stratford University provides computers, scanners, printers, copiers, and Internet access for student use while conducting research and for working on assignments. The labs offer a wide variety of computer applications, including word processing, spreadsheets, desktop publishing, and other software for educational use. These are located in the learning resource center and in various classrooms on-campus.

Culinary and Baking Labs
All campuses offering culinary and hospitality courses have large, professional-grade kitchens for use by culinary, baking, and hospitality students. As students progress through their program, the equipment complements the skills and techniques they are learning. This means progressing from knife skills, the use of hand tools, and personal mixers to grills, convection ovens, and industrial ranges as students develop skills from dicing, chopping, and mincing to sautéing, grilling, and poaching.

Health Sciences Labs
Health sciences laboratory courses provide first-hand experience with course concepts and the opportunity to explore methods used by practitioners in their discipline. Laboratory sessions have particular challenges and opportunities differing from those in a standard classroom environment. Led by the faculty member, hands-on exercises in the laboratory provide students the opportunity to review, plan, and provide explanations within the context of a controlled experiential learning environment. Rather than discussing the tools, experience in the lab provides students the opportunity to handle and operate instruments critical to their success in their chosen career.

Nursing Labs
The nursing labs serve as a mock hospital wing. The beds have headwalls equipped with suction and medical air and are occupied by a variety of adult mannequins. The exam tables are equipped with wall mounted ophthalmoscopes, otoscopes, and blood pressure monitors. There are mock ICU rooms with mannequins that mimic some human reactions. The skills lab has birthing mannequins capable of producing fetal heart tones, wound care, IV placement and catheterization models, a medication cart, a crash cart, and appropriate supplies for carrying out routine nursing procedures.
Externships, Clinicals, and Capstone Courses

Many of Stratford’s degree programs require students to complete a clinical, externship, or capstone course as a prerequisite to completing their degree. The location depends on the program and may vary from retail, hospital, medical, or culinary facilities. Typically, sites are no more than 25 miles from campus. Students work with an externship coordinator to set up the location and schedule. For more information about these courses, students should speak with their designated department representative.

Stratford University capstone course provides a culminating experience for students to integrate their knowledge, skills, and dispositions into a student-centered independent project. During the capstone, students critically analyze course work and experiences to demonstrate a range of abilities to solve a real-world problem.

The capstone course is taken at the end of an academic program. The student-centered independent project is supervised by a faculty advisor who guides and monitors the project development. Capstone projects may be but, not limited to, research papers, exhibits, portfolios, demonstration, or service learning project.

Information on the Student Body

The majority of the Stratford University student body is non-traditional and works full-time. However, there is a wide range of age groups, cultures, nationalities, and religions. The international student body is diverse and represents over thirty countries. Each campus has a unique student body influenced by the offered programs and location. Student Support Services has information specific to each campus.

Academic Calendars

2015

<table>
<thead>
<tr>
<th>Quarter 1</th>
<th>Start</th>
<th>End</th>
<th>Add/Drop</th>
<th>Holidays</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session A</td>
<td>1/5/2015</td>
<td>2/8/2015</td>
<td>1/5/2015 - 1/7/2015</td>
<td>1/19, MLK Day - University closed</td>
</tr>
<tr>
<td>Quarter 2</td>
<td>3/16/2015</td>
<td>4/19/2015</td>
<td>3/16/2015 - 3/18/2015</td>
<td></td>
</tr>
<tr>
<td>Session B</td>
<td>9/7/2015</td>
<td>10/11/2015</td>
<td>9/7/2015 - 9/9/2015</td>
<td></td>
</tr>
<tr>
<td>Quarter 5</td>
<td>10/12/2015</td>
<td>11/15/2015</td>
<td>10/12/2015 - 10/15/2015</td>
<td></td>
</tr>
<tr>
<td>Session C</td>
<td>10/12/2015</td>
<td>12/20/2015</td>
<td>10/12/2015 - 10/19/2015</td>
<td></td>
</tr>
</tbody>
</table>

10/12, Columbus Day - No classes; offices open
11/11, Veterans Day - No classes; offices open
11/26-27, Thanksgiving - University closed
12/21-1/3, Winter Break - No classes; offices open
### 2016

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Session A</th>
<th>Start</th>
<th>End</th>
<th>Add/Drop</th>
<th>Holidays</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quarter 1</td>
<td>Session A</td>
<td>1/4/2016</td>
<td>2/7/2016</td>
<td>1/4/2016 - 1/6/2016</td>
<td>1/18, MLK Day - University closed</td>
</tr>
<tr>
<td></td>
<td>Session C</td>
<td>8/1/2016</td>
<td>10/9/2016</td>
<td>8/1/2016 - 8/7/2016</td>
<td></td>
</tr>
<tr>
<td>Quarter 5</td>
<td>Session A</td>
<td>10/10/2016</td>
<td>11/13/2016</td>
<td>10/10/2016 - 10/12/2016</td>
<td>10/10, Columbus Day - No classes; offices open</td>
</tr>
<tr>
<td></td>
<td>Session B</td>
<td>11/14/2016</td>
<td>12/18/2016</td>
<td>11/14/2016 - 11/16/2016</td>
<td>11/11, Veterans Day - No classes; offices open</td>
</tr>
<tr>
<td></td>
<td>Session C</td>
<td>10/10/2016</td>
<td>12/18/2016</td>
<td>10/10/2016 - 10/16/2016</td>
<td>11/24-25, Thanksgiving - University closed</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>12/19-1/2, Winter Break - No classes; offices open</td>
</tr>
</tbody>
</table>

### Add/Drop Period

Students who wish to change their registration status may add or drop a course(s) and must submit the completed add/drop form to the Office of the Registrar. Prior to and during the Add/Drop Period, students may drop from a course without incurring any financial penalty. If an add/drop form is received after the Add/Drop Period has ended, the student is responsible for charges based on the University’s refund policy. If a student drops a course during the Add/Drop Period, all records related to that course are removed from the student’s academic and financial records. The student is not charged tuition or fees for the course. Courses added or dropped during the designated Add/Drop Period are not evaluated in SAP.

### Academic Advising

Students receive academic advising at a minimum, once a quarter during the registration process. Academic advisors assist students in selecting courses appropriate for their program and schedules. At any time during the quarter, students may schedule an appointment with their academic advisor, designated department representative, or instructor for assistance. Online students may contact their academic advisors via email or phone. The University provides academic counseling and support to students who are not meeting Satisfactory Academic Progress (SAP). Students are strongly encouraged to schedule an appointment in the Office of Student Services to meet with a tutor to meet and overcome any academic challenges.

### Grades

The formal grading system utilized by Stratford University conforms to recognized educational standards. Grades are mailed to students within two weeks of the completion of the quarter. Any questions regarding the posting of grades should be addressed to the Office of the Registrar.
### Undergraduate Grading System

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
<td>Excellent</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td>Good</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
<td>Poor</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
<td></td>
</tr>
<tr>
<td>D+</td>
<td>1.33</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
<td>Poor</td>
</tr>
<tr>
<td>D-</td>
<td>0.67</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
<td>Failing</td>
</tr>
<tr>
<td>AU</td>
<td>0.00</td>
<td>Audited Course</td>
</tr>
<tr>
<td>CE</td>
<td>0.00</td>
<td>Credit by Exam</td>
</tr>
<tr>
<td>CR</td>
<td>0.00</td>
<td>Previous Experience Credit</td>
</tr>
<tr>
<td>I</td>
<td>0.00</td>
<td>Incomplete</td>
</tr>
<tr>
<td>P</td>
<td>0.00</td>
<td>Passing</td>
</tr>
<tr>
<td>TC</td>
<td>0.00</td>
<td>Transfer Credit</td>
</tr>
<tr>
<td>W</td>
<td>0.00</td>
<td>Withdrawal</td>
</tr>
</tbody>
</table>

### Graduate Grading System

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
<td>Excellent</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td>Average</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
<td>Poor</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
<td></td>
</tr>
<tr>
<td>D+</td>
<td>1.33</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
<td>Very Poor</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
<td>Failing</td>
</tr>
<tr>
<td>AU</td>
<td>0.00</td>
<td>Audited Course</td>
</tr>
<tr>
<td>CE</td>
<td>0.00</td>
<td>Credit by Exam</td>
</tr>
<tr>
<td>CR</td>
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<td>Previous Experience Credit</td>
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<tr>
<td>I</td>
<td>0.00</td>
<td>Incomplete</td>
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<tr>
<td>P</td>
<td>0.00</td>
<td>Passing</td>
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<tr>
<td>TC</td>
<td>0.00</td>
<td>Transfer Credit</td>
</tr>
<tr>
<td>W</td>
<td>0.00</td>
<td>Withdrawal</td>
</tr>
</tbody>
</table>

### Grade Appeal

A grade appeal must be initiated by the student within three weeks of receiving the grade by submitting a written request to the instructor. If the issue is not resolved, the written request must be submitted to the designated department representative. If after a review by the designated department representative the issue remains unresolved, a committee of uninvolved faculty or staff is selected by the campus dean for the grade appeal hearing. The student and the faculty member may present information. The committee notifies the student and the instructor of its findings in a timely manner. All decisions are final. Grade changes may result in the loss of federal student aid (FSA) eligibility because regulations may limit the time within which aid may be re-awarded or disbursed. Stratford University adheres to a schedule that allows grades to be submitted during the subsequent term. Because of this, students evaluated after grade submissions may have their FSA eligibility recalculated and may need to adjust their payment arrangements.

### Incomplete Grades

Students may request a grade of incomplete (I) from their instructor. Students must complete a request for incomplete form available through the Office of the Registrar or program department and submit it to the instructor for approval. If approved, the instructor informs the student of the required work and deadline, the designated department representative, and the Office of the Registrar. A student is required to make up any incomplete course work within five weeks of the conclusion of the course. Incomplete grades are temporary grades; courses with I grade are calculated in attempted credit hours, but not in the grade point average. If work is not completed and/or a new grade assigned, an I converts into an F. Incomplete grades may be used if grades are not submitted by instructors in a timely manner. Upon submission of the late grades, incomplete grades are updated.

### Withdrawal Grades

Students who withdraw from a course after the Add/Drop Period are awarded a withdrawal (W) grade and tuition is calculated based on the University’s refund policy. A W grade is counted for the maximum time frame requirement as credits attempted, but not credits earned in Satisfactory Academic Progress calculations. These courses may affect federal student aid or registration eligibility for the next term.

### Course Repetition

A student who is required to repeat a course must complete it within the maximum time frame for Satisfactory Academic Progress (SAP) and is charged tuition at the regular published rate. All course repetitions count as courses attempted for purposes of calculating SAP. The GPA is based only on the latest attempt of the course; previous
attempts are not computed in the GPA calculation. Federal student aid is available for one repetition of a previously passed course.

Course Auditing
A student who has been admitted to Stratford University may choose to register for a course for no academic credit. A student may not change status in a course from audit to credit after the midpoint of the term. An auditor is not required to take an active part in the class or to take or pass examinations. Audited courses may be repeated for credit, are subject to all regular tuition and fees, do not count as credits attempted for purposes of calculating Satisfactory Academic Progress or GPA.

Externships and Capstone Course Grades
Externship and capstone courses are graded based on the student’s attendance, performance, and mastery of course objective(s). Each program requires unique objectives for these courses. The designated department representative or externship coordinator provides students with a rubric detailing the grading specifics.

Student Grade Recognitions

**Summa cum Laude:** Graduating students with a cumulative grade point average of 4.0 receive the Summa Cum Laude honor.

**Magna cum Laude:** Graduating students with a cumulative grade point average of 3.5 to 3.99 receive the Magna Cum Laude honor.

**President’s List:** Undergraduate students who have a term grade point average of 4.0 and have completed a minimum of 13.5 credits, including at least 9.0 credits in the previous quarter are included on the President’s List.

**Dean’s List:** Undergraduate students who have a term grade point average of 3.75 to 3.99 and have completed a minimum of 13.5 credits, including at least 9.0 credits in the previous quarter are included on the Dean’s List.

**Honors List:** Undergraduate students who have a term grade point average of 3.5 to 3.74 and have completed a minimum of 13.5 credits, including at least 9.0 credits in the previous quarter are included on the Honors List.

Changing Programs
Students who wish to change their program of study must submit a program change form to the Office of the Registrar with appropriate signatures, meet with the Office of Student Accounts, and request a review of transfer credits, if needed. Students may change academic programs twice. A student who changes a program for a second time must have completed 67% of the current program prior to changing. Program upgrades are not considered the same as changing academic programs.

Upgrading Programs
Students should speak with their admissions officer, obtain a program upgrade form, have any previous transcripts reevaluated, and register for courses. Students who wish to upgrade from one undergraduate degree to another must fill out a program upgrade form through the Office of the Registrar.

Changing Campuses
Students are assigned to the campus with which they enroll for their first quarter of study. Students may choose which campus they prefer based on personal preference. Students receive student services from all departments at their assigned campus. This includes student accounts, registration, and academic advising. The assigned campus houses student documents. A student who wants to change the assigned campus must complete the campus change form and submit it to the Office of the Registrar. After the campus change process is complete and it has been approved by the receiving campus, students receive all student services at their new campus and all of the student documents are sent to the appropriate offices at the new campus.

Requesting Transcripts and Enrollment Verification
Students may request their official transcript through the self-service portal or the Office of the Registrar after filling out a transcript request form. This process can take up to 24 hours. The transcript fee is listed in the catalog addendum. All financial obligations to the University must be current in order to obtain an official academic transcript. Students who need enrollment verification for insurance or job purposes must contact the Office of the Registrar.

Undergraduate Graduation Requirements

- Complete all required classroom modules, externship hours (if applicable), and all program requirements
- Achieve a minimum GPA of 2.0
- Complete at least 25% of the program credits at the University

1 2.8 for Bachelor of Science in Nursing students
• Satisfy all financial obligations
• Complete an academic check out form signed by the designated department representative

Stratford University reserves the right to update or change the curricula at any time. Any candidate for a degree is held to compliance with changes for the uncompleted portion of the program of study. If it is determined a student will not be able to fulfill the graduation requirements, the University reserves the right to discontinue a student’s enrollment.

Processes and Requirements

Students must complete the academic checkout forms prior to enrolling for their last quarter. This must be signed by various departments and it is the student’s responsibility to complete it. After grades are posted for their final quarter, the designated department representative reviews the transcript and approves it. The diplomas are ordered after the designated department representative’s approval. Diplomas are typically ready within one academic term. Students may have their diploma mailed to them or it can be picked up on campus. International students should contact the Office of the Registrar the February before graduation for forms requesting invitation letters.

Ceremonies

Stratford University holds graduation ceremonies in June for graduates of all programs. It is a special event for the University, students, and their families to celebrate the personal and academic accomplishments of the student. Students should contact the Office of the Registrar for information about signing up for the ceremony. Caps and gowns are available in Student Support Services and students are assessed a fee which can be found in the catalog addendum. Students may apply to walk at the ceremony ahead of their official graduation; if they will complete their program the same quarter as the ceremony is being held. This must be approved by the campus dean. Diplomas are not distributed at the ceremony. Students must complete the academic checkout process through the Office of the Registrar in order to obtain their diploma.
Payment and Student Accounts

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Virginia State Refund Policy ............................................. 50
It is the goal of Stratford University to assist every qualified student in procuring the financial means to enable the student to attend the University. The University participates in a variety of financial assistance programs. These programs are designed to assist students who are currently enrolled or accepted for enrollment, but whose financial resources are inadequate to meet the full cost of their education.

The majority of financial assistance available to students is provided by the federal government and is called federal student aid (FSA). This includes the Direct Lending program for subsidized and unsubsidized Stafford Loans, Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work Study (FWS), and Federal PLUS Loans. These programs are available to those who qualify.

The University also offers alternate source funding and utilizes other private agencies. Alternate source loans enable the student to contribute to education costs while attending the University.

The primary responsibility for meeting the costs of education rests with individual students and their families. Financial assistance is awarded on the basis of need, regardless of sex, age, race, religion, creed, or national origin. Need is defined as the difference between the cost of education for one academic year and the amount a student and/or family can be reasonably expected to contribute to the cost of education for the same period.

**Tuition and Fees**

Tuition and fees are based on the level and type of the student’s program. Tuition is charged on a quarter-by-quarter basis. Students are not obligated beyond the quarter for which they are currently enrolled. A student may not register for additional academic quarter of study unless all tuition and fees due have been paid or the student has arranged for an approved alternative payment plan. All students in the same program are charged the same tuition and fees except for active-duty military personnel. The catalog addendum contains current tuition and fee information for all programs. The University reserves the right to adjust tuition and fees at any time.

**Application and Student Activity Fee**

Each student must pay a non-refundable application fee when applying to Stratford University. The amount of this fee can be found in the catalog addendum. Additionally, a student activity fee is charged during a student’s first quarter of enrollment. This fee covers the student’s orientation costs such as student ID card.

**Baking Kit**

Students enrolling in a baking and pastry arts concentration receive a set of tools specific to their concentration. The baking kit includes a carrying tote, digital thermometer, measuring cups and spoons, peeler, various spatulas and spoons, whisk, Microplane, paring knife, decorating tools, bench and bowl scraper, pizza cutter, pastry brush, paring knife, utility knife, chef’s knife, serrated knife, palette knife, and honing steel. The fee for this kit can be found in the catalog addendum.

**Culinary and Baking Lab Fee**

Many of the culinary and baking courses include hands-on laboratory experiences in working kitchens using a variety of equipment and food products. The lab fee covers all ingredients used in culinary, baking, and hospitality courses. The course descriptions located in this catalog outline if a course has associated fees. The fee amount can be found in the catalog addendum.

**Culinary Kit**

Students enrolled in culinary programs receive a kit of equipment essential to success in kitchen courses. Students are charged for this kit with their tuition and may not provide their own equipment. This is to ensure all students are adequately prepared for all courses. Students may supplement their knife kit with personal equipment. The kit includes a carrying tote, digital thermometer, measuring cups and spoons, peeler, kitchen shears, various spatulas and spoons, tongs, whisk, Microplane, paring knife, boning knife, chef’s knife, serrated knife, palette knife, and honing steel. The fee for this kit can be found in the catalog addendum.

**Chef Uniform**

Students in the culinary arts or baking and pastry arts programs receive chef’s uniforms at the beginning of their program. Students must wear uniforms during all kitchen courses. The process for acquiring uniforms is explained by the designated department representative. The cost of uniforms can be found in the catalog addendum.

**Nursing Lab Fee**

The clinical lab fee covers the University’s cost of providing intensive, small group instruction, services, and resources in the clinical laboratory for nursing courses. The course descriptions located in this catalog outline fees associated with courses. The fee amount can be found in the catalog addendum.
Computer Lab Fee

The computer lab fee covers student use of University equipment including computers, scanners, printers, copiers, software, and Internet access. This also includes access to online programs for use with online courses. The fee amount can be found in the catalog addendum.

Computer Lab Fee for Health Sciences Courses

The computer lab fee for health sciences students provides hands-on training on Medisoft usage in the medical office, which is a popular patient billing and accounting software program. It enables healthcare practices to maintain their billing data as well as generate report information. The software handles all the basic tasks a medical biller needs to effectively perform the job. The fee amount can be found in the catalog addendum.

Health Sciences Lab Fee

Health sciences courses which require lab time are charged a health sciences lab fee. This covers the cost of providing intensive, small group instruction, services, and resources in the health sciences labs. The course descriptions located in this catalog outline fees associated with courses. The fee amount can be found in the catalog addendum.

Health Sciences Kit

The health sciences diagnostic skills kit includes equipment and materials students need to complete exercises and skills in their core courses. Students are charged for this kit with their tuition. The cost for the kit can be found in the catalog addendum. The kit includes a student uniform, a carrying tote, blood pressure cuff, stethoscope, scissors, thermometer, penlights, medical marking pen, goggles, and mask. Students use additional materials in lab courses including iodine scrub packs, latex gloves, Demo Dose simulated blood, and program specific materials.

Nursing Kit

The nursing kit consists of equipment and materials used for nursing lab courses, practicals, and clinicals. Students are charged for this kit with their tuition and it is distributed in their first nursing lab. Students are required to purchase the kit to ensure adequate preparedness for all exercises and skills. The kit includes a carrying tote, latex gloves, gauze sponges and pads, alcohol prep pads, various rolled bandages, various kinds of tape, scissors, sterile dressing supplies, syringes, IV kits, penlight, stethoscope, and a blood pressure cuff. Nursing student uniforms are not included in this kit. Information about uniforms is distributed by the nursing department. The fee for this kit can be found in the catalog addendum.

NCLEX Preparation and Testing Fee

Throughout the nursing program, students take ATI tests designed to prepare them for the certifying exam at the end of their program. This exam is called the NCLEX. The NCLEX prep and testing fee covers the cost of all the ATI tests students take throughout the program. The fee amount can be found in the catalog addendum.

Supplemental Instructional Fee

Stratford University offers lab courses in many of the degree programs. The additional contact hours provided by instructors are covered by the supplemental instructional fee. The course descriptions located in this catalog outline fees if a course has associated fees. The fee amount can be found in the catalog addendum.

Consumer Information

Stratford University provides disclosure and reporting information to its current and prospective students. It is available online at http://www.stratford.edu/disclosures or in print by request. Each program has unique information on retention rates, completion or graduation rates, and placement and types of employment obtained.

Payment Options

Federal Student Aid

Federal student aid includes Title IV funding, loans and grants, and other programs. In order to qualify for any form of federal student aid, the student must be enrolled in a program which is approved for federal student aid by the U.S. Department of Education. Students are granted a finite amount for undergraduate and graduate loans. Students may contact the Office of Student Accounts for more specific information. Federal student aid is available to those who qualify.

Federal Subsidized Stafford Loans: Federal Subsidized Stafford Loans are for undergraduate students with financial need. No interest is charged while the student is enrolled at least part-time. The loan goes into repayment six months after the student leaves school, graduates, or drops below part-time enrollment. The standard repayment term is ten years for an undergraduate program.
Federal Unsubsidized Stafford Loans: Federal Unsubsidized Stafford Loans are non-need based student loans from the federal government. The terms and conditions are the same as those for Subsidized Stafford Loans except the student is responsible for the interest throughout the life of the loan. The student has two options of repayment of the accrued interest, either pay the interest while in school or it is capitalized (i.e. added to the loan principal amount) once the loan enters repayment.

Federal PLUS Loans: There are two kinds of Federal PLUS Loans. Parent PLUS loans are available to parents of dependent students to help pay for the educational expenses of the student. Parents may borrow up to the cost of attendance minus other aid per eligible dependent student. Grad PLUS Loans are available to graduate students to help cover education expenses. The process for these loans is the same as for all federal student aid. Loan approval is based on the credit history of the applicant. Repayment begins within 60 days of the final loan disbursement, with the option to defer payment while the student is enrolled at least part-time.

PLUS loans are not based on need, but when combined with other resources, cannot exceed the cost of education. Repayment of Stafford Loans starts six months after the student drops below part-time status, withdraws from the University, or graduates. The six months between when the student leaves the University and when the student must start repaying the loan is considered the grace period.

Federal Pell Grants: Federal Pell Grants may be available in addition to other financial assistance for students working toward their first undergraduate degree. In order to determine eligibility, students must complete the Free Application for Federal Student Aid (FAFSA). The student’s expected family contribution (EFC), the cost of attendance, the student’s enrollment status, and whether the student attends for a full academic year or less determines eligibility and disbursement amounts. Federal Pell Grants do not need to be repaid and do not accrue interest.

Any Pell Grant eligible student whose parent or guardian died as a result of military service in Iraq or Afghanistan after September 11, 2001 receives the maximum annual award. Students must be under 24 years old or enrolled at least part-time in college at the time of the parent’s or guardian’s death.

Application for Federal Student Aid

Free Application for Federal Student Aid (FAFSA): In order to be eligible for federal student aid (FSA), students must have or meet the following criteria:

- U.S. citizen with a valid social security number
- High school diploma, a General Education Development (GED) certificate, or completed homeschooling
- Make Satisfactory Academic Progress
- Not owe a refund on a federal grant or be in default on a federal education loan
- Enroll in Selective Service (if male and between the ages of 18 and 25)
- Complete the Student Aid Eligibility Worksheet (if the student has been convicted for the possession or sale of illegal drugs while receiving federal student aid)

Students must complete a Free Application for Federal Student Aid (FAFSA) annually through www.fafsa.ed.gov. The FAFSA requires the school code which is 017053 for Stratford University. Student must use extreme care when completing the application. Before filling out the FAFSA, a student must request a PIN. This is used as an electronic signature. Students should remember their PIN and keep it recorded in a safe place. Requesting a PIN and filling out a FAFSA does not commit a student to using FSA. After filling a FAFSA, Stratford receives an Institutional Student Information Record (ISIR), which notifies the student of eligibility for a Federal Pell Grant and provides the student’s EFC. Not all students are eligible to receive FSA and should consult with the Office of Student Accounts during this process.

The Office of Student Accounts has students fill out the following forms as part their FSA application:

- Student Loan Entrance Interview Form
- Credit Balance Authorization Form
- Student Information Release
- If dependent, parents must complete Parent PLUS Loan Application. Generally, dependent students are under 24 years old, not in the military, unmarried, and do not have a child for which the student is supplying half of the support. A full list of the questions that determine dependency can be found at www.fafsa.ed.gov.

Verification: Once the FAFSA, ISIR, and EFC are completed, students may be selected for verification. It is important to remember not all students are selected. The Office of Student Accounts clearly communicates which documents a student needs to provide for verification. All selected students are required to complete verification and no Title IV disbursements are made prior to the completion of verification. These documents may include, but are not limited to:

- Verification worksheet
- Taxes
● Passport, green card, or naturalization documents
● Selective Service
● SNAP and Food Stamps
● Child support paid

The Office of Student Accounts assists students with correcting any incorrect information during the FSA process and communicates any changes in a student’s scheduled award. However, any suspected cases of fraud will be reported to the Regional Office of the Inspector General, or if more appropriate, to local law enforcement having jurisdiction to investigate.

Master Promissory Note: When a student decides to enroll at Stratford University, a master promissory note (MPN) must be completed. The MPN is a legal document in which the student promises to repay the loan and any accrued interest and fees. It also explains the terms and conditions of the loan. The MPN is signed digitally using the student’s PIN.

Budget: The last step in the FSA process is to review the student’s budget. This outlines the cost of attendance, financial assistance awarded, and out-of-pocket expenses owed by the student. The cost of attendance aid being awarded cannot exceed the student’s cost of attendance. Students who do not complete the FSA process (e.g. do not submit all required documents) by the end of the second week of their first quarter, are packaged as cash paying students, and notified of the payment plan. When students have completed the FSA process, they are referred to as “packaged”.

Transfer of Federal Student Aid

Students who have used FSA at another college, institution, or university may transfer their FSA to Stratford University by inputting the University information into their FAFSA, submitting the required documents, and signing a MPN. Students should see the Office of Student Accounts for any questions regarding this process.

Federal Student Aid Disbursements

A student accounts officer provides an estimated award amount and a student budget upon completion of the FAFSA. Once all documents are reviewed for accuracy, an award letter is created. It includes Pell Grant, Federal Supplemental Educational Opportunity Grant, Subsidized Direct Loan, Unsubsidized Direct Loan, and PLUS loans. A copy of this is sent to the student. All Title IV federal student aid funds received by the institution are credited to the student’s account upon receipt for the U.S. Department of Education, excluding Federal Work Study.

Federal regulations require that Federal Direct Loans cannot be released nor can a Federal PLUS Loan application be certified until the FAFSA has been completed. Federal student aid information for all institutions attended is obtained from the National Student Loan Data System (NSLDS) page of the student’s SAR/ISIR. The student’s SAR/ISIR must include a valid EFC code prior to disbursement.

Repackaging of Loans

Each academic year, students are required to repackaging their FSA. To do this, students must submit a FAFSA for the current year with the corresponding data. The FAFSA for the new academic year needs to be completed and cleared from verification (if applicable) for all students in order to receive loans or grants. Student loans and grants are not guaranteed from one year to the next due to fluctuations in EFC. It is the students’ responsibility to contact the Office of Student Accounts two weeks prior to the end of the academic year. For Pell and FSEOG recipients, the student must contact the Office of Student Accounts two weeks prior to the close-out of the financial aid year (June 30).

Return of Title IV Funds

For many Stratford students, an important source of funding is the Title IV financial assistance programs of the U.S. Department of Education (DoE). Participating students that withdraw from the University may have some or all of the funds returned to the DoE depending on the length of enrollment. Refunds are calculated as mandated by the Higher Education Act of 1965.

Stratford University cannot receive funding from the Department of Education until the student loan has been originated. If loans are received before a student withdraws, drops out, is dismissed, or takes a leave of absence prior to completing 60% of a payment period or term, a Return to Title IV Calculation is done to determine the student’s portion of earned aid. This is money earned toward education. For a student who withdraws after the 60% point-in-time, all funds are earned and disbursed to the University. The calculation determines how to return money to the lender. The University must return the amount of Title IV funds no later than 45 days after the date of the student’s withdrawal. If a student received a stipend check, the student may have to return or repay funds. If more funds are disbursed than the student earns, the student and the University is required to return a portion of the loans. If less funds are disbursed than the student earns, the institution owes that student a check, the student may have to return or repay funds. If more funds are disbursed than the student earns, the student and the University is required to return a portion of the loans. If less funds are disbursed than the student earns, the institution owes that student a

Calculation:

\[
\text{Disbursement} = \text{Earned Aid} \times \text{Funds Received} / \text{Payment Period}
\]

For a student who withdraws after the 60% point-in-time, all funds are earned and disbursed to the University. The calculation determines how to return money to the lender. The University must return the amount of Title IV funds no later than 45 days after the date of the student’s withdrawal. If a student received a stipend check, the student may have to return or repay funds. If more funds are disbursed than the student earns, the student and the University is required to return a portion of the loans. If less funds are disbursed than the student earns, the institution owes that student a post withdrawal disbursement which must be paid within 120 days of the student leaving the University. The calculation is based on the percentage of earned aid using the following Return to Title IV Calculation:
Any break of five days or more is not counted as part of the days in the term. Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula:

\[
\text{% of earned aid} = \frac{\text{Day of the term the student withdrew}}{\text{Total days in term (all terms are 70 days)}}
\]

\[
\text{Aid to be returned} = \frac{\text{Amount of federal aid disbursed} - \text{Amount of earned federal aid}}{\text{Day of the term the student withdrew}}
\]

Refunds are allocated in the following order:

- Unsubsidized Federal Stafford Loans
- Subsidized Federal Stafford Loans
- Federal PLUS Loans
- Federal Pell Grants for which a return of funds is required
- FSEOG for which a return of funds is required
- Other assistance for which a return of funds is required

Notification of Post Withdrawal Disbursements

A Post Withdrawal Disbursement (PWD) occurs when a student has withdrawn and the disbursement of loans and grants are applied to outstanding tuition and fees. When a student withdraws from the University, the University is required to determine the amount of earned student aid by performing a Return of Title IV (R2T4) calculation. If it is determined that a student has earned more aid that was disbursed, a PWD is needed. The student authorizes the University to obtain a PWD by signing an authorization for Post Withdrawal Disbursement. For a Parent PLUS Loan, the parent must sign the authorization for Post Withdrawal Disbursement. The student is notified in writing by the University in the event of a PWD. The notification letter informs the parent or student they have 14 days from the date the University sent notification to determine if they choose to accept PWD. The student must indicate on the credit balance authorization form where they want the University to return a credit balance resulting from overage of their Title IV disbursement. The student may return the credit balance to the lender or request a stipend. A confirmed acceptance of a PWD must be made within 120 days of the date of determination the student withdrew by the University.

Return of Additional Funds

After all tuition and loan obligations are fully satisfied, some students have a remaining positive balance. Students may receive refunds or settlements of any remaining balance via a direct deposit or check referred to as a refund or stipend check. The Office of Student Accounts discusses this with students during their application process. The time it takes for the University and the student varies based on the course session the student is signed up for. The Office of Student Accounts distributes stipends within 14 days of receiving the funds.

Entrance and Exit Interview and Counseling

Loan entrance counseling explains the obligations of the student as a condition of receiving federal student loans. All students using FSA must complete entrance counseling prior to being packaged to ensure the student understands the amount borrowed, rights and responsibilities regarding repayment, and the obligations being assumed.

Upon withdrawal or graduation (or in the last term of the program), the student must complete loan exit counseling. The purpose of this session is to inform students of their tentative total loans received while in attendance at the University, refunds that may be made, and to provide the student with an estimated repayment schedule. If the student is unable to meet with the Office of Student Accounts, an exit interview packet will be mailed.

Borrower Rights and Responsibilities

Students have certain rights and responsibilities when taking on student loans. The student has the right to receive the following information before the first loan disbursement:

- Total amount of the loan
- Interest rate
- Repayment start date
- Effect of loan on other types of financial assistance
- List of loan fees and payment methods
- Yearly and total amount the student can borrow
- Maximum and minimum repayment amount
- Explanation of default and its consequences
- Consolidating and refinancing options for student loans
- Prepay without penalty statement

The borrower has the right to receive the following information before leaving the University:

- Total debt (principal and interest), interest rate, and total interest charged
● Loan repayment schedule including payment due dates, amounts, and frequency
● Name of the lender or agency, where to send payments, and contact information
● Late charges or litigation costs if payments are late
● Consolidating and refinancing options for student loans
● Prepay without penalty statement

The borrower has a responsibility to:

● Understand the terms of MPN
● Make payments, regardless of notice or bill
● Make payments until notification of deferment or forbearance has been granted
● Notify a student accounts officer of graduation, withdrawal, below part-time status, or transfer to another institution
● Notify the University of change in name, address, or Social Security Number
● Receive loan entrance and exit counseling

Out-of-Pocket Expenses and Financial Obligations

Federal student aid covers a predetermined amount toward a student’s tuition. If the amount does not cover all of the tuition, students are required to pay the balance out-of-pocket. The Office of Student Accounts develops a payment plan with the student to determine the payment amount. Out-of-pocket expenses vary based on the program, loan amount, and student status.

Federal Supplemental Educational Opportunity Grant

The Federal Supplemental Educational Opportunity Grant (FSEOG) is available on a first come, first serve basis to students with exceptional financial need. Eligible students have an EFC of zero, are freshman, and enrolled part-time. The amount of the grant and the number of students who may receive this grant, depend on the availability of funds from the U.S. Department of Education. Stratford contributes 25% of the FSEOG awarded to each recipient. FSEOG does not have to be repaid.

Scholarship Programs

Stratford University offers several scholarship programs. Information about applying is available in the Office of Admissions.

Stratford University Academic Scholarship Program: The Stratford University Academic Scholarship Program is designed for current students and graduates who are entering a bachelor or master degree program meeting the following criteria:

● Current Stratford University student in their final quarter with a cumulative GPA of 3.5 or higher
● Stratford University graduate with an associate degree who finished with a cumulative GPA of 3.5 or higher
● Stratford University graduates with a bachelor degree who finished with an overall GPA of 3.5 or higher

Undergraduate students who meet these criteria are awarded a maximum of $1,500 which is disbursed in equal portions of $250 per quarter, for six quarters. Graduate students meeting these criteria are awarded a maximum of $1,050, which is disbursed in six equal portions of $175 per quarter. To remain eligible for this scholarship, students must take at least two courses during the quarter, maintain a 3.0 GPA, and maintain good-standing status.

High School Senior Scholarship Program: The High School Senior Scholarship Program is designed for eligible high school seniors who enroll at Stratford University during the summer and fall quarters following their high school graduation. The scholarship offers the student $1,500. In order to qualify, students must:

● Complete and submit a scholarship application with the Application for Admission 30 days prior to the start of Quarter 4 and Quarter 5 in the calendar year the student intends to enter Stratford University. The high school admissions officers can provide students with the application.
● Provide evidence of having a cumulative GPA of 2.0 or higher
● Submit an essay demonstrating the desire to achieve success in entering the student’s selected program
● Provide evidence of being a well-rounded individual who has participated in school activities, community service, etc.

Selected students receive $750 at the beginning of their third and sixth quarters of enrollment. Scholarship winners are chosen by the High School Scholarship Committee and are notified in writing.

Private Scholarship Programs: Stratford University accepts private scholarships from foundations, service clubs, and other organizations. Examples of these programs used by Stratford students include culinary scholarship programs such as the scholarship from Careers in Culinary Arts (C-CAP) Culinary Competition, American
Culinary Federation Scholarship Fund, Virginia Culinary Competition, Northern Virginia Culinary Competition, or Discover America.

Federal Work Study Program

The Federal Work Study (FWS) program provides part-time employment to students who need the earnings to offset the cost of their education. Students may work on or off campus for a qualified public, private, or community service organization. Application for the FWS program may be made through the Office of Student Accounts and eligibility is based on financial need and the availability of funds. The University attempts to place students in jobs related to their program of study and work schedules are arranged according to course schedules. The amount of the award and the number of students, who may receive this grant, depends on the availability of funds from the U.S. Department of Education.

Veterans Services Benefits

Stratford University is approved for the training of veterans and eligible dependents and accepts Chapter 30 Montgomery GI Bill, Chapter 33 Post 9/11 GI Bill, Chapter 35 Survivors and Dependents Assistance, Chapter 1606 Montgomery GI Bill Selected Reserve, and Chapter 1607 Reserve Educational Assistance Program (REAP). Students interested in using their military educational benefits at Stratford University should contact the Office of Military Service. Students are encouraged to contact their local VA Regional Office regarding questions pertaining to eligibility and entitlements. Upon initial registration to the University, eligible students should submit to the Office of Military Services, a copy of their certificate of eligibility and/or a copy of their DD-214 along with a copy of their VA-Form 22-1990 or VA-Form 22-1995.

Stratford University has agreed to participate in the Yellow Ribbon Program under the Post9/11 GI Bill and provides an unlimited matching contribution as a Direct Grant toward the unmet established charges. Eligible students must maintain Satisfactory Academic Progress, conduct, and attendance according to the policies of the University. For information about programs supported by the Yellow Ribbon Program, please contact the Office of Military Service.

The Department of Veterans Affairs offers student using VA education benefits through Title 38 or Title 10 (under Ch30, Ch31, Ch32, Ch35, Ch1606, Ch1607, Ch33) the opportunity to apply for the VA Work-Study Program. Stratford University has agreed to participate in this program and provide interested students the opportunity to receive additional allowances paid for performing VA-related activities. To qualify, student must be in receipt of education benefits at a minimum of ¾ training time. For more information about the VA Work-Study Program, including how to apply, please visit the campus military service office.

Vocational Rehabilitation Benefits

Stratford University is approved for VA Vocational Rehabilitation and Employment Benefits, Chapter 31. Eligible students should contact their local VA Vocational Rehabilitation Office to determine their eligibility, fill out the 28-1905 form, and obtain approval for payment of benefits. The University must have this approval before the student may enroll.

Military Tuition Assistance

Active duty military students using tuition assistance (TA) are eligible to participate in the University military TA program. This program entitles students to receive tuition assistance to offset the majority of the remaining tuition balance. Students are encouraged to contact their Education Service Office (ESO) to determine eligibility and are required to present a TA authorization form for every course approved prior to the start of the quarter. This program applies only to tuition charges and eligible fees. The military tuition rate is listed in the catalog addendum.

Military Spouse Career Advancement Accounts Program

Stratford University participates in the Military Spouse Career Advancement Accounts Program (MyCAA) which is a career development and employment assistance program. MyCAA helps military spouses pursue certificates, diplomas, or associate degrees necessary for gainful employment in high-demand fields. As part of the career lifecycle, eligible military spouses are offered advising to assist with career exploration, education, training, career readiness, and connections. The Office of Military Services has more information on the program assistance caps, eligibility requirements, what the program covers, and how to apply.

Employer Reimbursement

If a student’s employer will contribute funds to a student’s education, it can be done in one of two ways. First, the employer can pay the University directly; second, the employer can reimburse the student the cost of tuition. Students being reimbursed by the employer are required to pay tuition in full at the time of registration. Typically, the student is required to provide the employer with an acceptance letter and course schedules accompanied by a tuition invoice. If a student is planning to use employer reimbursement
must let the Office of Student Accounts know so it can be properly processed.

**Private Financing**

Private financing is available for credit-worthy individuals from Sallie Mae and SunTrust. This is financing from outside agencies not affiliated with the federal student aid program. Please see the Office of Student Accounts for more information.

**Cash Pay:** Students may pay for their tuition in full at the time of registration. This is referred to as “cash pay,” although a student may use cash, check, credit card, or money order. Stratford University accepts all major credit cards and credit card payment may be done in person or over the phone. Students paying by check must provide a phone number and driver’s license number or state-issued ID number on the top of the check and the student ID number in the memo line. Students with college funds may pay for tuition directly.

**Payment Plans:** Payment plans are available for students using federal student aid and have an out-of-pocket expense or students who would like to pay their entire tuition out-of-pocket. The Office of Student Accounts typically sets up a seven month payment plan and the plan is reevaluated when a student’s federal student aid is repackaged for students using a payment plan in conjunction with federal student aid. Payment plans are assessed a fee which can be found in the catalog addendum. Students who want to pay their entire tuition out-of-pocket establish installment dates with the Office of Student Accounts. Late installments are charged a late payment fee which can be found in the catalog addendum. Prior to registering for the following quarter, students must have a balance of zero unless alternative arrangements have been made with the Office of Student Accounts.

**Virginia State Refund Policy**

The University obligates students to tuition and fees by the academic quarter. If the student withdraws during the Add/Drop Period, the University refunds 100% of the tuition and fee charges, except the non-refundable application fee. If the student withdraws after the Add/Drop Period, the University follows the state refund policy in accordance with §23-276.3 B of the Code of Virginia as follows:

- A student who enters, but withdraws during the first 1/4 (25%) of the course is entitled to receive a refund of 50% of the tuition and laboratory fees.
- A student who enters, but withdraws after completing 1/4 (25%), but less than 1/2 (50%) of the course is entitled to receive a refund of 25% of the tuition and laboratory fees.
- A student who withdraws after completing 1/2 (50%) or more of the course is not entitled to a refund.
English as a Second Language

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The mission of Stratford Language Institute’s English as a Second Language (ESL) program is to ensure each learner develops linguistically and academically within a socially and culturally supportive environment so they may achieve their personal, professional, and academic goals. The core program establishes skills students need to succeed in English-speaking countries, work environments, and university classrooms. Additional elective classes address skills to complement core curriculum, prepare students for standardized English tests, and advance their knowledge of and relationships to American culture. By addressing the four disciplines (reading, writing, listening, and speaking) in Stratford’s intensive and dynamic English program, the curriculum enables students to develop and excel.

The ESL program is closely coordinated with Stratford’s academic programs. If students satisfy all of the University’s entrance requirements, except for language proficiency, students are conditionally accepted into a degree program. After students graduate from the ESL program, degree program acceptance is finalized and students are able to start courses immediately without further testing.

**Admissions Process**

Incoming students take the ESL ACCUPlacer test on a computer in the learning resource center. The ACCUPlacer is proctored and tests students’ abilities in listening, reading, sentence meaning, and language use to measure all language skills. Based on their scores, candidates may register for the courses that match their language level abilities. Students must pay tuition prior to the start of each quarter through the Office of Student Accounts. The tuition and fees for the ESL courses can be found in the catalog addendum.

**Program Structure**

Stratford Language Institute’s curriculum is organized in accordance with the international proficiency scale known as the Common European Framework of Reference (CEFR) and with standardized English tests including, but not limited to, the International English Language Testing System (IELTS) and the Test of English as a Foreign Language (TOEFL). Courses are ten weeks long, with 25 lessons of instruction each week. Classes are capped at 15 students, allowing for optimal attention from teachers.

The complete program has core courses and complementary electives that offer skill enrichment in specific areas (reading to discuss a text, accent training, giving presentations, etc.). Sessions are ten weeks long. The full daily program (core and elective) runs from Monday to Friday, beginning at 9:00am and ending at 1:30pm. The program includes textbooks and assessment materials, is offered on-campus, and measures the material learned during the sessions.

In order to test out of the ESL program and receive a certificate of completion, students must complete at least 250 classroom hours (one ten-week quarter) of instruction and retake the ESL ACCUPlacer test.

**Students on Visas**

Students on F-1 visas must attend at least twenty hours of class per week to remain in status.

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<td>ESL042 Intermediate Writing</td>
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<td>ESL050 Level 5</td>
<td>ESL052 College Composition</td>
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<td>ESL060 Level 6</td>
<td>ESL062 Advanced Reading and Writing</td>
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<td>ESL063 Advanced Conversation and Culture</td>
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<td>ESL070 Academic Research</td>
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<td>ESL073 Accent Training and Presentations</td>
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<tr>
<td>ESL071 TOEFL Preparation</td>
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<td>ESL072 IELTS Preparation</td>
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<tr>
<td>ESL080 Business English</td>
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</table>
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ARTS AND SCIENCES COURSES

Arts and sciences courses provide students with the general education foundation essential to success in their core courses. The arts and sciences areas of study include psychology, mathematics, humanities, science, and English. These courses improve critical and analytical thinking skills, enhance knowledge of the community, teach skills in conducting research, and expand knowledge beyond a student's program. These skills are crucial to student development and key qualities for employment in high-demand work environments.

Academic advisors may waive prerequisites, when necessary, at their discretion. Electives may be substituted on a case-by-case basis with the approval of the academic advisor. Programs with specified arts and sciences courses supersede the structure listed below.

ENG111 College Composition 4.5
ENG290 Current Topics in English 4.5
ENG310 Oral Communications 4.5
ENG320 Advanced Composition and Research 4.5
ENG490 Special Topics in English 4.5
HUM110 Principles of Ethics 4.5
HUM250 Cultural Diversity 4.5
HUM290 Current Topics in Humanities 4.5
HUM320 World Literature 4.5
HUM330 The American Experience 4.5
HUM410 Understanding World Cultures 4.5
HUM490 Special Topics in the Humanities I 4.5
HUM491 Special Topics in the Humanities II 4.5
HUM492 Special Topics in the Humanities III 4.5
HUM493 Special Topics in the Humanities IV 4.5
MAT110 Fundamentals of Mathematics 4.5
MAT210 College Algebra 4.5
MAT220 Discrete Mathematics 4.5
MAT290 Current Topics in Mathematics 4.5
MAT310 Statistics 4.5
MAT320 Probability and Statistics 4.5
MAT410 Introduction to Calculus 4.5
MAT490 Special Topics in Mathematics I 4.5
MAT491 Special Topics in Mathematics II 4.5
PSY310 Social Psychology 4.5
PSY290 Current Topics in Psychology 4.5
PSY320 Human Growth and Development 4.5
PSY325 Positive Psychology 4.5
PSY340 Critical Thinking and Reasoning 4.5
PSY350 Mindful Leadership 4.5
PSY490 Special Topics in Psychology 4.5
SCI110 General Science 4.5
SCI250 Microbiology 4.5
SCI290 Current Topics in Science 4.5
SCI360 Introduction to Biochemistry 4.5
SCI410 Impact of Science and Technology 4.5
SCI490 Special Topics in Science 4.5
SPA210 Spanish I 4.5
SPA310 Spanish II 4.5

Associate Degree Arts and Sciences Requirements

ENGXXX English course (100 or 200 level) 4.5
HUMXXX Humanities course (100 or 200 level) 4.5
MATXXX Mathematics course (100 or 200 level) 4.5
PSYXXX Psychology course (100 or 200 level) 4.5
SCIXXX Science course (100 or 200 level) 4.5

Associate Degree Requirements: 5 courses 22.5 credits

Bachelor Degree Arts and Sciences Requirements

ENGXXX English course (100 or 200 level) 4.5
ENGXXX English course (200 level or higher) 4.5
HUMXXX Humanities course (100 or 200 level) 4.5
HUMXXX Humanities course (200 level or higher) 4.5
MATXXX Mathematics course (200 level) 4.5
MATXXX Mathematics course (200 level or higher) 4.5
PSYXXX Psychology course (100 or 200 level) 4.5
PSYXXX Psychology course (200 level or higher) 4.5
SCIXXX Science course (100 or 200 level) 4.5
SCIXXX Science course (200 level or higher) 4.5
XXXXXX Open Arts and Sciences course (300 level or higher) 4.5
XXXXXX Open Arts and Sciences course (300 level or higher) 4.5

Bachelor Degree Requirements: 12 courses 54 credits

SCHOOL OF BUSINESS ADMINISTRATION

Certificate

Accounting

The mission of the Certificate in Accounting program is to provide the basic theoretical and practical training necessary for success as an entry-level bookkeeping or accounting clerk in the business, government, and non-profit sectors. The program supplements a business or computer background with knowledge and skills relevant to senior management positions. Students interested in pursuing the CPA designation should check with their State Board of Accountancy for complete CPA requirements before enrolling in this program.

Graduates of this program may use courses towards an upgraded diploma, associate, or bachelor program.

6 Core courses x 4.5 credit hours = 27 credit hours
6 Core courses x 4.5 credit hours = 27 credit hours

This program typically takes 3 quarters to complete for students enrolled full-time.

Core Requirements

ACC299 Intermediate Accounting I 4.5
ACC330 Cost Accounting
OR
BUS340 Managerial Accounting
BUS112 Principles of Accounting I 4.5

3 Not applicable for bachelor programs
The mission of the Associate of Applied Science in Accounting program is to prepare students with the necessary skills for entry-level positions such as accounts payable, accounts receivable, or bookkeeping. Students become familiar with principals and procedures in accounting in order to interpret and present reliable and relevant information through financial statements as well as demonstrate proficiency in common cost management, auditing, and taxation strategies. Students interested in pursuing the CPA designation should check with their State Board of Accountancy for complete CPA requirements before enrolling in this program.

Graduates of this program may use associate degree courses toward an upgraded bachelor program.

13 Core courses x 4.5 credit hours = 58.5 credit hours
2 Elective courses x 4.5 credit hours = 9 credit hours
5 Arts and Sciences courses x 4.5 credit hours = 22.5 credit hours
20 Total courses x 4.5 credit hours = 90 credit hours

This program typically takes 10 quarters to complete for students enrolled full-time.
Core Requirements

BUS100 Introduction to Business .................................................. 4.5
BUS112 Principles of Accounting I .................................................. 4.5
BUS120 Sales and Marketing ......................................................... 4.5
BUS122 Principles of Accounting II ................................................ 4.5
BUS135 Principles of Management ............................................... 4.5
BUS210 Human Resource Management ........................................ 4.5
BUS220 Business Communications ............................................. 4.5
BUS235 Operations Management ................................................ 4.5
BUS240 International Business ..................................................... 4.5
BUS250 Principles of Economics .................................................. 4.5
Total Core Requirements: 11 courses 49.5 credits

Elective Courses

ACC, BUS, or CIS courses approved by the advisor.

Total Elective Requirements: 4 courses 18 credits

Arts and Sciences Requirements

See Arts and Sciences section

Total Arts and Sciences Requirements: 5 courses 22.5 credits

Bachelor of Science
Accounting

The mission of the Bachelor of Science in Accounting program is to provide students with a broad, fundamental knowledge of the field in order to prepare students for a career in accounting. The program allows students to prepare for exams for professional certifications such as Certified Public Accountant (CPA), Certified Internal Auditor (CIA), Certified Managerial Accountant (CMA), or Accredited Business Accountant (ABA). Students interested in pursuing the CPA designation should check with their State Board of Accountancy for complete CPA requirements before enrolling in this program.

20 Core courses x 4.5 credit hours = 90 credit hours
8 Elective courses x 4.5 credit hours = 36 credit hours
12 Arts and Sciences courses x 4.5 credit hours = 54 credit hours
40 Total courses x 4.5 credit hours = 180 credit hours

This program typically takes 20 quarters to complete for students enrolled full-time.

Core Requirements

ACC299 Intermediate Accounting I ............................................. 4.5
ACC300 Intermediate Accounting II ......................................... 4.5
ACC301 Intermediate Accounting III ......................................... 4.5
ACC330 Cost Accounting ............................................................ 4.5
ACC350 Non-Profit/Municipal Accounting ................................. 4.5
ACC410 Advanced Accounting .................................................. 4.5
ACC460 Advanced Federal Taxation ........................................... 4.5
ACC490 Accounting Capstone ................................................... 4.5
BUS100 Introduction to Business ............................................... 4.5
4 Accounting courses available online only

BUS112 Principles of Accounting I ............................................. 4.5
BUS122 Principles of Accounting II ............................................. 4.5
BUS220 Business Communications .......................................... 4.5
BUS250 Principles of Economics .............................................. 4.5
BUS300 Financial Management ................................................. 4.5
BUS320 Taxation Principles ...................................................... 4.5
BUS360 Business Ethics ......................................................... 4.5
BUS420 Accounting Information Systems ................................ 4.5
CIS110 Computer Office Applications .................................... 4.5
Total Core Requirements: 20 courses 90 credits

Elective Courses

ACC or BUS courses approved by the advisor.

Total Elective Requirements: 8 courses 36 credits

Arts and Sciences Requirements

See Arts and Sciences section

Total Arts and Sciences Requirements: 12 courses 54 credits

Bachelor of Science
Business Administration

The mission of the Bachelor of Science in Business Administration program is to allow students to build on a core of knowledge gained through the associate degree or equivalent and to focus on one of five upper-level concentrations. The primary goal of the bachelor program is to prepare students for the dynamic, changing realities of today’s business environment.

14 Core courses x 4.5 credit hours = 63 credit hours
4 Concentration courses x 4.5 credit hours = 18 credit hours
10 Elective courses x 4.5 credit hours = 45 credit hours
12 Arts and Sciences courses x 4.5 credit hours = 54 credit hours
40 Total courses x 4.5 credit hours = 180 credit hours

This program typically takes 13 quarters to complete for students enrolled full-time.

Core Requirements

BUS100 Introduction to Business ............................................... 4.5
BUS112 Principles of Accounting I ............................................. 4.5
BUS120 Sales and Marketing ..................................................... 4.5
BUS122 Principles of Accounting II ........................................... 4.5
BUS135 Principles of Management .............................................. 4.5
BUS210 Human Resource Management .................................... 4.5
BUS220 Business Communications ........................................... 4.5
BUS235 Operations Management ............................................. 4.5
BUS240 International Business .................................................. 4.5
BUS302 Microeconomics ......................................................... 4.5
BUS360 Business Ethics ......................................................... 4.5
BUS490 Business Administration Capstone ............................... 4.5
Total Core Requirements: 14 courses 63 credits
SCHOOL OF COMPUTER SCIENCE AND INFORMATION TECHNOLOGY

These programs focus on computer information systems and the constantly changing technologies driving them. They are designed specifically to accommodate the need for trained computer professionals in the information technology fields.

### Associate of Applied Science
Network Management and Security

The mission of the Associate of Applied Science in Network Management and Security program is to prepare students with the necessary skills for entry-level IT positions. The degree accentuates current industry competencies to provide students the opportunity to learn and understand current trends driving the IT industry. Students become professionals who can install, troubleshoot, and maintain computer networks. Upon completion, students should possess the necessary skills and techniques using modern tools to administer computer networks. A strong emphasis is placed on key topics such as network management, system administration, and security concepts necessary for introductory positions in the computer network industry.

Graduate of this program may use associate degree courses towards an upgraded bachelor program.

15 Core courses x 4.5 credit hours = 67.5 credit hours
5 Arts and Sciences courses x 4.5 credit hours = 22.5 credit hours
**20 Total courses x 4.5 credit hours = 90 credit hours**

This program typically takes 7 quarters to complete for students enrolled full-time.

### Core Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS103</td>
<td>Fundamentals of Information Systems</td>
<td>4.5</td>
</tr>
<tr>
<td>CIS110</td>
<td>Computer Office Applications</td>
<td>4.5</td>
</tr>
<tr>
<td>CIS133</td>
<td>Technical and Professional Communication</td>
<td>4.5</td>
</tr>
<tr>
<td>CIS141</td>
<td>Hardware Fundamentals</td>
<td>4.5</td>
</tr>
<tr>
<td>CIS144</td>
<td>OS Architecture</td>
<td>4.5</td>
</tr>
<tr>
<td>CIS146</td>
<td>Fundamentals of Networking</td>
<td>4.5</td>
</tr>
<tr>
<td>CIS201</td>
<td>Fundamentals of IT Security</td>
<td>4.5</td>
</tr>
<tr>
<td>CIS223</td>
<td>System Administration and Maintenance</td>
<td>4.5</td>
</tr>
<tr>
<td>CIS225</td>
<td>Network Management</td>
<td>4.5</td>
</tr>
<tr>
<td>CIS247</td>
<td>Information Assurance Cybersecurity Architecture</td>
<td>4.5</td>
</tr>
<tr>
<td>CIS250</td>
<td>Basic Router and Switching Configuration</td>
<td>4.5</td>
</tr>
<tr>
<td>CIS253</td>
<td>Server OS</td>
<td>4.5</td>
</tr>
<tr>
<td>CIS254</td>
<td>Client OS</td>
<td>4.5</td>
</tr>
<tr>
<td>CIS260</td>
<td>Network Modeling Tools</td>
<td>4.5</td>
</tr>
<tr>
<td>CIS290</td>
<td>Network Implementation Project</td>
<td>4.5</td>
</tr>
</tbody>
</table>

**Total Core Requirements: 15 courses = 67.5 credits**

## Elective Courses

- BUS (minimum four courses) or CIS (minimum one course) courses approved by the advisor.

**Total Elective Requirements: 10 courses = 45 credits**

## Arts and Sciences Requirements

See the Arts and Sciences section for details.

**Total Arts and Sciences Requirements: 12 courses = 54 credits**

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**Concentration Areas**

**Finance Requirements**
- BUS300 Financial Management
- BUS320 Taxation Principles
- BUS340 Managerial Accounting
- BUS400 Advanced Financial Management
- BUS420 Accounting Information Systems
- BUS440 Business Forecasting and Simulation
- BUS450 Personal Financial Management

**Human Resources Requirements**
- BUS350 Staffing and Employment
- BUS351 Workplace Safety
- BUS352 Employment Law
- BUS353 Labor Management Relations
- BUS354 Compensation Management
- BUS355 Managing People
- BUS425 Diversity in the Workplace

**Informatics Requirements**
- CIS206 Database Concepts and Relational Database Management Systems
- CIS207 Java Programming
- CIS211 Internet Concepts
- CIS232 Database Programming
- CIS300 Managing Information Systems
- CIS305 E-Business IT Infrastructure
- CIS345 Business Information Systems Security

**Management Requirements**
- BUS300 Financial Management
- BUS305 International Business Strategies
- BUS325 Entrepreneurial Leadership
- BUS375 New Venture Creation
- BUS380 Project Management
- BUS405 Business Law: Legal Environment for Business
- BUS415 Organizational Theory and Development
- BUS416 Quality Management and Productivity

**Marketing Requirements**
- BUS361 Buyer Behavior
- BUS362 Sales Management
- BUS363 Strategic Issues in Marketing
- BUS364 Marketing Research
- BUS365 Marketing on the Internet
- BUS366 International Marketing
- BUS367 Business to Business Marketing
- BUS430 Competitive Strategies

**No Concentration**

Four courses from different concentrations required.

**Total Concentration Requirements: 4 courses = 18 credits**

## Arts and Sciences Requirements

See the Arts and Sciences section for details.

**Total Arts and Sciences Requirements: 12 courses = 54 credits**
Bachelor of Science
Information Technology

The mission of the Bachelor of Science in Information Technology program is to provide students with the skills and knowledge necessary to take on professional positions in the fields of information technology, business, and management. The program merges the IT fundamental pillars of databases, human-computer interaction, networking, programming, and web systems. It provides cutting-edge technologies such as mobile applications, non-relational databases, and cloud computing. Students develop a solid understanding of the underlying theories and concepts and practical hands-on applications while applying their problem-solving and critical thinking skills to handle all types of real-world computing and informational problems. In addition, students are provided a well-rounded learning experience where they work in teams to master oral and written communication.

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Credits</th>
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<tbody>
<tr>
<td>BUS100</td>
<td>Introduction to Business</td>
<td>4.5</td>
</tr>
<tr>
<td>BUS120</td>
<td>Sales and Marketing</td>
<td>4.5</td>
</tr>
<tr>
<td>BUS380</td>
<td>Project Management</td>
<td>4.5</td>
</tr>
<tr>
<td>CIS103</td>
<td>Fundamentals of Information Systems</td>
<td>4.5</td>
</tr>
<tr>
<td>CIS130</td>
<td>Introduction to Databases</td>
<td>4.5</td>
</tr>
<tr>
<td>CIS131</td>
<td>Programming Fundamentals</td>
<td>4.5</td>
</tr>
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<td>Fundamentals of Networking</td>
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</tr>
<tr>
<td>CIS200</td>
<td>Business Analysis</td>
<td>4.5</td>
</tr>
<tr>
<td>CIS201</td>
<td>Fundamentals of IT Security</td>
<td>4.5</td>
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<tr>
<td>CIS202</td>
<td>Fundamentals of Web Technology</td>
<td>4.5</td>
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<tr>
<td>CIS205</td>
<td>Fundamentals of Human-Computer Interaction</td>
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</tr>
<tr>
<td>CIS207</td>
<td>Programming Languages</td>
<td>4.5</td>
</tr>
<tr>
<td>CIS223</td>
<td>System Administration and Maintenance</td>
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</tr>
<tr>
<td>CIS243</td>
<td>E-Commerce</td>
<td>4.5</td>
</tr>
<tr>
<td>CIS345</td>
<td>Mobile Computing</td>
<td>4.5</td>
</tr>
<tr>
<td>CIS400</td>
<td>Cloud Computing</td>
<td>4.5</td>
</tr>
<tr>
<td>CIS490</td>
<td>Information Technology Senior Project</td>
<td>4.5</td>
</tr>
<tr>
<td>Total Core Requirements</td>
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<td>20 courses 90 credits</td>
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</tbody>
</table>

20 Core courses x 4.5 credit hours = 90 credit hours
8 Concentration courses x 4.5 credit hours = 36 credit hours
12 Arts and Sciences courses x 4.5 credit hours = 54 credit hours
40 Total courses x 4.5 credit hours = 180 credit hours

This program typically takes 13 quarters to complete for students enrolled full-time.

Core Requirements

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</table>

Concentration Areas

Cyber Security Requirements
CIS224      | Legal and Ethical Issues in Cyber Security       |         |
CIS225      | Network Management                              |         |
CIS247      | Information Assurance and Cyber Security Architecture | 4.5     |
CIS374      | Security Mechanisms (Countermeasures)           |         |
CIS411      | Threat Analysis Model                           |         |
CIS412      | Vulnerabilities                                 |         |
CIS420      | Intrusion Detection                             |         |

Network Administration Requirement
CIS225      | Network Management                              |         |
CIS253      | Server OS                                       |         |
CIS254      | Client OS                                       |         |
CIS258      | Database Administration                         |         |
CIS302      | Routing and Switching                           |         |
CIS311      | Data Centers and Virtualization                 |         |
CIS339      | Network Operations                              |         |
CIS401      | Modern Communications                           |         |

Software Engineering Requirement
CIS220      | System Analysis and Design                      |         |
CIS221      | Requirements Engineering                        |         |
CIS232      | Database Programming                            |         |
CIS256      | Database Design                                 |         |
CIS301      | Event-Driven Programming                        |         |
CIS364      | Software Quality Assurance                      |         |
CIS365      | Object-Oriented Programming                     |         |
CIS460      | Software Configuration Management and Packaging |         |

No Concentration
Students are required to choose eight courses from BUS, CIS, HCA, and HIM courses with approval of the advisor.

Total Concentration Requirements: 8 courses 36 credits

Elective Courses
BUS or CIS courses approved by the advisor.

Total Elective Requirements: 8 courses 36 credits

Arts and Sciences Requirements
See Arts and Sciences section

Total Arts and Sciences Requirements: 12 courses 54 credits
SCHOOL OF CULINARY ARTS AND
HOSPITALITY MANAGEMENT

Professional Diploma
Advanced Culinary Arts

This program provides students with the culinary skills required for entry-level cooking positions within the food service industry. The program includes sauces and entrées, vegetables and specialties, and baking and pastry arts, in addition to culinary theory and hospitality management. The American Culinary Federation (ACF) accredits this program at the Falls Church campus. This program requires students to purchase a culinary kit and chef uniform from the University. Students are required to pass the ServSafe exam or possess a Food Handler’s license during introductory culinary courses.

Graduates of this program may use courses towards an upgraded associate or bachelor program.

13 Core courses x 4.5 credit hours = 58.5 credit hours
1 Elective course x 4.5 credit hours = 4.5 credit hours
14 Total courses x 4.5 credit hours = 63 credit hours

This program typically takes 5 quarters to complete for students enrolled full-time.

Core Requirements
CUL111........Culinary Theory and Sanitation.................................................4.5
CUL121........Kitchen Fundamentals..............................................................4.5
CUL140........Introduction to Cooking Techniques...........................................4.5
CUL142........Garde Manger...........................................................................4.5
CUL150........Sauces, Soups, and Stocks..........................................................4.5
CUL152........Elements of Entrée Production....................................................4.5
CUL160........Fundamentals of Baking..............................................................4.5
CUL162........Pastry Arts................................................................................4.5
CUL170........Advanced Culinary Theory........................................................4.5
CUL210........Nutrition and Menu Planning.....................................................4.5
CUL215........Dining Room Service.................................................................4.5
CUL271........Culinary Skills Extremity I............................................................4.5
HOS270........Hospitality Supervision..............................................................4.5
Total Core Requirements: 13 courses 58.5 credits

Elective Courses
BUS100, BUS112, CUL courses approved by the advisor, HOS291, HOS292, HOS293, HOS294.
Total Elective Requirements: 1 course 4.5 credits

Associate of Applied Science
Advanced Culinary Arts

The mission of the Associate of Applied Science in Advanced Culinary Arts program is to give students the culinary skills required for entry into the food service industry with the additional liberal arts education needed for management positions. The program focuses on culinary skills, theory, communication, and problem solving skills. The American Culinary Federation (ACF) accredits this program at the Falls Church campus. This program requires students to purchase a culinary kit and chef uniform from the University. Students are required to pass the ServSafe exam or possess a food handler’s license during introductory culinary courses.

Graduates of this program may use associate degree courses towards an upgraded bachelor program.

13 Core courses x 4.5 credit hours = 58.5 credit hours
2 Elective courses x 4.5 credit hours = 9 credit hours
5 Arts and Sciences courses x 4.5 credit hours = 22.5 credit hours
20 Total courses x 4.5 credit hours = 90 credit hours

This program typically takes 7 quarters to complete for students enrolled full-time.

Core Requirements
CUL111........Culinary Theory and Sanitation.................................................4.5
CUL121........Kitchen Fundamentals..............................................................4.5
CUL140........Introduction to Cooking Techniques...........................................4.5
CUL142........Garde Manger...........................................................................4.5
CUL150........Sauces, Soups, and Stocks..........................................................4.5
CUL152........Elements of Entrée Production....................................................4.5
CUL160........Fundamentals of Baking..............................................................4.5
CUL162........Pastry Arts................................................................................4.5
CUL170........Advanced Culinary Theory........................................................4.5
CUL210........Nutrition and Menu Planning.....................................................4.5
CUL215........Dining Room Service.................................................................4.5
HOS270........Hospitality Supervision..............................................................4.5
Total Core Requirements: 13 courses 58.5 credits

Elective Courses
BUS100, BUS112, BUS135, CUL courses approved by the advisor, HOS291, HOS292.
Total Elective Requirements: 2 courses 9 credits

Arts and Sciences Requirements
See Arts and Sciences section
Total Arts and Sciences Requirements: 5 courses 22.5 credits
Associate of Applied Science
Baking and Pastry Arts

The mission of the Associate of Applied Science in Baking and Pastry Arts program is to give students the skills necessary to pursue careers as pastry chefs. This program stresses the general skills required of all food service professionals from critical thinking and professionalism to an understanding of food safety, nutrition, and service, while emphasizing baking and pastry-specific skills. The American Culinary Federation (ACF) accredits this program at the Falls Church campus. This program requires students to purchase a culinary kit and chef uniform from the University. Students are required to pass the ServSafe exam or possess a food handler’s license during introductory culinary courses.

Graduates of this program may use associate degree courses towards an upgraded bachelor program.

13 Core courses x 4.5 credit hours = 58.5 credit hours
2 Elective courses x 4.5 credit hours = 9 credit hours
5 Arts and Sciences courses x 4.5 credit hours = 22.5 credit hours
20 Total courses x 4.5 credit hours = 90 credit hours

This program typically takes 7 quarters to complete for students enrolled full-time.

Core Requirements

- BAK124 .... Artisan Breads ........................................................................................................ 4.5
- BAK134 .... Cakes, Custards, and Creams ................................................................................. 4.5
- BAK154 .... Specialty and Wedding Cakes .................................................................................. 4.5
- BAK164 .... Plated Desserts ......................................................................................................... 4.5
- BAK174 .... Confectionary Production ......................................................................................... 4.5
- CUL111 .... Culinary Theory and Sanitation ................................................................................ 4.5
- CUL121 .... Kitchen Fundamentals ............................................................................................ 4.5
- CUL160 .... Fundamentals of Baking .......................................................................................... 4.5
- CUL170 .... Advanced Culinary Theory ...................................................................................... 4.5
- CUL210 .... Nutrition and Menu Planning .................................................................................... 4.5
- CUL215 .... Dining Room Service ............................................................................................... 4.5
- CUL271 .... Culinary Skills Externship I ....................................................................................... 4.5
- HOS270 .... Hospitality Supervision ............................................................................................ 4.5

Total Core Requirements: 13 courses .......................... 58.5 credits

Elective Courses

- BAK or CUL courses approved by the advisor, BUS100, BUS112, BUS122, BUS135.

Total Elective Requirements: 2 courses ................................................................. 9 credits

Arts and Sciences Requirements

See Arts and Sciences section

Total Arts and Sciences Requirements: 5 courses .................................................. 22.5 credits

Associate of Applied Science
Hotel and Restaurant Management

The mission of the Associate of Applied Science in Hotel and Restaurant Management program is to provide students with a foundation in hotel and restaurant management skills to prepare them for career advancement within the hospitality industry. This program focuses on applying principles of business communication; supervision; accounting; and planning to front office, housekeeping, customer service, and special events planning.

Graduates of this program may use associate degree courses towards an upgraded bachelor program.

13 Core courses x 4.5 credit hours = 58.5 credit hours
2 Elective courses x 4.5 credit hours = 9 credit hours
5 Arts and Sciences courses x 4.5 credit hours = 22.5 credit hours
20 Total courses x 4.5 credit hours = 90 credit hours

This program typically takes 7 quarters to complete for students enrolled full-time.

Core Requirements

- BUS112 .... Principles of Accounting I .................................................................................... 4.5
- BUS120 .... Sales and Marketing ............................................................................................... 4.5
- BUS220 .... Business Communications ..................................................................................... 4.5
- CIS110 .... Computer Office Applications ................................................................................... 4.5
- HOS105 .... Analysis of the Hospitality Industry ......................................................................... 4.5
- HOS110 .... Food and Beverage Management ............................................................................ 4.5
- HOS120 .... Front Office Procedures .......................................................................................... 4.5
- HOS125 .... Housekeeping Management .................................................................................... 4.5
- HOS230 .... Special Events Planning .......................................................................................... 4.5
- HOS250 .... Hospitality Resort Tourism ....................................................................................... 4.5
- HOS255 .... Customer Service .................................................................................................. 4.5
- HOS270 .... Hospitality Supervision ............................................................................................ 4.5
- HOS271 .... Hotel and Restaurant Externship I ......................................................................... 4.5

Total Core Requirements: 13 courses .......................... 58.5 credits

Elective Courses


Total Elective Requirements: 2 courses ................................................................. 9 credits

Arts and Sciences Requirements

See Arts and Sciences section

Total Arts and Sciences Requirements: 5 courses .................................................. 22.5 credits
Bachelor of Arts
Culinary Management

The objective of the Bachelor of Arts in Culinary Management program is to prepare students with the management skills necessary to successfully operate a culinary-focused business venture. Students who successfully complete specific courses in this program may receive certificates from the American Culinary Federation (ACF) and the National Restaurant Association (NRA). The program focuses on contemporary issues in the culinary field, such as the impact of technology on operational management; changes in population demographics; socioeconomic influences; and evolving nutritional, sustainability, and sanitation concerns. Additional topics include wine production and service, menu creation, leadership in a culturally diverse workplace, as well as all relevant legal and human resource related issues. This program requires students to purchase a culinary kit and chef uniform from the University. Students are required to pass the ServSafe exam or possess a food handler’s license during introductory culinary courses.

23 Core courses x 4.5 credit hours = 103.5 credit hours
5 Elective courses x 4.5 credit hours = 22.5 credit hours
12 Arts and Sciences courses x 4.5 credit hours = 54 credit hours
40 Total courses x 4.5 credit hours = 180 credit hours

This program typically takes 14 quarters to complete for students enrolled full-time.

Core Requirements
BUS310 Introduction to Financial Management ................................................. 4.5
BUS352 Employment Law .................................................................................. 4.5
BUS362 Sales Management ................................................................................ 4.5
OR ...................................................................................................................... 4.5
BUS363 Strategic Issues in Marketing .................................................................. 4.5
BUS415 Organizational Theory and Development .............................................. 4.5
CUL111 Culinary Theory and Sanitation ............................................................... 4.5
CUL121 Kitchen Fundamentals .......................................................................... 4.5
CUL140 Introduction to Cooking Techniques ....................................................... 4.5
CUL142 Gastr Manger ......................................................................................... 4.5
CUL150 Sauces, Soups, and Stocks ...................................................................... 4.5
CUL152 Elements of Entrée Production ............................................................... 4.5
CUL160 Fundamentals of Baking ......................................................................... 4.5
CUL162 Pastry Arts ............................................................................................. 4.5
CUL170 Advanced Culinary Theory .................................................................... 4.5
CUL210 Nutrition and Menu Planning ................................................................. 4.5
CUL215 Dining Room Service ............................................................................. 4.5
CUL271 Culinary Skills Extensh I ......................................................................... 4.5
CUL340 Introduction to Gastronomy .................................................................. 4.5
CUL380 Culinary Cultural Traditions .................................................................. 4.5
CUL490 Culinary Arts Capstone ......................................................................... 4.5
HOS270 Hospitality Supervision ......................................................................... 4.5
HOS339 Food and Beverage Controls ................................................................. 4.5
HOS355 Catering Management .......................................................................... 4.5
HOS430 Hospitality Facilities Design ................................................................... 4.5
Total Core Requirements: 23 courses 103.5 credits

Elective Courses
Elective Pool One Requirements (Three courses required; two at 300/400 level)
CUL courses approved by the advisor, HOS291, HOS292, HOS293, HOS294, HOS345, HOS375, HOS445, HOS455.

Elective Pool Two Requirements (One course required)
BUS325, BUS380, BUS425, BUS450, HOS310, HOS350, HOS435.

Elective Pool Three Requirements (One course required)
BUS100, BUS112, BUS135, CIS110.

Total Elective Requirements: 5 courses 22.5 credits

Arts and Sciences Requirements
See Arts and Sciences section

Total Arts and Sciences Requirements: 12 courses 54 credits

Bachelor of Arts
Hospitality Management

Two + Two Option Available

The mission of the Bachelor of Arts in Hospitality Management is to allow students to build on a core of knowledge gained through the associate degree in hotel and restaurant management, advanced culinary arts, baking and pastry arts, or equivalent to develop the management skills needed for successful operation of a hospitality-related business. This program requires culinary and baking students to purchase a culinary kit and chef uniform from the University. Students are required to pass the ServSafe exam or possess a food handler’s license during introductory culinary courses.

At the completion of all lower level requirements, students are awarded the Associates of Applied Science degree. The requirements for the Bachelor of Arts in Hospitality Management program are split into lower- and upper-level courses. The majority of the students prefer this option because it allows them early entry into the job market.

10 Core courses x 4.5 credit hours = 45 credit hours
13 Concentration courses x 4.5 credit hours = 58.5 credit hours
2 Lower Level Elective courses x 4.5 credit hours = 9 credit hours
3 Upper Level Elective courses x 4.5 credit hours = 13.5 credit hours
12 Arts and Sciences courses x 4.5 credit hours = 54 credit hours
40 Total courses x 4.5 credit hours = 180 credit hours

This program typically takes 14 quarters to complete for students enrolled full-time.

Core Requirements
BUS325 Entrepreneurial Leadership ................................................................. 4.5
BUS405 Business Law: Legal Environment for Business .............................. 4.5
BUS415 Organizational Theory and Development ......................................... 4.5
HOS310 Beverage Operations Management .................................................... 4.5
HOS320 Hospitality Marketing ......................................................................... 4.5
HOS330 Food and Beverage Controls ............................................................. 4.5
HOS410 Financial Analysis of the Hospitality Industry* .................................. 4.5
HOS425......Security and Loss Prevention ........................................... 4.5
HOS430......Hospitality Facilities Design ............................................. 4.5
HOS431......Hospitality Facilities Management .................................. 4.5
HOS490......Hospitality Capstone....................................................... 4.5
Total Core Requirements: 10 courses 45 credits

*Course requires prerequisites fulfilled by elective courses; reference course description for prerequisites

Concentration Areas

Advanced Culinary Arts Requirements
CUL111......Culinary Theory and Sanitation ........................................ 4.5
CUL121......Kitchen Fundamentals................................................... 4.5
CUL140......Introduction to Cooking Techniques ................................ 4.5
CUL142......Garde Manager............................................................ 4.5
CUL150......Souces, Soups, and Stocks ............................................. 4.5
CUL152......Elements of Entrée Production ........................................ 4.5
CUL160......Fundamentals of Baking.................................................. 4.5
CUL162......Pastry Arts................................................................. 4.5
CUL170......Advanced Culinary Theory ............................................ 4.5
CUL210......Nutrition and Menu Planning .......................................... 4.5
CUL215......Dining Room Service ..................................................... 4.5
CUL271......Culinary Skills Externship I............................................ 4.5
HOS270......Hospitality Supervision.................................................. 4.5

Baking and Pastry Arts Concentration
BAK124......Artisan Breads ............................................................. 4.5
BAK134......Cakes, Custards, and Creams .......................................... 4.5
BAK154......Specialty and Wedding Cakes ......................................... 4.5
BAK164......Plated Desserts............................................................ 4.5
BAK174......Confectionary Production ................................................ 4.5
CUL111......Culinary Theory and Sanitation ........................................ 4.5
CUL121......Kitchen Fundamentals .................................................... 4.5
CUL160......Fundamentals of Baking.................................................. 4.5
CUL170......Advanced Culinary Theory ............................................ 4.5
CUL210......Nutrition and Menu Planning .......................................... 4.5
CUL215......Dining Room Service ..................................................... 4.5
CUL271......Culinary Skills Externship I............................................ 4.5
HOS270......Hospitality Supervision.................................................. 4.5

Hotel and Restaurant Management Concentration
BUS112......Principles of Accounting I .............................................. 4.5
BUS120......Sales and Marketing ....................................................... 4.5
BUS220......Business Communications ............................................. 4.5
CIS110......Computer Office Applications ......................................... 4.5
HOS105......Analysis of the Hospitality Industry ................................ 4.5
HOS110......Food and Beverage Management .................................... 4.5
HOS120......Front Office Procedures .................................................. 4.5
HOS125......Housekeeping Management ........................................... 4.5
HOS230......Special Events Planning .................................................. 4.5
HOS250......Hospitality Resort Tourism ............................................. 4.5
HOS255......Customer Service .......................................................... 4.5
HOS270......Hospitality Supervision.................................................. 4.5
HOS271......Hotel and Restaurant Externship I .................................. 4.5

Total Concentration Requirements: 13 courses 58.5 credits

Elective Courses

Lower Level Electives
BAK courses approved by the advisor, BUS100, BUS112, BUS122, BUS135, CUL courses approved by the advisor, HOS245, HOS255, HOS272, HOS273, HOS291, HOS292.

Total Lower Level Requirements: 2 courses 9 credits

Upper Level Electives

Total Upper Level Requirements: 3 courses 13.5 credits

Arts and Sciences Requirements
See Arts and Sciences section

Total Arts and Sciences Requirements: 12 courses 54 credits

SCHOOL OF HEALTH SCIENCES

These programs are designed to give the students the opportunity to acquire the skills necessary for success in the fields of health sciences and healthcare administration. Students study the structure and function of the major body systems in conjunction with medical terminology, professional procedures, medical law and ethics, computer skills, and administrative processes.

Program Information

Externship

Before enrolling in externships, students may be required, at the discretion of the externship site, to:

- Complete a physical examination including current tuberculosis screen results
- Provide evidence of previous hepatitis immunization or lab results indicating an acceptable titer unless a statement is provided indicating immunization is contraindicated for the student
- HIPAA awareness
- CPR certifications
- Provide transportation to and from the externship site
- Consent to a criminal background check

Failure to provide these requirements prior to the externship may result in a delay of completion of the program. Students must plan to be available for a minimum of 135 externship hours during their final quarter. Students who are employed may be required to adjust their work schedule to accommodate their externship schedule. Academic credit is awarded for the structured, supervised learning experiences in the externship, but no pay is provided. Placement in the externship, selection of the site, and scheduling are at the discretion of the School of Health Science’s faculty, whose decisions are final.
CPR Requirements for Health Sciences Students

Current CPR certification is required by most participating hospitals and healthcare providers. The University ensures all students comply with this direction before being placed in an externship position. CPR certification can be obtained through the American Red Cross, American Heart Association (AHA), or other recognized organizations. These organizations provide CPR training for a fee, with the AHA course being the more comprehensive of the two. However, both courses are designed for healthcare providers who require successful completion of a CPR course and proof of completion.

Criminal Background Check

Criminal background check requirements for admission vary by program; see the program description for more information. Externship sites may require a health sciences student to undergo a criminal background check and sex-offender status verification prior to admission to any externship course. Students are responsible for all fees related to these items. Please speak to the designated department representative for more information.

Clothing

Students are expected to come to laboratory courses dressed in their Stratford uniforms. The Stratford uniform consists of blue scrub top and pants and a white lab coat. Students receive the uniform as part of their health sciences kit in the first few weeks of class. The patches must be attached to the left upper arm of each lab coat and scrub top. All students are expected to be in full uniform by the sixth week of class.

National Healthcareer Credentialing Certification Exams

While not a requirement for University students, the University participates with the National Healthcareer Association (NHA) in a program that helps students complete the National Certification Exam and be recognized through the National Allied Health Test Registry for the following career areas:

- Certified Phlebotomy Technician (CPT)
- Certified EKG Technician (CET)
- Certified Pharmacy Technician (CPhT)
- Certified Clinical Medical Assistant (CCMA)
- Certified Billing and Coding Specialist (CBCS)

Being a member of NHA, Stratford University is authorized to proctor the exams for the above certificate areas. Although NHA exams are not part of the current Stratford University programs, successful completion of these exams can help enhance a student’s professional development.

Interested students must complete the application form and submit exam fees to NHA. Students may review a copy of the study guide from Stratford University or purchase the guide on their own. The exam is in a proctored setting at the University, is computerized, and the results are posted immediately after the exam. All certification exam fees and additional study materials are the responsibility of the student. The University does not offer its own version of these exams, nor collect any funds from the organization offering the certification exam.

<table>
<thead>
<tr>
<th>Associate of Applied Science</th>
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<tbody>
<tr>
<td>Clinical Hemodialysis Technician</td>
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The mission of the Associate of Applied Science in Clinical Hemodialysis Technician program is to educate students to provide the highest quality of care to patients who have chronic kidney disease (ESRD). Clinical hemodialysis care is a life supporting healthcare profession practiced under qualified medical direction. The program prepares students to operate hemodialysis machines and to work as technicians in hospitals, clinics, and other healthcare facilities. Hemodialysis technicians work with people with kidney disease by collecting blood, performing venipuncture and catheterization, and by providing pre and post assessment of patients. This program requires students to purchase a health sciences kit from the University.

Graduates of the Clinical Hemodialysis Technician program qualify for membership within the National Association of Nephrology Technicians/Technologists (NANT) and are eligible for certification by the Nephrology Nursing Certification Commission (NNCC).

15 Core courses x 4.5 credit hours = 67.5 credit hours  
5 Arts and Sciences courses x 4.5 credit hours = 22.5 credit hours  
**20 Total courses x 4.5 credit hours = 90 credit hours**

*This program typically takes 7 quarters to complete for students enrolled full-time.*

<table>
<thead>
<tr>
<th>Core Requirements</th>
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<tbody>
<tr>
<td>CHT110........Principles of Hemodialysis.................................4.5</td>
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<td>CHT210........Dialysis Delivery Systems.................................4.5</td>
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<tr>
<td>CHT220........Pre and Post Patient Assessment........................4.5</td>
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<tr>
<td>CHT230........Dialysis Treatment of Renal Disease.....................4.5</td>
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<tr>
<td>CHT240........Fundamentals of Renal Nutrition...........................4.5</td>
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<tr>
<td>CHT250........Dialysis Quality and Safety Procedures................4.5</td>
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<tr>
<td>CHT260........Advanced Dialysis Procedures...........................4.5</td>
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<tr>
<td>CHT290........Hemodialysis Externship..................................4.5</td>
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<tr>
<td>MED110........Anatomy and Physiology I................................4.5</td>
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<tr>
<td>MED120........Medical Terminology.......................................4.5</td>
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<tr>
<td>MED140........Basic Clinical Procedures.................................4.5</td>
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<tr>
<td>MED210........Anatomy and Physiology II.................................4.5</td>
</tr>
<tr>
<td>MED240........Pharmacology I.............................................4.5</td>
</tr>
</tbody>
</table>
MED290 Medical Office Practice .......................... 4.5  
MED255 Diseases of the Human Body ...................... 4.5  
**Total Core Requirements: 15 courses** 67.5 credits

**Arts and Sciences Requirements**

See Arts and Sciences section

**Total Arts and Sciences Requirements: 5 courses** 22.5 credits

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**Associate of Applied Science**

**EKG/Phlebotomy Technician**

The objective of the Associate of Applied Science in EKG/Phlebotomy Technician program is to prepare students to operate an electrocardiography machine (EKG) and to work as technicians in non-invasive cardiac diagnostic laboratory units in hospitals, diagnostic laboratories, medical clinics, and other medical facilities. Students learn how to prepare patients for EKG mountings, how to operate a twelve-lead EKG machine, how to interpret EKG readings including identification of signs of advanced heart diseases, interpretation of advanced arrhythmias, interpretation of hypotrophies as well as myocardial infarction. Additionally, students acquire the professional skills needed to perform phlebotomy procedures. Students also learn how to perform medical asepsis techniques, blood collection, patient identification, finger sticks, venipuncture, heel sticks, and collection of urine samples. Upon completion of the program, students have acquired the necessary knowledge and skills to practice competently as EKG and phlebotomy technicians. This program requires students to purchase a health sciences kit from the University.

15 Core courses x 4.5 credit hours = 67.5 credit hours  
5 Arts and Sciences courses x 4.5 credit hours = 22.5 credit hours  
**20 Total courses x 4.5 credit hours = 90 credit hours**

This program typically takes 7 quarters to complete for students enrolled full-time.

**Core Requirements**

- EPT210 Blood Chemistry Analysis .......................... 4.5  
- EPT220 Clinical Hematology I .............................. 4.5  
- EPT230 Clinical Hematology II ............................ 4.5  
- EPT250 Advanced Electrocardiographic Interpretation ... 4.5  
- EPT260 Cardiac Rehabilitation .............................. 4.5  
- EPT270 Cardiovascular Invasive and Non-Invasive Procedures 4.5  
- EPT290 EKG/Phlebotomy Extensive ......................... 4.5  
- MED110 Anatomy and Physiology I .......................... 4.5  
- MED120 Medical Terminology ................................ 4.5  
- MED140 Basic Clinical Procedures ........................... 4.5  
- MED130 Medical Insurance, Billing, and Coding .......... 4.5  
- MED140 Basic Clinical Procedures ........................... 4.5  
- MED160 Medical Computer Applications .................... 4.5  
- MED210 Anatomy and Physiology II ........................ 4.5  
- MED220 Professional Procedures ............................ 4.5  
- MED230 Medical Law and Ethics ............................. 4.5  
- MED240 Pharmacology I ...................................... 4.5  
- MED250 Medical Office Practice ............................. 4.5  
- MED255 Phlebotomy Procedures ............................. 4.5  
- MED260 Exams and Specialty Procedures ................... 4.5  
- MED285 Electrocardiography ................................. 4.5  
- MED290 Medical Assisting Extensive ....................... 4.5  

**Total Core Requirements: 15 courses** 67.5 credits

**Arts and Sciences Requirements**

See Arts and Sciences section

**Total Arts and Sciences Requirements: 5 courses** 22.5 credits

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**Associate of Applied Science**

**Medical Assisting**

The mission of the Associate of Applied Science in Medical Assisting program is to give students theoretical and hands-on experience allowing them to demonstrate clinical skills including patient care, laboratory procedures, venipuncture, assisting with exams, collecting specimens, administering patient medication, recording vital signs, and taking patient history. Students are able to demonstrate administrative skills including scheduling, bookkeeping procedures, medical office and records management, processing of insurance claims, and procedural and diagnostic coding. This program requires students to purchase a health sciences kit from the University.

Graduates of the Medical Assisting program are eligible to sit for the American Medical Technologist (AMT) exam.

15 Core courses x 4.5 credit hours = 67.5 credit hours  
5 Arts and Sciences courses x 4.5 credit hours = 22.5 credit hours  
**20 Total courses x 4.5 credit hours = 90 credit hours**

This program typically takes 7 quarters to complete for students enrolled full-time.

**Core Requirements**

- CIS110 Computer Office Applications ....................... 4.5  
- MED110 Anatomy and Physiology I .......................... 4.5  
- MED120 Medical Terminology ................................ 4.5  
- MED130 Medical Insurance, Billing, and Coding .......... 4.5  
- MED140 Basic Clinical Procedures ........................... 4.5  
- MED210 Anatomy and Physiology II ........................ 4.5  
- MED220 Professional Procedures ............................ 4.5  
- MED230 Medical Law and Ethics ............................. 4.5  
- MED240 Pharmacology I ...................................... 4.5  
- MED250 Medical Office Practice ............................. 4.5  
- MED255 Phlebotomy Procedures ............................. 4.5  
- MED260 Exams and Specialty Procedures ................... 4.5  
- MED285 Electrocardiography ................................. 4.5  
- MED290 Medical Assisting Extensive ....................... 4.5  

**Total Core Requirements: 15 courses** 67.5 credits

**Arts and Sciences Requirements**

See Arts and Sciences section

**Total Arts and Sciences Requirements: 5 courses** 22.5 credits
Associate of Applied Science
Medical Insurance, Billing, and Coding

The mission of the Associate of Applied Science in Medical Insurance, Billing, and Coding program is to prepare students to be knowledgeable about proper identification of medical codes used by insurance companies and to teach students how to use medical office software to process medical insurance bills. It provides comprehensive exposure to the administration of insurance billing and coding. The program explores the many specialty areas of the medical insurance industry. Students gain the competency and experience necessary to succeed in these highly specialized fields.

Graduates of the Medical Insurance, Billing, and Coding program are eligible for certification by the American Academy of Professional Coders (AAPC) as well as the American Health Information Management Association (AHIMA).

15 Core courses x 4.5 credit hours = 67.5 credit hours
5 Arts and Sciences courses x 4.5 credit hours = 22.5 credit hours
20 Total courses x 4.5 credit hours = 90 credit hours

This program typically takes 7 quarters to complete for students enrolled full-time.

Core Requirements
CIS110 ..........Computer Office Applications ..................................... 4.5
HIM220 ..........Legal Regulatory Issues in Health Information .............. 4.5
MED120 ..........Medical Terminology ................................................. 4.5
MED130 ..........Medical Insurance, Billing, and Coding ..................... 4.5
MED160 ..........Medical Computer Applications ................................ 4.5
MED270 ..........Medical Finance and Insurance .................................. 4.5
MIB129 ..........Anatomy and Physiology for Non-Clinical Majors ........ 4.5
MIB130 ..........Diseases of the Human Body ....................................... 4.5
MIB210 ..........Introduction to Diagnostic and Procedures Coding ....... 4.5
MIB220 ..........Coding of Clinical and Diagnostic Procedures I ........... 4.5
MIB230 ..........Coding of Clinical and Diagnostic Procedures II ............ 4.5
MIB240 ..........Case Studies in Coding of Patients .............................. 4.5
MIB250 ..........Medical Reimbursement Systems ................................ 4.5
MIB260 ..........Electronic Medical Billing .......................................... 4.5
MIB290 ..........Medical Insurance, Billing, and Coding Externship ........ 4.5

Total Core Requirements: 15 courses 67.5 credits

See Arts and Sciences section

Arts and Sciences Requirements
Total Arts and Sciences Requirements: 5 courses 22.5 credits

Associate of Applied Science
Pharmacy Technician

The Associate of Applied Science in Pharmacy Technician program objectives are to educate and provide pharmacy technicians capable of assisting pharmacists in the preparation and dispensing of medications. Graduates are capable of working in a variety of healthcare settings such as hospitals, retail, long-term care facilities, home healthcare agencies, clinic pharmacies, mail order pharmacies, and drug wholesalers. Upon completion of the program, students have the necessary knowledge and skills to practice competently as pharmacy technicians. The Falls Church, Glen Allen, Woodbridge, Newport News, and Virginia Beach locations are approved Virginia Board of Pharmacy training sites. This program requires students to purchase a health sciences kit from the University.

All pharmacy technician students must complete a criminal background check prior to beginning the program. At the student’s expense, an independent background investigation organization performs a federal and all-state criminal background check. Upon disclosure or discovery of convictions or pending cases including, but not limited to, felony(s) or conviction(s) involving theft, drug or pharmacy-related offenses, or physical harm to others, a student is ineligible for the program. The cost for the criminal background check is located in the catalog addendum.

15 Core courses x 4.5 credit hours = 67.5 credit hours
5 Arts and Sciences courses x 4.5 credit hours = 22.5 credit hours
20 Total courses x 4.5 credit hours = 90 credit hours

This program typically takes 7 quarters to complete for students enrolled full-time.

Core Requirements
MED110 ..........Anatomy and Physiology I ......................................... 4.5
MED120 ..........Medical Terminology ................................................. 4.5
MED140 ..........Basic Clinical Procedures ......................................... 4.5
MED210 ..........Anatomy and Physiology II ........................................ 4.5
MED240 ..........Pharmacology I ....................................................... 4.5
MED245 ..........Pharmacology II ...................................................... 4.5
MED250 ..........Medical Office Practice ............................................ 4.5
PHT110 ..........Pharmacy Calculations .............................................. 4.5
PHT220 ..........Institutional and Community Pharmacy Operations ....... 4.5
PHT230 ..........Institutional and Community Pharmacy Lab I ............... 4.5
PHT240 ..........Institutional and Community Pharmacy Lab II .............. 4.5
PHT250 ..........Advanced Administration Technical Lab ....................... 4.5
PHT260 ..........Pharmacy Maintenance, Safety, and Quality Assurance Issues 4.5
PHT270 ..........Administrative Inpatient and Outpatient Care Management 4.5
PHT290 ..........Pharmacy Externship .............................................. 4.5

Total Core Requirements: 15 courses 67.5 credits

See Arts and Sciences section

Arts and Sciences Requirements
Total Arts and Sciences Requirements: 5 courses 22.5 credits
Bachelor of Science
Health Information Management

The mission of the Bachelor of Science in Health Information Management program is to produce ethical healthcare professionals who are equipped with the knowledge, skills and dispositions to be successful managers of healthcare data and information. The program focuses on three core areas that provide a solid foundation by offering courses in health sciences, healthcare administration, and information technology. The program enhances life-long learning and prepares students with the advocacy skills to protect patient and consumer rights.

The HIM program prepares graduates to:

- Employ entry-level competencies in health information management (HIM)
- Interpret healthcare policy, accreditation and legal regulations as it pertains to health information management
- Use critical thinking strategies to structure and translate data into usable forms of information
- Advocate for patient and consumer health privacy and confidentiality
- Advance the profession of HIM through activity and affiliation in service and professional organizations

28 Core courses x 4.5 credit hours = 126 credit hours
12 Arts and Sciences courses x 4.5 credit hours = 54 credit hours
40 Total courses x 4.5 credit hours = 180 credit hours

This program typically takes 14 quarters to complete for students enrolled full-time.

Core Requirements

BUS210 Human Resource Management ................................................. 4.5
CIS141 Hardware and OS Architecture ............................................... 4.5
CIS143 Data Communications .............................................................. 4.5
CIS201 Fundamentals of IT Security ...................................................... 4.5
CIS206 Database Concepts, Relational Database Systems ..................... 4.5
CIS220 Systems Analysis and Design ................................................... 4.5
HCA400 Healthcare Delivery Systems ................................................. 4.5
HCA402 Epidemiology and Health Services Research ........................... 4.5
HCA404 Strategic Planning ............................................................... 4.5
HCA420 Quality Performance Improvement ........................................ 4.5
HIM210 Health Information Management Systems .............................. 4.5
HIM215 Health Information Systems .................................................. 4.5
HIM270 Patient Care Information System ........................................... 4.5
HIM220 Legal Regulatory Issues in Health Information ........................ 4.5
HIM410 Health Statistics and Research ............................................. 4.5
HIM430 Performance Measurements in Healthcare ......................... 4.5
HIM450 Professional Practice ............................................................. 4.5
MED110 Anatomy and Physiology I .................................................... 4.5
MED120 Medical Terminology ............................................................. 4.5
MED130 Medical Insurance Billing Coding ......................................... 4.5
MED230 Medical Law and Ethics .......................................................... 4.5
MED240 Pharmacology I ................................................................. 4.5
MIB130 Disease of the Human Body .................................................... 4.5
MIB210 Introduction to Diagnostic and Procedures ............................ 4.5
MIB220 Coding of Clinical Diagnostic and Procedures I ..................... 4.5
MIB230 Coding of Clinical Diagnostic and Procedures II .................. 4.5
MIB240 Case Studies in Coding of Patients ....................................... 4.5
MIB260 Electronic Medical Billing ...................................................... 4.5

Total Core Requirements: 28 courses 126 credits

Arts and Sciences Requirements

CIS103 Fundamentals of Information Systems ..................................... 4.5
CIS110 Computer Office Applications .............................................. 4.5
ENG111 College Composition .......................................................... 4.5
ENG310 Oral Communications ......................................................... 4.5
HUM110 Principles of Ethics ............................................................. 4.5
HUM250 Cultural Diversity .............................................................. 4.5
MAT210 College Algebra ................................................................. 4.5
MAT310 Statistics ............................................................................. 4.5
PSY110 Social Psychology .................................................................. 4.5
PSY320 Human Growth and Development ....................................... 4.5
SCI110 General Science .................................................................... 4.5
SCI250 Microbiology ......................................................................... 4.5

Total Arts and Sciences Requirements: 12 courses 54 credits

Bachelor of Science
Healthcare Administration

The mission of the Bachelor of Science in Healthcare Administration program is to prepare students to develop, plan, and manage healthcare programs within healthcare systems. Students build foundations in fiscal management, program administration, information technology, and healthcare policy. The program focuses on reforms, trends, and issues affecting the health and welfare of the community. Graduates are prepared to oversee business operations at hospitals, nursing homes, community service organizations, and other medical facilities.

28 Core courses x 4.5 credit hours = 126 credit hours
12 Arts and Sciences courses x 4.5 credit hours = 54 credit hours
40 Total courses x 4.5 credit hours = 180 credit hours

This program typically takes 14 quarters to complete for students enrolled full-time.

Core Requirements

BUS100 Introduction to Business ....................................................... 4.5
BUS210 Human Resource Management ........................................... 4.5
BUS220 Business Communication ................................................... 4.5
BUS235 Operations Management ..................................................... 4.5
BUS250 Principles of Economics ..................................................... 4.5
BUS310 Introduction to Financial Management .................................... 4.5
BUS325 Entrepreneurial Leadership .................................................. 4.5
BUS350 Staffing and Employment ..................................................... 4.5
BUS364 Marketing Research .............................................................. 4.5
BUS380 Project Management ............................................................. 4.5
BUS415 Organizational Theory and Development ............................. 4.5
HCA400 Healthcare Delivery Systems ............................................... 4.5
HCA401 Introduction to Healthcare Administration ............................ 4.5
HCA402 Epidemiology and Health Services Research ....................... 4.5
HCA403 Healthcare Financial Management ..................................... 4.5
HCA404 Strategic Health Planning ................................................... 4.5
HCA405       Long-Term Healthcare Management ........................................ 4.5
HCA407       Health Policy and Reform ...................................................... 4.5
HCA411       Professional Practice of Healthcare Administration ................. 4.5
HCA412       Medical Group Practice Management ..................................... 4.5
HCA420       Quality Performance Improvement ....................................... 4.5
HIM210       Health Information Systems .................................................. 4.5
MEDI10       Anatomy and Physiology I ..................................................... 4.5
MEDI120      Medical Terminology ......................................................... 4.5
MEDI130      Medical Insurance, Billing, and Coding ................................. 4.5
MEDI160      Medical Computer Applications .......................................... 4.5
MEDI210      Anatomy and Physiology II ................................................ 4.5
MEDI230      Medical Law and Ethics ....................................................... 4.5

Total Core Requirements: 28 courses  126 credits

Arts and Sciences Requirements
CIS110       Computer Office Applications ............................................. 4.5
ENG111       College Composition .......................................................... 4.5
ENG310       Oral Communication ........................................................... 4.5
HUM110       Principles of Ethics ............................................................. 4.5
HUM250       Cultural Diversity ............................................................. 4.5
MAT210       College Algebra ................................................................. 4.5
MAT310       Statistics ......................................................................... 4.5

Psy110       Social Psychology ............................................................. 4.5
PsyXX       Psychology (200 level or higher) ............................................. 4.5
SCIXX       Science ........................................................................ 4.5

Sciences (100 or 200 level) ................................................................. 4.5

Xxxxxx       Open Arts and Sciences course (300 level or higher) .......... 4.5

Total Arts and Sciences Requirements: 12 courses  54 credits

SCHOOL OF NURSING

Nursing degrees give students the skills required to work in hospitals, nursing homes, out-patient surgery centers, specialized facilities, industrial settings, and doctor’s offices. Nurses also work as visiting nurses in patient homes. Students educated as registered nurses (RNs) treat patients, educate patients and the public about various health related conditions, and provide advice and emotional support to patient family members. RNs protect, promote, and optimize health; prevent illness and injury; alleviate suffering; and advocate for patients, families, communities, and populations. RNs also address policies and factors in healthcare systems affecting the quality of the healthcare delivered.

Immunization Policies

Clinical sites may have varying requirements for the vaccination requirements of healthcare workers. Students working at such sites are required to comply with these regulations. If such vaccinations are contraindicated for medical or religious reasons, contact the designated representative of the nursing program to discuss possible resolutions to this problem.

All Stratford nursing students are required, at their own expense, to provide documentation of Hepatitis B vaccination. The Center for Disease Control reports that between 15% and 25% of un-immunized persons working in the healthcare area will contract this potentially serious and sometimes fatal illness. Hepatitis B vaccination requires a series of two to three doses; the dosage series must be started before registering for clinical courses. (If the student already has immunity or if the vaccine is contraindicated for the student, this too must be documented.)

Students enrolled in a clinical course are also required to provide documentation of the following prior to the first day of class:

- Measles/Mumps/Rubella – 2 doses, 4-8 weeks apart
- Varicella Zoster (Chicken Pox) 4-8 weeks apart or reliable history of the disease
- Tetanus/Diphtheria Adult Pertussis TDAP – every 10 years
- Influenza Vaccine – Required yearly
- Tuberculosis screening by PPD and/or X-ray yearly (students with a positive PPD and an initial negative X-ray can be followed with an annual physician screening)
- Drug testing – Drug screening is required prior to entry into clinical courses and some agencies may require additional drug screening. All drug screen testing is at the student’s expense.

Clinical Requirements

Attending clinicals is dependent upon meeting the following requirements and providing required documentation. Use the checklist below to organize the process.

- Obtain student ID
- Obtain clinical uniform
- Affix patch to left sleeve of shirt and lab coat
- Provide documentation of immunizations
- Complete and maintain certification in basic life support techniques
- Submit evidence of recent physical exam

Student Achievement

All nursing students must maintain a 2.8 CGPA on a 4.00 scale, achieve an 80% (B-) in all nursing courses (courses with the prefix NSG), a 73% (C) in all non-nursing courses, and meet attendance requirements. Grades are carried out to two decimal points and are not rounded up; achieving a grade below 80%, including a grade of 79.99% in nursing courses results in a course failure. A failed
course may be repeated once. Students achieving less than 73% in non-nursing courses must repeat those courses. Students may request a grade review once and are to follow the grade appeal policy outlined in the University catalog. Students who do not meet these requirements are dismissed from the program. If a student’s CGPA falls below 2.8 after being accepted, but before beginning nursing courses that student is not permitted to register for nursing courses. If a student’s CGPA falls below 2.8 after beginning nursing courses, two terms are given to improve the CGPA before dismissal. Students may appeal this decision.

Students in courses that have theory and laboratory/clinical components must achieve an 80% in each of these course components. Failing one component of the course (either theory or lab/clinical) results in failure of the entire course.

All nursing students must pass a comprehensive exam in addition to earning satisfactory grades in all required courses in order to graduate from the program. Students must pass this exam within two attempts; students failing to do so are managed individually. This exam is part of the program curriculum and must be passed in order for a student to graduate and obtain their transcripts and diploma. For Bachelor of Science in Nursing students, transcripts are not sent to the Virginia Board of Nursing prior to graduation.

Challenge Exams

Nursing students who transfer into the program and wish to receive credit for previously taken nursing courses in nutrition and pharmacology must provide an official transcript and take the University-designated challenge exam. Students must pass level two of the challenge exam in order to receive credit. Challenge exams may not be taken for clinical courses.

Additional Admission Requirements

All students interested in the Bachelor of Nursing program should follow the Stratford University admissions process, outlined in this catalog.

Freshman: In addition to the University admissions process, applicants seeking entry to the nursing program must submit the following:

- Proof of graduation from high school indicating a cumulative GPA of 2.8 or higher. Applicants who have completed the GED or equivalent must establish a GPA prior to enrolling.
- A score report on the ATI Test of Essential Academic Skills (TEAS)
- Two letters of reference
- A personal statement
- Criminal background check at student expense

Transfer Students: In addition to the University admissions process, applicants seeking entry to the nursing program must submit the following:

- A score report on the ATI Test of Essential Academic Skills (TEAS), a U.S. bachelor degree with a CGPA or 2.8 or higher, or a U.S. graduate degree
- A minimum cumulative GPA of 2.8
- Two letters of reference
- A personal statement
- Criminal background check at student expense

Nursing applications must meet the deadlines posted by the School of Nursing. Typically, the deadlines are six weeks from the start of the term. Students should contact the Office of Admissions for more information.

Functional Expectations

Due to the nature of the work performed in nursing, successful completion of the nursing program requires the ability to perform each of the following functions:

- Employ conventional means of written and spoken English communication
- Apply basic mathematics and statistics used in nursing for nursing practice (ratios, calculations of drug dosages, etc.)
- Read and comprehend graphs and charts
- Use telephones, PDAs, and other common electronic devices

5 Most transfer students require eleven quarters to complete the program
- Distinguish tonal differences in sound, colors of light and shading, tactile sensations (relative temperature, texture, pulses, etc.), and odors
- Move about in populated areas, position patients, and reach and bend with ease
- Safely handle and manipulate standard nursing and medical equipment (syringes, IV stands, electronic monitoring equipment, etc.)
- Conduct CPR on adults and infants and using one- and two-person CPR techniques
- Demonstrate sensitivity to social context and circumstance (professional interactions, familial consultations, etc.), as well as consideration of reasonable patient cultural expectations
- Follow chain of command

**State Board Examinations**

Paperwork related to licensure should be completed six weeks in advance of graduation. Students receive detailed instruction related to licensure application procedures in the Nursing Capstone Project. Students are encouraged to schedule the licensing exam within thirty days of graduation. Transcripts are not sent to the Virginia Board of Nursing prior to graduation.

This program requires students to purchase a nursing kit from the University. All nursing students are charged an NCLEX fee upon beginning nursing courses.

20 Core courses x 4.5 credit hours = 90 credit hours
3 Medical courses x 4.5 credit hours = 13.5 credit hours
5 Elective courses x 4.5 credit hours = 22.5 credit hours
12 Arts and Sciences courses x 4.5 credit hours = 54 credit hours
**Total courses x 4.5 credit hours = 180 credit hours**

This program typically takes 13 quarters to complete for students enrolled full-time.

**Nursing Program Progression Plan**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NSG200</td>
<td>Pharmacology and Therapeutic Modalities I</td>
<td>4.5</td>
</tr>
<tr>
<td>NSG460</td>
<td>Nutrition and Dietetics</td>
<td>4.5</td>
</tr>
<tr>
<td>NSG240</td>
<td>Adult Health Nursing I</td>
<td>4.5</td>
</tr>
<tr>
<td>MAT310</td>
<td>Statistics</td>
<td>4.5</td>
</tr>
<tr>
<td>NSG225</td>
<td>Pharmacology and Therapeutic Modalities II</td>
<td>4.5</td>
</tr>
<tr>
<td>NSG245</td>
<td>Adult Health Nursing II</td>
<td>4.5</td>
</tr>
<tr>
<td>NSG250</td>
<td>Nursing Care of the Childbearing Family</td>
<td>4.5</td>
</tr>
<tr>
<td>NSG260</td>
<td>Nursing Care of Children</td>
<td>4.5</td>
</tr>
<tr>
<td>XXXXX</td>
<td>Open Arts and Sciences course (300 level or higher)</td>
<td>4.5</td>
</tr>
<tr>
<td>NSG310</td>
<td>Health Assessment and Diagnostic Reasoning</td>
<td>4.5</td>
</tr>
<tr>
<td>NSG350</td>
<td>Mental Health Nursing</td>
<td>4.5</td>
</tr>
<tr>
<td>XXXXX</td>
<td>Elective (Pool 1 or 2)</td>
<td>4.5</td>
</tr>
<tr>
<td>NSG360</td>
<td>Nursing Care of Older Adults</td>
<td>4.5</td>
</tr>
<tr>
<td>NSG420</td>
<td>Nursing in the Community</td>
<td>4.5</td>
</tr>
<tr>
<td>XXXXX</td>
<td>Elective (Pool 1 or 2)</td>
<td>4.5</td>
</tr>
<tr>
<td>XXXXX</td>
<td>Elective (Pool 1 or 2)</td>
<td>4.5</td>
</tr>
<tr>
<td>NSG410</td>
<td>Research Methods for the Health Professional</td>
<td>4.5</td>
</tr>
<tr>
<td>NSG430</td>
<td>Complex Care Nursing</td>
<td>4.5</td>
</tr>
<tr>
<td>NSG470</td>
<td>Leadership, Management, and Contemporary Issues in Nursing</td>
<td>4.5</td>
</tr>
<tr>
<td>NSG480</td>
<td>Nursing Capstone Project</td>
<td>4.5</td>
</tr>
</tbody>
</table>

**Total Requirements: 40 courses 180 credit**

Students should attempt to complete courses in the order listed.

### Elective Courses

**Elective Pool One**

NSG290, NSG291, NSG490, NSG491, NSG493.

**Elective Pool Two**

BUS135, BUS210, BUS310, BUS830, CHT110, CIS103, CIS110, HCA401, HCA402, HCA404, HCA405, HIM210, MED130.

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**Bachelor of Science**

**RN to BSN Program**

The mission of the Bachelor of Science RN to BSN program is to offer a comprehensive, leading edge, competency and evidence based, educational experience enabling students to improve their professional skills, increase their nursing knowledge, and meet the healthcare needs of individuals and the larger community. In order to provide an in-depth focus with opportunities to apply and practice clinical reasoning, nursing courses have been designed as 9.0 credit quarter courses where students focus their study on one integrated area per term.

This program is designed for the student who is already a registered nurse. Students who hold an associate degree in nursing receive 72 credits for previous nursing courses and may transfer in up to 63 additional credits. Students, who graduated from a diploma program or a program that is not NLN accredited, but have RN licensure in the U.S., are eligible to receive 72 transfer credits in nursing to be placed in an escrow account. These credits are granted upon successful completion of NSG465. Diploma graduates who have taken arts and sciences courses at accredited U.S. colleges and universities may also transfer in an additional 63 credits. Transfer credits are awarded as indicated in this catalog.

Applicants to the RN to BSN program must have an unencumbered RN license from an accredited program. These students already
have their RN and are working in the profession and are therefore exempt from the narrower Bachelor of Science in Nursing requirements. Therefore, requirements for the RN to BSN program are the same as those in other bachelor programs at the University.

Registered Nurse license (transferred) = 72 credit hours
2 Medical courses x 4.5 credit hours = 9 credit hours
5 Core courses x 9.0 credit hours = 45 credit hours
12 Arts and Sciences courses x 4.5 credit hours = 54 credit hours
19 Total courses = 180 credit hours

This program typically takes 5 quarters for students enrolled full-time.

Core Requirements
NSG435......Integrated Community Health I................................. 9.0
NSG445......Integrated Community Health II................................. 9.0
NSG455......Evidence-Based Quality Improvement............................ 9.0
NSG465......Clinical Reasoning................................................... 9.0
NSG475......Trends in Leadership and Enhancing Management in Nursing9.0
Total Requirements: 5 courses 45 credits

Medical Requirements
MED110......Anatomy and Physiology I.........................................4.5
MED210......Anatomy and Physiology II.........................................4.5
Total Requirements: 2 courses 9 credits

Arts and Sciences Requirements
ENG111......College Composition..................................................4.5
ENGXXXX.....English course (200 level or higher)..........................4.5
HUM110 ......Principles of Ethics...................................................4.5
HUMXXX.....Humanities course (200 level or higher).......................4.5
MAT210 ......College Algebra......................................................4.5
MATXXX .....Mathematics course (200 level or higher)......................4.5
PSY110 ......Social Psychology...................................................4.5
PSYXXXX .....Psychology course (200 level or higher).......................4.5
SCIXXX ......Science course .....................................................4.5
SCI250 ......Microbiology..........................................................4.5
XXXXXX ....Open Arts and Sciences course (300 level or higher) .......4.5
XXXXXX ....Open Arts and Sciences course (300 level or higher) .......4.5
Total Arts and Sciences Requirements: 12 courses 54 credits

Undergraduate Course Prefix Designations

ACC Accounting
BAK Baking
BUS Business
CHT Clinical Hemodialysis Technician
CIS Computer Information Systems
CUL Culinary
ENG English
EPT EKG/Phlebotomy Technician
ESL English as a Second Language
HCA Healthcare Administration
HIM Health Information Management
HOS Hospitality
HUM Humanities
MAT Mathematics
MED Medical
MIB Medical Insurance, Billing, and Coding
NSG Nursing
PHT Pharmacy Technician
PSY Psychology
SCI Science

Stratford University uses the following course numbering system which is an accepted higher education system:

- 100-299 Lower-level undergraduate courses
- 300-499 Upper-level undergraduate courses

UNDERGRADUATE COURSE DESCRIPTIONS

ACC299 Intermediate Accounting I 4.5 credits
This course provides an in-depth study of accounting theory and a review of the accounting cycle. It concentrates on the preparation of financial statements; the valuation of cash; and temporary investments, receivables, and accounting for inventories. The course refers to pronouncements of the Financial Accounting Standards Board (FASB). Prerequisite: BUS122.

ACC300 Intermediate Accounting II 4.5 credits
This course covers the accounting for intangible assets, current and non-current liabilities, stockholders’ equity, investments, income taxes, compensation, leases, additional reporting issues, and discounted cash flows. The material refers to pronouncements of the Financial Accounting Standards Board and the American Institute of Certified Public Accountants. Prerequisite: ACC299.

ACC301 Intermediate Accounting III 4.5 credits
This course is a continuation of Intermediate Accounting II. Topics covered include accounting for investments, revenue recognition, income taxes, pensions and postretirement benefits, and leases; accounting changes and error analysis; preparation of the statement of cash flows; and full disclosure in financial reporting. The material refers to pronouncements of the Financial Accounting Standards Board and the American Institute of Certified Public Accountants. Prerequisite: ACC300.
ACC330 Cost Accounting 4.5 credits
This course covers accounting procedures relating to the process cost system, the estimated cost system, and the standard cost system. It examines the accounting for by-products and includes comprehensive coverage of budgeting for all areas of business enterprise: sales, production, commercial expenses, capital investments, and forecasting. Prerequisite: ACC300.

ACC335 Auditing 4.5 credits
This course covers the theory of auditing, including the educational and moral qualifications for auditors, as well as the role of the auditor in the economy. It emphasizes professional standards, professional ethics, and the legal liability of auditors. It comprehensively covers planning and designing an audit program, gathering and summarizing evidence, and internal control. Prerequisite: ACC300.

ACC350 Non-Profit/Municipal Accounting 4.5 credits
This course analyzes accounting procedures peculiar to non-profit organizations and municipalities. It illustrates statements commonly prepared for each type of organization, fund, and account group. The course also encompasses GAAP standards and reporting requirements that pertain to non-profit organizations and GASB standards and reporting requirements that relate to government accounting. Prerequisite: ACC300.

ACC410 Advanced Accounting 4.5 credits
This course covers accounting for home office and branches, business combinations, and consolidations. It provides a continuation of the preparation for the CPA examination as well as various techniques for solving some of the more complex problems in the business environment. Prerequisite: ACC300.

ACC460 Advanced Federal Taxation 4.5 credits
This course includes a comprehensive study of the federal income tax structure and the practical application of income tax accounting to specific problems as related to individuals and proprietorships. It emphasizes the general filing status, includable and excludable income, analysis of the categories of itemized and other deductions, tax treatment of sales and exchange of property, available depreciation methods, and recapture provisions. In addition, the course introduces the alternative minimum tax on individuals, the earned income credit, child care credit, and credit for the elderly. Prerequisite: BUS122.

ACC490 Accounting Capstone 4.5 credits
This course is designed to aid the student in synthesizing and applying knowledge gained in earlier courses and to conduct applied professional research in accounting. Discussion questions, exercises, and research cases are assigned and reviewed from the research textbook. The initial sessions are also used to assist the students to define a research project, develop a research proposal, and initiate a research effort. The final report is defended by the student in a presentation to the instructor. This course is to be taken in a student’s final quarter. Prerequisite: Approval of the advisor.

BAK124 Artisan Breads 4.5 credits
This course focuses on the art of bread baking from quick and yeast breads to laminated doughs and international and breakfast breads. Students also learn how artisan baking differs from commercial bread baking. This course has culinary and baking lab and supplemental instructional fees. Prerequisite: CUL160. Lecture Hours: 25; Lab Hours: 40.

BAK134 Cakes, Custards, and Creams 4.5 credits
This course covers the wide range of smooth and creamy textured desserts including puddings, custards, mousses, soufflés, and ice cream. A range of cakes and pies are also studied and prepared. This course has culinary and baking lab and supplemental instructional fees. Prerequisite: CUL160. Lecture Hours: 25; Lab Hours: 40.

BAK145 Specialty and Wedding Cakes 4.5 credits
This course teaches students the advanced skills of cake decorating using a range of media. Students work with royal icing, fondant, gum paste, and pastillage. This course has culinary and baking lab and supplemental instructional fees. Prerequisite: CUL160. Lecture Hours: 25; Lab Hours: 40.

BAK164 Plated Desserts 4.5 credits
In this course, students learn the skills specific to the pastry chef who needs to create plated desserts. Desserts studied include a range of American and international works, while also teaching students how to work with fruits, liqueurs, and dessert sauces. This course has culinary and baking lab and supplemental instructional fees. Prerequisite: CUL160. Lecture Hours: 25; Lab Hours: 40.

BAK174 Confectionary Production 4.5 credits
In this course, students focus on sweet confections including cookies, candies, and petit fours, while learning to create dessert displays using chocolate and sugar sculpture. This course has culinary and baking lab and supplemental instructional fees. Prerequisite: CUL160. Lecture Hours: 25; Lab Hours: 40.

BAK232 International Desserts 4.5 credits
This course is designed to introduce students to the history and preparation of a variety of international pastries and desserts. Cuisines from Europe, Africa, Asia, and the Americas are covered. This course has culinary and baking lab and supplemental instructional fees. Prerequisite: CUL160. Lecture Hours: 25; Lab Hours: 40.

BAK233 Food Sensitivities and Spa Desserts 4.5 credits
This course is designed to introduce preparation and production methods for bakery and pastry products for food sensitivities. This course includes theory and production of desserts, breakfast items, cakes, and cookies designed for low fat, gluten free, lactose intolerant, diabetic, and vegan people. This course has culinary and baking lab and supplemental instructional fees. Prerequisite: CUL160. Lecture Hours: 25; Lab Hours: 40.

BAK234 Holiday Breads 4.5 credits
This course focuses on the art of holiday bread baking including quick, yeast, international, and breakfast breads. Students also learn how breads have symbolic significance during various holidays from all over the world. This course has culinary and baking lab and supplemental instructional fees. Prerequisite: CUL160. Lecture Hours: 25; Lab Hours: 40.

BAK235 Chocolate Arts 4.5 credits
This course introduces students to the art of working with chocolate. Topics include chocolate tempering, cutting shapes, transfer sheets, display pieces, and candies. This course has culinary and baking lab and supplemental instructional fees. Prerequisite: CUL111. Lecture Hours: 25; Lab Hours: 40.

BAK236 Sugar Arts 4.5 credits
This course introduces students to the art of working with sugar and the design of showpieces. Students are exposed to the idea of sugar as art, covering techniques in poured, pulled, blown, and spun sugar. This course has culinary and baking lab and supplemental instructional fees. Prerequisite: CUL111. Lecture Hours: 25; Lab Hours: 40.

BUS100 Introduction to Business 4.5 credits
This course provides a background on business and management. Students discuss human relations, organizational structure, communications, technology in business, and strategic planning. Prerequisite: None.

BUS112 Principles of Accounting I 4.5 credits
This course is an introduction to the basics of accounting procedures. Topics include accounting techniques and cycles, billings, balance sheets, and financial statements. Prerequisite: None.
BUS120  Sales and Marketing  4.5 credits
This course introduces the student to effective methods for marketing products and services. Direct mail, print time, and other advertising techniques are discussed. Problem solving relative to customer relations is addressed. Consumer profiles, organizational personalities, and demographics are presented as components of market research and analysis. Prerequisite: None.

BUS122  Principles of Accounting II  4.5 credits
This course expands the student’s knowledge of preparing balance sheets and financial statements. Students prepare general ledger entries, payroll, and discuss budget control. Prerequisite: BUS112.

BUS135  Principles of Management  4.5 credits
This course presents management theory and the functions of planning, organizing, directing, staffing, and controlling. This course also focuses on the application of management principles to realistic work related situations. Prerequisite: None.

This course is an introduction to law and ethics and outlines the ethical responsibilities managers face when conducting business. This course includes vulnerability to lawsuits and litigation. American and international perspective and interpretations of laws and ethical standards are discussed. Prerequisite: BUS100.

BUS210  Human Resource Management  4.5 credits
This introductory course concentrates on human resource management issues confronting organizations. These issues include organizational practices and legal aspects of recruitment, selection, training, orientation, and performance appraisals. Labor relations are also discussed. Prerequisite: BUS100. For BS Health Information Management students, PSY110.

BUS210  Human Resource Management  4.5 credits
This introductory course concentrates on human resource management issues confronting organizations. These issues include organizational practices and legal aspects of recruitment, selection, training, orientation, and performance appraisals. Labor relations are also discussed. Prerequisite: BUS100. For BS Health Information Management students, PSY110.

BUS220  Business Communications  4.5 credits
This course prepares the student for communication in the workplace. The student prepares memorandums, letters, proposals, presentations, newsletters, and flyers. Discussions focus on information exchange in and outside of the organization. Student presentations are critiqued on the message intended and message received. Prerequisite: None.

BUS235  Operations Management  4.5 credits
This course addresses the management of operations in manufacturing and service organizations. Diverse activities such as production process, raw materials purchase, scheduling, and quality control are discussed. Prerequisite: BUS100.

BUS240  International Business  4.5 credits
This course discusses how the global economic, political, and cultural environment affects domestic and international businesses, international operations and dependency, and public policy decisions. Prerequisite: BUS100.

BUS250  Principles of Economics  4.5 credits
This course examines supply and demand, market demand and elasticity, cost theory, market structures, pricing theory, and consumer behavior. Regulation, antitrust policy, and income distribution are also discussed. Prerequisite: BUS100.

BUS300  Financial Management  4.5 credits
This course teaches the concepts and skills of financial planning within a business. Concepts covered include how to use financial statements and how to plan appropriate action. Specific topics are preparing budgets, analyzing investment options, and assessing risk and return of financing business endeavors. Prerequisite: BUS122.

BUS302  Microeconomics  4.5 credits
In this course, students learn to apply an analytical approach to the study of how individuals and societies deal with the fundamental problem of scarce resources. This approach is applied to everyday decisions faced by individuals as they try to maximize their utility, to businesses that try to maximize profits, and to the whole of society as it attempts to use its resources efficiently. Prerequisite: BUS250.

BUS305  International Business Strategies  4.5 credits
This course focuses on the strategies and structures of international businesses. Topics include cultural differences, economics, and politics of international trade and investment, form and functions of the global monetary system, and assessment of the special roles of an international business’s various functions. Prerequisite: BUS240.

BUS310  Introduction to Financial Management  4.5 credits
This course is for non-business majors only. This course introduces the student to topics in financial management such as financial statement analysis, capital budgeting analysis, working capital (accounts receivable, inventory, and cash) management, structure and cost of capital, and interest rate determination methods. Some integration of international finance in these topics is also presented, because of its significant impact on financial management. This course also presents a general view of the financial system, including the financial market system, financial institutions, the firm’s objective in the business environment, and the history of financial management. Prerequisite: None. Note: Not open to students with credit for Financial Management (BUS300).

BUS320  Taxation Principles  4.5 credits
This course provides a sufficient understanding of the tax environment to evaluate business transactions. Fundamental tax concepts are applied to a variety of business, investment, employment, and personal transactions. Topics include business formation, capital expenditures, employee and executive compensation, international and multi-state operations, and disclosures. Prerequisite: BUS122.

BUS325  Entrepreneurial Leadership  4.5 credits
Through the study of successful leaders and their companies, students learn techniques to move a company from mediocre to great. Topics include goal setting; culture development; vision; profits; technology; and effects of change, discipline, and necessary leadership qualities. Prerequisite: None. For students in the School of Culinary Arts and Hospitality Management, HOS270.

BUS340  Managerial Accounting  4.5 credits
This course covers financial accounting concepts and managerial accounting topics. It introduces finance and its importance and relevance to business operations. It covers the internal financial environment of a business. Topics include financial statements analysis, cost accounting, job order costing, and process product costing. Prerequisite: BUS122.
BUS350 Staffing and Employment 4.5 credits
This course examines current issues affecting staffing and employment practices and the impact on the organization’s ability to compete in the marketplace, to develop and maintain a successful workforce, and comply with the various regulations governing staffing and employment practices. Major topics include technical issues involved in developing and implementing selection programs within organizations, how to achieve successful person to job practices and govern staffing and employment; and staffing procedures, policies, techniques, and problems; and the role of public policy on staffing/employment practices. **Prerequisite: BUS210 or HOS270.**

BUS351 Workplace Safety 4.5 credits
This course is designed to educate and increase the student’s awareness of internal and external factors that could negatively affect occupational safety in the workplace and understand the practices that can maintain and/or improve workplace safety. The Occupational Safety and Health Administration (OSHA) responsibilities for administering and enforcing programs, regulations, and standards designed to reduce injuries and illness on the job are also examined. Techniques to improve workplace safety and health for all workers by reducing hazards while increasing employer and worker awareness of commitment to and involvement with safety and health are also discussed. **Prerequisite: BUS210.**

BUS352 Employment Law 4.5 credits
This course provides an overview of key legislation that impacts employee rights; training; consumer protection; compensation; benefits; employee and labor relations; and health, safety, and security. The importance of effective management practices to ensure regulatory compliance in the areas of employee and employer rights and responsibilities, job analysis, performance appraisal, and workplace behavior is also reviewed. **Prerequisite: BUS210 or HOS270.**

BUS353 Labor Management Relations 4.5 credits
The historical, current, and legal analysis of labor relations in the U.S. and its impact on an organization’s ability to compete in the marketplace, to develop and maintain a successful workforce, and comply with the various statutory and common law regulations governing labor/management relations are discussed in this course. Major topics include growth and trends in the labor markets, collective bargaining, impact of labor relations on the organization’s strategies, analysis of federal labor laws, NLRA certification process, methods employed by management to avoid unions, methods employed by unions to represent bargaining units, and strikes and lockouts. **Prerequisite: None.**

BUS354 Compensation Management 4.5 credits
This course involves the study of laws, theories, and practices related to compensation administration and benefits. This course prepares students entering the human resource management field for solving specific problems and avoiding expensive errors. **Prerequisite: None.**

BUS355 Managing People 4.5 credits
The aim of this course is to provide an understanding of the role of managers in managing people, arguably the most important resource in an organization. The course describes the strategies managers can adopt to manage people, people-organizational linkages, and the impact of dynamic changes on these areas. **Prerequisite: None.**

BUS360 Business Ethics 4.5 credits
This course analyzes basic principles of business ethics, moral reasoning, and the capitalistic economic system. Topics include a framework for moral reasoning; government regulation; ethics of bribery, price fixing, pollution, resource depletion, product safety, and consumer protection; and the rights and duties of employees and corporations. **Prerequisite: None.**

BUS361 Buyer Behavior 4.5 credits
This course focuses on understanding and influencing consumer perceptions and buying decisions. Integrated into the process is the role of marketing research and the basic methods and techniques needed to interpret information relevant to targeting markets, positioning products, and designing effective marketing communications. **Prerequisite: None.**

BUS362 Sales Management 4.5 credits
This course provides an in-depth review of a variety of methods that businesses use to communicate with and influence customers and prospective customers. Methods covered include advertising, direct marketing, public relations, sales promotion, individual selling, and others. **Prerequisite: None.**

BUS363 Strategic Issues in Marketing 4.5 credits
This course develops the marketing principles by which products and services are designed to meet customer needs, priced, promoted, and distributed to the end user. The focus is on the application of these marketing principles to a wide range of customers, both internal and external. Topics include new product/service introduction and segmentation and positioning strategy. **Prerequisite: None.**

BUS364 Marketing Research 4.5 credits
This course covers basic research methodology applied to marketing issues. Students study methods and techniques for collection, analysis, and interpretation of primary and secondary data for customer and business marketing. **Prerequisite: None.**

BUS365 Marketing on the Internet 4.5 credits
This course provides students with the skills and knowledge needed to generate viable business via the Internet. This course explores strategic directions, branding, business cases, and life-cycle management for developing products for a digital world. **Prerequisite: None.**

BUS366 International Marketing 4.5 credits
This course covers the concepts and practices of marketing in the global environment and discusses modifications and adaptations required to meet the challenges associated with international marketing. Students also learn how to integrate strategies with international marketing functions. **Prerequisite: None.**

BUS367 Business to Business Marketing 4.5 credits
This course develops the students’ understanding of the various concepts in organizational buying and enables them to comprehend the buying processes of business markets. With value created and delivered in the marketplace as its cornerstone, this course equips the students with necessary marketing tools to deal with issues related to business markets. **Prerequisite: None.**

BUS375 New Venture Creation 4.5 credits
This course provides research and knowledge about the entrepreneurial process. Topics include opportunity recognition, teamwork, resource requirements, equity creation, recognizing opportunities, effects of the Internet, attitudes and behaviors, rewards and incentives, ethics, finance, and a business plan. **Prerequisite: BUS300.**

BUS380 Project Management 4.5 credits
This course allows students to manage a project within their major field of study. Students prepare a project plan including details of their project, deliverables, dates they are completed, and the associated learning exhibited. Students implement their plan and record weekly status on their progress, issues, decisions, and learning. At the conclusion of the course, students complete their projects and summarize their results in a final report. **Prerequisite: None.**
BUS400 Advanced Financial Management 4.5 credits
This course analyzes applied issues in corporate finance through a series of cases. Several concepts are covered including advanced capital budgeting, valuation techniques, corporate risk management, currency hedging, and valuation of start-ups. Prerequisite: BUS300.

BUS405 Business Law: Legal Environment for Business 4.5 credits
This course addresses the changing dynamics of business in the legal system. The basic theories of business law are covered including the legal environment, legal theory, and structure of the legal system. The course goes beyond the basic concepts and addresses challenging issues such as contract law, Uniform Commercial Code (UCC), copyright, trademark, and protection of intellectual property. Prerequisite: None.

BUS415 Organizational Theory and Development 4.5 credits
This course examines the field of organizational development and provides a background in organizational development theory and application. Topics include history of organizational development theory, models for organizational structure and change, and advances in organizational development theory. Prerequisite: BUS210 or HOS270.

BUS416 Quality Management and Productivity 4.5 credits
This course examines the concepts of continuous improvement and quality management, viewing quality as a systematic process that improves customer satisfaction. The course covers methodologies that aid managers in assuring that the company’s quality system is effectively meeting the company’s continuous improvement goals. Prerequisite: None.

BUS420 Accounting Information Systems 4.5 credits
This course focuses on the impact of information technology on accounting including developments in the Internet, electronic commerce, EDI, and databases. Additionally, the course provides information on developing, implementing, and maintaining an accounting information system. Also addressed are the increasingly competitive business environments and techniques to reap the most value at the least cost. Prerequisite: BUS122.

BUS425 Diversity in the Workplace 4.5 credits
This course examines the management of a diverse workforce and the benefits of creating this diversity. Topics include understanding human behavior in an organization, changing marketplace realities, employment systems, affirmative action, behavior modification for employees, and other topics related to a multicultural workforce. Prerequisite: None.

BUS430 Competitive Strategies 4.5 credits
This course addresses the complex future faced by existing businesses. Materials cover strategic and organizational issues, restructuring, mergers and acquisitions, technological change, strategic alliances, and the challenges of creating and serving markets around the world. Topics include strategic goals, competitive environment, value chains, focus strategies, ethics, diversification, globalization, cooperation and competition, organization design practices, and implementing change. Prerequisite: BUS120.

BUS440 Business Forecasting and Simulation 4.5 credits
This course examines the application of economic theory and methodology needed by business managers to forecast both technical and non-technical needs. Topics include tools and techniques for analysis, consumer and firm behavior, product demand, evaluation of decisions, technology benefits, and challenges and interactions between firms and the marketplace. Prerequisite: BUS300.

BUS450 Personal Financial Management 4.5 credits
This course introduces the student to the concepts, tools, and applications of personal finance and investments. The course assumes little or no prior knowledge of the subject matter and focuses on helping the student understand the process of financial planning and the logic that drives it. Prerequisite: None. 

BUS490 Business Administration Capstone 4.5 credits
This is a capstone course. The course encompasses key elements of business operations which have been studied throughout the bachelor program. Students work under the supervision of a faculty advisor to further refine and develop their skills and knowledge through a student-created independent project or case study. This course is to be taken in the student’s final quarter. Prerequisite: Approval of the advisor.

BUS491 Special Topics in Business 4.5 credits
This course is designed to investigate and evaluate current topics or specialized areas of business. Prerequisite: Approval of the advisor.

CHT110 Principles of Hemodialysis 4.5 credits
This course focuses on the theoretical and clinical aspects of hemodialysis, including the duties and responsibilities essential to the delivery of patient care in the chronic outpatient setting. This course also covers the processes across membranes and reviews the regulation of fluid and electrolytes and acid/base balance in normal kidney functioning. Classification and causes of acute and chronic renal failure as well as diagnostic procedures and findings in renal disease are also covered. Prerequisites: MED110, MED120.

CHT120 Dialysis Delivery Systems 4.5 credits
This course discusses hemodialysis treatment and its complications. The principles related to solute and fluid removal, measures of clearance, and determination of adequacy are also considered. The components of the hemodialysis system are covered, including the dialyzer, the blood circuit, the dialysate solution, the heparin pump, the ultra-filtration controller, and variable sodium options. Methods of preparing dialysis quality water for dialysate are considered as well. This course has health sciences lab and supplemental instructional fees. Prerequisite: CHT110. Lecture Hours: 30; Lab Hours: 30.

CHT220 Pre and Post Patient Assessment 4.5 credits
Patient assessment before the initiation of treatment, treatment procedures, intradialytic monitoring, termination of treatment and post treatment assessment, and blood work are discussed. The coverage of peritoneal dialysis (PD) includes the anatomy and physiology of the peritoneal membrane and patient selection criteria. The types of PD access, methods of insertion, care of the access, and access complications are included as well. Additionally, the elements of the PD prescription are discussed. Patient care, documentation, complications of treatment, and measures of treatment adequacy are considered. Infection control strategies are stressed. The coverage of transplantation includes initial work up, donor selection, and recipient matching with both living related and cadaveric donors. Patient care in the pre- and postoperative periods is covered to include the immune reaction, immunosuppressive therapy, and long-term complications. The psychological adjustment for the patient and family are also a point of focus. Prerequisites: CHT110, MED140.

CHT230 Dialysis Treatment of Renal Disease 4.5 credits
This course discusses the phases of illness from pre-dialysis assessment and conservative care to deterioration to CRF and further long-term and palliative care. Finally, the decision to withdraw from treatment is discussed along with the significant psychosocial implications for family, patient, and staff. The development of acute renal failure (ARF) is discussed in terms of its causes, symptoms, treatment, and recovery. Vascular access (temporary, long-term, and permanent) is covered along with access care and trouble-shooting. The components of the dialysis prescription are covered, including anticoagulation. The complications of dialysis are an important focal point. Prerequisites: CHT210, MIB130.
Prerequisite: None.

object linking and embedding (OLE), and Visual Basic application extensions.

ing and storage conventions, backup methods, macros, desktop publishing,

methods, document merging, templates, document preparation, file nam

Suite and other contemporary office utility products. Topics include editing

database, and presentation documents using the Microsoft Office Professional

In this course, students learn how to generate word processing, spreadsheet,

organization goals and objectives. An overview of hardware and software with

information technology can be used to design, facilitate, and communicate

Students learn the founding concepts of information technology and the

This course presents the fundamental concepts of databases and their applica-

The course also covers the basics of database analytics, design, and administration. The emphasis is put onto both familiarizing students with the most commonly used databases as well as introducing them to the emerging new technologies such as cloud-based databases. Prerequisite: None.

CIS131 Programming Fundamentals 4.5 credits
In this course, students develop skills and concepts essential to good

programming practice and program solving. It covers fundamental program-

ning concepts, object-oriented and event-driven programming, basic data

structures, algorithmic processes, and problem solving. This is the introductory

programming course for IT majors and is designed for students with little or no

programming experience. Prerequisite: None.

CIS133 Technical and Professional Communication 4.5 credits
The course is designed to facilitate the understanding of the social and profes-

sional context of information technology and computing and to prepare the

students for entering the workplace. Students learn how IT supports an organi-

zation and are introduced to the teamwork concepts, group dynamics as well as

a variety of leadership styles as applied to IT business. In addition, the course

stresses oral and written professional communication skills by preparation of

technical proposals, reports, presentations, and formal papers. Prerequisite:

None.

CIS141 Hardware Fundamentals 4.5 credits
This course develops knowledge and skills in preventative maintenance,

troubleshooting and repair of desktop computers, laptops, printers, expansion

buses, multimedia, video, modems, and SCSI controllers. In addition, the

course provides an introduction to operating systems installation and trouble-

shooting, as well as gives an overview of the current trends in technology of

memory, monitors, and hand-held devices. This course requires a computer lab

fee. Prerequisite: None. Lecture Hours: 35; Lab Hours: 20.

CIS142 Introduction to Programming Logic 4.5 credits
This course introduces concepts, principles, and skills of programming includ-

ing compilers, algorithms, and problem solving using high-level programming

language. This is the introductory programming course for IT majors and is

designed for students with little or no programming experience. The student

is introduced to basic principles and concepts of object-oriented programming

using JAVA such as classes, interfaces, operators, program control, arrays,

testing, debugging, inheritance, polymorphism, and event handling. Topics

discussed include techniques for simplifying the programming process and

improving code quality. Prerequisite: CIS103.

CIS143 Data Communications 4.5 credits
This course covers the basic concepts of networking technology within Local

Area Network (LAN) and Wide Area Network (WAN) environments. Topics

include the dominant network topologies (Ethernet, Token Ring, FDDI),

network protocols (TCP/IP, SPX/IPX and NetBIOS), cabling systems (coaxial,
twisted pair, fiber optic), as well as wireless communication. The course

introduces the primary features of internetworking devices (bridges, routers,

repeaters, hubs, gateways, and switches) and the OSI software model for com-

puter communication. All topics are related to the historical development of

the field. This course has a computer lab fee. Prerequisite: CIS141. Lecture

Hours: 35; Lab Hours: 20.
CIS144 OS Architecture 4.5 credits
The course builds an understanding of how an operating system works and its architecture. The students learn how OS concepts are implemented in a real operating system. The course provides an introduction to the system programming as well as current trends in OS research. This course has a computer lab fee. Prerequisite: CIS141. Lecture Hours: 35; Lab Hours: 20.

CIS145 Introduction to Client/Server Technology 4.5 credits
The students learn how to install, configure, optimize, and troubleshoot a Windows XP Professional client operating system and Windows 2007 server operating system. The students become familiar with resource administration, hardware devices and drivers, system performance and reliability, desktop environment, network protocols and services, and security. In particular, the students focus on managing, monitoring, and optimizing server system performance, reliability, and availability. These concepts are reinforced through a series of hands-on exercises. This course has a computer lab fee. Prerequisite: CIS141. Lecture Hours: 35; Lab Hours: 20.

CIS148 Fundamentals of Networking 4.5 credits
This course provides the solid foundation of networks and networking in IT. The topics include routing, switching, physical layer, and application areas. Upon completion, the students are able to compare the characteristics of various communication protocols and how they support application requirements. Both OSI and Internet models are compared and contrasted as they apply to contemporary communication protocols. In addition, the students learn how to solve basic networking problems and perform troubleshooting operations on LANs and connected devices. This course has a computer lab fee. Prerequisite: None. Lecture Hours: 35; Lab Hours: 20.

CIS150 Advanced Client/Server Technology 4.5 credits
This course covers theoretical and technical aspects of advanced distributed systems and the core elements of such advanced systems. Modern client server systems such as large cluster based systems, scalable web-server systems, audio/video streaming servers, VOD servers, and content distribution networks are discussed in detail. Several core technical issues, such as performance analysis of multi-server systems, resource management, and data sharing in grid systems; optimal server placement in Internet; and efficient server selection by clients in large networks are also covered in depth. This course has a computer lab fee. Prerequisite: CIS145. Lecture Hours: 35; Lab Hours: 20.

CIS155 Network Infrastructure Management 4.5 credits
In this course, the student learns to install, manage, monitor, configure, and troubleshoot the services that are required for the efficient operation of a TCP/IP Windows 2007 network infrastructure, including Domain Name Servers (DNS), Dynamic Host Configuration Protocol (DHCP), Remote Access, NetworkProtocols, IP Routing, Windows Name Servers (WINS), Network Address Translation (NAT), and certificate services in a Windows 2007 network infrastructure. Students understand the conceptual and practical framework for this TCP/IP infrastructure through a series of hands-on exercises. This course has a computer lab fee. Prerequisite: None. Lecture Hours: 35; Lab Hours: 20.

CIS160 Network Directory Services Management 4.5 credits
In this course, students learn to install, configure, and troubleshoot the Windows 2007 Active Directory components, DNS for Active Directory, and Active Directory security solutions. In addition, each student develops the skills required to manage, monitor, and optimize the desktop environment by using Group Policy. Through a series of hands-on exercises, the student becomes familiar with directory organization unit structures; connection objects and links; global catalog servers; directory backup and restores integration of directory services with DNS; inter-site replication of data, directory change, and configuration management; Group Policy; remote installation; and network security. This course has a computer lab fee. Prerequisite: None. Lecture Hours: 35; Lab Hours: 20.

CIS162 Linux Operating Systems 4.5 credits
In this course, students learn how to install and optimize Red Hat Linux or a contemporary LINUX variant, a multi-user and multitasking Unix-like operating system. In particular, students become familiar with the Linux file system, shell programming, filters and pipelines, GUI desktop and application environments, and virtual memory. Through a series of laboratory exercises, students configure a server for remote access using the standard suite of TCP/IP tools and application packages. This course has a computer lab fee. Prerequisite: None. Lecture Hours: 35; Lab Hours: 20.

CIS200 Business Analysis 4.5 credits
The course provides a comprehensive overview of the business analysis and its role within a modern organization. Students are introduced to the concepts of business modeling, requirement gathering, and UML methodology. Special attention is drawn to exploring the business analysis tools at different stages of SDLC. Prerequisite: CIS103.

CIS201 Fundamentals of IT Security 4.5 credits
This course prepares students to pass the current CompTIA Security+ 2008 certification exam. After taking this course, students understand the field of network security and how it relates to other areas of information technology. This course provides the broad knowledge necessary to prepare for further study in specialized security fields or serves as a capstone course introducing the field. Prerequisite: CIS142, CIS146.

CIS202 Fundamentals of Web Design 4.5 credits
This course applies effective graphic design techniques and methods to the Internet. Students learn to write HTML5 code and use HTML5 code generators such as Adobe Dreamweaver. The course emphasizes the creation of websites that are displayed properly in multiple browsers. Special attention is paid to well-designed pages that meet site requirements. This course has a computer lab fee. Prerequisite: None. Lecture Hours: 35; Lab Hours: 20.

CIS205 Fundamentals of Human-Computer Interaction 4.5 credits
This course is designed to build the understanding and the advocacy of the user. Students learn how to employ user-centered methodologies in the development, evaluation, and deployment of IT applications and systems. The topics include user and task analysis, human factors, ergonomics, accessibility standards, and cognitive psychology. Upon completion, students are able to perform a simple usability evaluation for an existing software application and develop an effective user-friendly prototype of a GUI. Special attention is given to ergonomics and current technologies such as mobile, wearable and pervasive computing, and virtual reality systems. Prerequisite: None.

CIS206 Database Concepts and Relational Database Management Systems 4.5 credits
This course is designed for students with limited or no previous database experience. Course outcomes include a solid understanding of fundamental database concepts and unusual concepts such as tables, queries, forms and reports, and its role within a modern organization. Students are introduced to the concepts of business modeling, requirement gathering, and UML methodology. Special attention is drawn to exploring the business analysis tools at different stages of SDLC. Prerequisite: None. Lecture Hours: 35; Lab Hours: 20.

CIS207 Programming Languages 4.5 credits
In this course, students gain an understanding of object-oriented programming concepts with specific emphasis on modern programming languages. This hands-on training course focuses on applet and application development. Basic constructs are explained with more detail than in regular programming courses. Students learn how to create multithreaded applets and applications, and develop platform-independent graphical user interfaces. Lab exercises and projects reinforce ideas and concepts learned. This course has a computer lab fee. Prerequisite: None. Lecture Hours: 35; Lab Hours: 20.
CIS210  Advanced Data Communications  4.5 credits
In this course, students develop an understanding of the advantages and disadvantages of various communication protocols and data link sub-networks, including TCP/IP, SNA, SPX/IPX, X.25, frame relay, and ATM. Students design and analyze a wide area network infrastructure. This analysis includes congestion, bandwidth versus performance trades, bandwidth versus cost trades, equipment specifications, protocol standards, LAN/WAN integration, and network performance in terms of latency and jitter. Prerequisite: CIS143.

CIS211  Internet Concepts  4.5 credits
In this course, students are introduced to all aspects of the Internet, including its history, how to connect to it, for what, and how it is used. Applications include email, the World Wide Web, on-line services, databases, and searching. This course familiarizes students with the Internet and lays the foundation for the design and creation of a website. The course covers how to use HTML and other Internet technologies to develop web pages and how to enhance the appearance of web pages to communicate more effectively. The functions of information technology that support e-business are emphasized. Prerequisite: None.

CIS214  System and Software Requirements  4.5 credits
This course presents requirements development as it is performed in industry. Students begin with a project description and learn how to manage the requirements process, how to work with users to elicit their needs, what requirements methods and techniques are suitable for the project, the various requirements types, how requirements can be scheduled, how to handle risky requirements, how to write an effective requirements document, and how to test requirements. Prerequisite: None.

CIS216  Software Design  4.5 credits
This course presents software design approaches used to develop systems that satisfy user requirements. Architectural and detailed designs are shown for batch, client/server, and real-time systems. The different methodologies used to design structured, object-oriented, Web-based systems, and designs for databases, user interfaces, forms, and reports are included. Design issues such as error handling, performance, and inter-process communication are also shown. Prerequisite: CIS214.

CIS217  Software Verification and Validation  4.5 credits
This course presents approaches to ensure that software was developed properly and meets user requirements. Students understand the various levels of testing, techniques for creating test data, how to manage test cases and scenarios, testing strategies and methods, testing batch, client/server, real-time, Internet systems, and the development of an effective test plan. Prerequisite: CIS214.

CIS220  System Analysis and Design  4.5 credits
This course focuses on how computer-based technologies impact organization IT processes, methods, techniques and tools. Students learn methodologies for analyzing a business problem and determining what role computer-based technologies play in addressing organizational needs. Prerequisite: CIS200. For BS Health Information Management students, none.

CIS221  Requirement Engineering  4.5 credits
This course explores methodologies in requirements engineering. The course covers concepts for systematically establishing informal to formal models of engineering. Students learn how to use systematic decision making to manage requirements for large, complex, software-intensive systems from technical, organizational and management perspectives. Prerequisite: None

CIS222  System Administration and Maintenance  4.5 credits
The course covers the aspects of administration and maintenance of operating systems, networks, software, file systems and servers, web and database systems, as well as system documentation, policies, and procedures. Topics include further investigation of the operating systems, applications, and administrative activities such as user and group management, security, backup, and disaster recovery planning. The administrative responsibilities over the various domains are assessed, compared, and contrasted. This course has a computer lab fee. Prerequisite: None. Lecture Hours: 35; Lab Hours: 20.

CIS224  Legal and Ethical Aspects in Cyber Security  4.5 credits
Students are introduced to the ethical and legal practices related to cyber security and cyberspace such as privacy, intellectual property, cybercrime, critical infrastructure protection, and cyber warfare. Technology issues are discussed to demonstrate the interdisciplinary influences and concerns to be addressed while developing or implementing effective cyber security laws and policies. The content of the course is targeted at ensuring the privacy, reliability, and integrity of information systems. Prerequisite: None.

CIS225  Network Management  4.5 credits
In this course, students further develop the knowledge and skills in the network management and administration. The conceptual and practical framework for both wired and wireless network configuration and management is compared and contrasted through a series of hands-on exercises and projects. In order to manage networks efficiently, students learn scripting in different operating systems. The expected learning outcomes include designing LAN/WAN, troubleshooting a variety of networking problems, and demonstration of effective management skills while operating an enterprise switch through a management console. In addition, the course introduces the performance evaluation procedures. Prerequisite: CIS146.

CIS226  Network Directory and Infrastructure Design  4.5 credits
In this course, the students learn to analyze the business requirements for a network and Active Directory services infrastructure and design a network infrastructure that meets business requirements. Network infrastructure elements include network topology, routing, IP addressing, name resolution using DNS, virtual private networks, and remote access. Various network designs are covered, including issues such as bandwidth requirements, latency, statistical access patterns, multi-protocol requirements, internet connectivity, and WAN infrastructure telecommunication costs. Students also design a directory services architecture, including forest and domain structure, naming strategy, organization unit structure, replication strategy, site topology, operations masters, global catalog servers, domain controllers, and DNS servers. Prerequisite: CIS160.

CIS230  Network Security Infrastructure Design  4.5 credits
Students learn to analyze the business requirements for security and to design security solutions that meet business requirements. The students learn best practices in security including controlling access to resources, auditing access to resources, authentication, and encryption. Security topics include audit policy, encryption file system, authentication strategy, security group strategy, public key infrastructure, DNS, SNMP, terminal services, remote access, signing, and IPSec. The student design a security baseline for a Windows 2007 network including domain controllers, operations masters, application servers, file and print servers, RAS servers, desktop computers, portable computers, and kiosks. Prerequisite: None.
CIS235 Network and Intrusion Forensics 4.5 credits
The student develops a comprehensive understanding of forensics as it relates to data communication networks and intrusions. Students learn the relationship between computer security, computer crimes, and forensics. Special emphasis is placed on computer crimes and forensics in law enforcement and financial accounting practices. Forensic tools are discussed. Prerequisite: CIS201.

CIS240 Enterprise Email Architecture 4.5 credits
In this course, students develop the ability to implement, administer, and troubleshoot information systems that incorporate Microsoft Exchange 2010 Server. Students install and upgrade Exchange 2010; manage coexistence with Exchange Server 2010; deploy Microsoft Outlook 2010, Outlook Web Access, POP3, IMAP4, and IRC; configure Exchange Server for disaster recovery; create and manage administrative groups, security, and public folders; and configure and monitor client connectivity. This course has a computer lab fee. Prerequisite: CIS160. Lecture Hours: 35; Lab Hours: 20.

CIS243 E-Commerce 4.5 credits
This course focuses on the foundations of e-commerce, its strategic role, and the organizational and management changes driving e-commerce. An overview of the hardware, software, data storage, database connection, basic networking infrastructure, and telecommunications technologies supporting e-commerce allows students to build a solid understanding of e-commerce technology. Topics also include protocols used for authentication and payment in e-commerce, introduction to symmetric and public-key encryption, digital signatures, digital certificates, Secure Socket Layer protocol, Transport Layer Services, and secure electronic payment protocols. This course has a computer lab fee. Prerequisite: None. Lecture Hours: 35; Lab Hours: 20.

CIS245 Legal and Ethical Aspects in Digital Forensics 4.5 credits
This course uses current events to explore the impact of civil, criminal, and regulatory law on network and intrusion forensics. Current and future factors affect areas of information include articles, journals, and papers. Other topics discussed include legislative concerns affecting digital forensics, a study of the legislative process, are ethics are discussed. Prerequisite: None.

CIS247 Information Assurance and Cyber Security Architecture 4.5 credits
Students learn the basics of information assurance and cyber security architecture. This course includes fundamental aspects of countermeasures over various security domains, computer forensics, information states, security services, threat analysis, and vulnerabilities. While working on individual or team-based projects, students synthesize and apply practical understanding of the principles of data protection, network security, and computer forensics including their understanding of the ethical, legal, and policy issues associated with information assurance and security. Prerequisite: CIS200.

CIS250 Router and Switch Configuration in Enterprise 4.5 credits
In this course, students learn how to work with networks that include routers and switches. They are able to install, configure, and operate Cisco routers and switches within LAN and WAN environments. Students configure IP, IPX, and IGRP protocols, as well as frame relay and remote access dial-up router interfaces. This course has a computer lab fee. Prerequisite: CIS146. Lecture Hours: 35; Lab Hours: 20.

CIS251 Basic Router and Switch Configuration 4.5 credits
This course covers basic topics in both routers and switches. In the first part of the course, students learn how to configure and troubleshoot various routed environments (Access, Distributed, and Core) and to manage access and control overhead traffic in growing, routed networks once basic connectivity has been established. An additional focus is on router capabilities as well as connecting corporate enterprise networks to an ISP. In the second part of the course, students learn to build networks using multilayer switching technologies over high-speed Ethernet connections. Students encounter routing and switching concepts and implementations including the use of appropriate devices and external management tools. This course has a computer lab fee. Prerequisite: CIS250. Lecture Hours: 35; Lab Hours: 20.

CIS252 Advanced Router and Switch Configuration 4.5 credits
This course covers advanced topics in both routers and switches. In the first part of the course, students learn how to configure and troubleshoot various routed environments (Access, Distributed, and Core) and to manage access and control overhead traffic in growing, routed networks once basic connectivity has been established. An additional focus is on router capabilities as well as connecting corporate enterprise networks to an ISP. In the second part of the course, students learn to build networks using multilayer switching technologies over high-speed Ethernet connections. Students encounter routing and switching concepts and implementations including the use of appropriate devices and external management tools. This course has a computer lab fee. Prerequisites: CIS250, CIS251. Lecture Hours: 35; Lab Hours: 20.

CIS253 Server OS 4.5 credits
This course covers modern server technology, advanced distributed systems theoretical, and technical aspects and their core elements. In this course, students learn how to install, configure, optimize, and troubleshoot current and emerging Windows server operating systems, managing, monitoring, and optimizing server system performance, reliability, and availability. Topics include resource administration, hardware devices and drivers, system performance and reliability, network protocols and services, performance analysis of multi-server systems, resource management, and data sharing in grid systems. Modern client server systems such as large cluster based systems, scalable web-server systems, audio/video streaming servers, and VOD servers, optimal server placement, and efficient server selection in large networks are discussed. Prerequisite: None.

CIS254 Client OS 4.5 credits
This course introduces an overview of features and functions of client operating systems. Through hands-on projects the students are gaining practical knowledge in installation, configuration, management, and troubleshooting of current client operating systems in standalone as well as a networked environment. By the end of the course, students have the ability to configure and support environments running current version of Windows OS. Prerequisite: None.

CIS255 Implementing and Supporting Secure Networks 4.5 credits
In this course, students learn and implement best practices in the creation of a secure wide area network that includes both Microsoft and non-Microsoft products. Students design a security system that degrades gracefully under attack both from within and without. As part of this course, students learn published hacking techniques, such as IP address spoofing, source routing, routing table corruption, password cracking, denial of service zombies, and several methods to get access to the root directory. The course then focuses on the patches and methods to disable these security breaches. Vulnerabilities of Microsoft, Linux, and UNIX operating systems are addressed. Several well-known hacking case studies are analyzed. This course has a computer lab fee. Prerequisite: CIS230. Lecture Hours: 35; Lab Hours: 20.
CIS256  Database Design  4.5 credits
In this course, students learn how to produce a detailed database model that provides an appropriate storage structure for data to be used in a system while ensuring data integrity and suitability for general-purpose queries. A systematic database design process for creating a well-designed database is introduced and various database models including conceptual, physical, and logical are discussed. Special attention is paid to the use of Entity Relation (ER) modeling using practical business examples, relational databases, database normalization, and structured query languages for data manipulation. Prerequisite: CIS130.

CIS258  Database Administration  4.5 credits
In this course, students learn how to create, query, and modify complex and highly scalable database using SQL and PL/SQL, and optimize, maintain, troubleshoot, secure, and monitor database. This hands-on training course focuses on the use of current and emerging relational database tools and technologies to make complex queries and modifications to the database; perform database recovery and monitoring; backup and restore database; perform database auditing, archiving, and distribution; and establish user accounts, roles, and access control. Topics include database objects, database queries, database views, T-SQL scripts, stored procedures, backup types including full and incremental backups, concurrency, table structures and indexing, and database interoperability. Special attention is paid to the use of Oracle and SQL database servers. This course has a computer lab fee. Prerequisite: CIS130. Lecture Hours: 35; Lab Hours: 20.

CIS260  Network Modeling Tools  4.5 credits
The course covers basic concepts and practices of network modeling. Using various network modeling tools, students learn how to accurately simulate the behavior of a real-world network and predict the impact of changing the virtual network model configurations, link capacity, traffic volumes, and characteristics on the real network. Prerequisites: CIS146, CIS225.

CIS265  Encryption and Cryptography in Digital Forensics  4.5 credits
This course covers the basics of cryptography. The differences between symmetric and asymmetric encryption are examined and examples of each type of algorithm are discussed. Prerequisite: None.

CIS275  Incident Handling and Computer Forensics  4.5 credits
Students learn how to identify an attack in progress or an attack has occurred and how to properly handle each situation. Students learn to monitor different types of computers systems and platforms for evidence of crime and learn how to gather and preserve such evidence. Prerequisite: None.

CIS281  Wireless Telecommunication Networks  4.5 credits
Students develop a fundamental understanding of fixed and wireless networks, including satellites, in terms of design and deployment engineering practices. The course considers indoor and outdoor propagation effects, modulation and data encoding technologies, antenna design and placement, and personal communications device design constraints. Current and future systems in the U. S., Europe, and Asia are included, with particular emphasis on the standards development process. The impact of new Low Earth Orbit (LEOs) Satellites and other technologies on the use of wireless Personal Communications Systems (PCS) are analyzed. Students work in teams on a specific practical project. Prerequisite: None.

CIS290  Network Implementation Project  4.5 credits
This course is designed to give students practical experiences with constructing a network system. Students work under the supervision of a faculty advisor to further refine and develop their skills and knowledge through a student-created independent project. Prerequisite: Approval of the advisor.

CIS291  Current Topics in Information Technology I  4.5 credits
This course offers comprehensive discussion of a current or popular topic in the information technology field. Students analyze the topic critically and understand how it impacts the field and the student’s career. The exact topic is announced in the term schedule. Prerequisite: Approval of the advisor.

CIS292  Current Topics in Information Technology II  4.5 credits
This course offers comprehensive discussion of a current or popular topic in the information technology field. Students analyze the topic critically and understand how it impacts the field and the student’s career. The exact topic is announced in the term schedule. Prerequisite: Approval of the advisor.

CIS300  Managing Information Systems  4.5 credits
This course focuses on information system which supports business decisions, internal business processes, customer relations, and interaction with suppliers. It deals with the organizational foundations of such systems, their strategic role, and the organizational and management changes driving electronic commerce, electronic business, and the emerging digital firm. The course includes an overview of the hardware, software, data storage, and telecommunications technologies needed for information systems. The impact of such systems on the reengineering of critical business processes and on the decision making cycle are discussed in detail. Prerequisite: None.

CIS301  Event-Driven Programming  4.5 credits
This course is designed to facilitate practical understanding of event-driven programming. Students are introduced to the event handling methods, event propagation, and exception handling. Also comparison is driven between event-driven programming and command-line programming. The learning outcomes include designing, coding, testing, and debugging simple event-driven programs that respond to user events, as well as developing a code that responds to exception conditions raised during execution. Prerequisite: CIS207.

CIS302  Routing and Switching  4.5 credits
This course covers routing and switching concepts, configuration, implementation, and management. In this course, students learn how to work with complex and converged network infrastructure that includes routers and switches; use of appropriate routing and switching devices and external management tools; build networks using multi switching technologies over high-speed Ethernet connections; configure and troubleshoot various routed environments including access, distributed, and core environments; and manage access and control overhead traffic in growing routed networks. Topics include proprietary routers and switches for LAN and WAN environments installation and operation; IP, IPX, and IGRP protocols configuration; frame relay and dial-up router interfaces; router capabilities; and connecting corporate enterprise networks to an ISP. This course has a computer lab fee. Prerequisite: CIS146. Lecture Hours: 35; Lab Hours: 20.

CIS305  E-Business IT Infrastructure  4.5 credits
This course discusses the basic networking infrastructure used in e-business and the typical multi-tiered e-business architectures. Technologies include the OSI Reference Architecture, IP protocol (connection establishment, error control, and congestion control), and the HTTP protocols. Topics also include load balancers, web servers, application servers, and database servers in an e-business site architecture as well as software architecture elements. This course has a computer lab fee. Prerequisite: None. Lecture Hours: 35; Lab Hours: 20.

CIS311  Data Centers and Virtualization  4.5 credits
This course introduces the concepts and recent developments in cloud computing and data centers. Upon a review of cloud computing, data centers, and virtualization technologies, the course works on a variety of projects to address practical issues in today’s cloud platforms and data centers. Prerequisite: None.
CIS339 Network Operations 4.5 credits
In this course, students further develop the knowledge and skills in corporate network operation including network monitoring, management, maintenance, and troubleshooting. Topics include network communications and data delivery methods, TCP/IP networks implementation, deployment and services, network protocols characteristics and configuration, LAN, WAN, and remote networks’ components and implementations, internetworking devices and operating systems, network access control, incident response and reporting, and technologies related to network security, monitoring, and disaster recovery. Special attention is paid to identifying major corporate network issues and tools and techniques used in network troubleshooting. This course has a computer lab fee. Prerequisite: CIS146. Lecture Hours: 35; Lab Hours: 20.

CIS345 Mobile Computing 4.5 credits
The course provides an overview of the history and evolution of wireless standards as well as to introduce students to the most current trends in the industry of mobile computing. Special attention is given to current performance issues and emerging technologies. Upon course completion, students are able to develop simple real-world mobile applications that rely on mobile and wireless data communications. Prerequisite: CIS207.

CIS364 Software Quality Assurance 4.5 credits
The course introduces the software verification and validation and uses both static and dynamic techniques of system checking to ensure the resulting program satisfies its specification and the program as implemented meets the expectations of the stakeholders. Students build a solid understanding of the general testing principles that guide software testing, examine the different phases of testing, and describe the role of regression testing and impact analysis in maintenance. In addition the students learn when and how to apply static analysis for maximum benefit and discover the three main categories of test design techniques. Prerequisite: None.

CIS365 Object-Oriented Programming 4.5 credits
The course introduces the concepts of object-oriented programming such as object-oriented programming paradigm, encapsulation and information hiding, abstraction, inheritance, and polymorphism. Theoretical principles learned are reinforced through design, implementation, testing, and debugging simple programs in an object-oriented programming language. Prerequisite: CIS207.

CIS374 Security Mechanisms (Countermeasures) 4.5 credits
The course is designed to provide an overview of the modern aspects of cryptography, authentication, redundancy, and intrusion detection. The learning outcomes include an installation and configuration of a PKI-based application. Upon completion of the course, the students are able to give the characteristics of an effective password, explain the differences between symmetric and asymmetric cryptosystems, as well as the differences in efficiency and performance between software-based and hardware-based cryptosystems. Prerequisite: CIS200.

CIS376 Software Security, Practices, Policies, and Standards 4.5 credits
This course gives the students the insides of the best security coding practices as well understanding of the role the policies and standards play in modern information security. The topics include an introduction to the goals of secure coding, an overview and comparison of evidence-based security and code access security, authentication methods to system resources and services, and data encryption between systems and services. After completion of the coursework, the participants are able to develop and test a simple application that uses systems services to encrypt a data stream, send it to a different system, and decrypt the data stream. Also the class team works on performing a security audit of the code of an existing system, identifying problems that violate best security coding practices, and making recommendations to fix each problem. In addition, the participants are able to develop a set of policies that implement a specified organizational objective and satisfy the current standards for industry and justify why each policy is necessary to meet a specific objective. Prerequisite: CIS200.

CIS400 Cloud Computing 4.5 credits
The course focuses on the technology of the cloud. The topics include an overview of social and legal impacts of cloud computing, database and information management aspects of the cloud, architecture of today’s cloud computing client systems. In addition, the evolution of the Internet to support the cloud, the architecture of modern cloud data centers, and the technologies used within them is discussed. By the end of the course, the students develop a solid understanding of the underlying theory, the current set of research and engineering challenges, and newest trends in the field. Prerequisite: None.

CIS401 Modern Communications 4.5 credits
This course provides students with the theoretical principles and techniques of digital communications. The topics include an overview of social and legal impacts of cloud computing, database and information management aspects of the cloud, architecture of today’s cloud computing client systems. In addition, the evolution of the Internet to support the cloud, the architecture of modern cloud data centers, and the technologies used within them is discussed. By the end of the course, the students develop a solid understanding of the underlying theory, the current set of research and engineering challenges, and newest trends in the field. Prerequisite: None.

CIS411 Threat Analysis Model 4.5 credits
This course covers the security threat around the attacks and mitigations while analyzing computer security by building on the high-profile security failures. Different types of the attacks are studied, compared, and contrasted. The students are familiarized with the most effective countermeasures for blocking or weakening the attacks. As an additional learning outcome, they learn how to perform effective security management and risk analysis. Privacy concerns as well as the aspects of law and ethics are introduced. Prerequisite: CIS200.

CIS412 Vulnerabilities 4.5 credits
The students learn how to detect and respond to vulnerabilities and minimize exposure to costly security breaches, as well as to employ real-world exploits and evaluate their effect on the information systems. In addition, the participants learn how to configure vulnerability scanners to identify weaknesses, analyze the results of vulnerability scans, and establish a strategy for vulnerability management. Prerequisite: CIS201.

CIS420 Intrusion Detection 4.5 credits
This course provides students with the theoretical principles and techniques of forensics as it relates to data communication and network intrusion. Students will learn basic cryptography, fundamentals of computer/network security, risks faced by computers and networks, security mechanisms, operating system security, secure systems design principles, and network security principles. Special emphasis is placed on computer crimes and forensics in law enforcement and financial accounting practices. Forensic tools are discussed. Prerequisite: CIS201.
CIS435  Business Information Systems Security  4.5 credits
This course focuses on the development of a security policy that balances access, protection and cost, and the importance of a global policy consistent throughout the organization. Topics include security threats, security tools, system security, firewalls, voice systems, and security deployment and management. This course deals primarily with management and enforcement of security system requirements, rather than with the actual configuration of hardware. Prerequisite: None.

CIS460  Software Configuration Management and Packaging  4.5 credits
This course introduces the students to the basics of SCM. The topics include the definitions, a discussion of the benefits of SCM, and an overview of the management of SCM at both organizational and project/program levels. The participants learn different types of software configuration libraries and how to use them to balance the needs for flexibility and stability in the software development process. The guidelines are given for evaluating and selecting the right SCM tools for the specific organization needs. The students also learn to identify the software configuration items and baselines, including methods for assigning unique identifiers to versions and revisions of different types of items and baselines. In addition, this course provides an overview of how to conduct functional, physical configuration, and in-process SCM audits. It also discusses aspects of software release management. Prerequisite: CIS207.

CIS490  Information Technology Senior Project  4.5 credits
Students work under the supervision of a faculty advisor to further refine and develop their skills and knowledge through a student-created independent project. Prerequisite: Approval of the advisor.

CUL111  Culinary Theory and Sanitation  4.5 credits
This course focuses on basic food service sanitation practices and discussion of selected culinary topics. The selected topics include culinary professionalism, kitchen staples, basic kitchen tools and equipment, dairy products, and culinary weights and measurements. Students prepare for a nationally administered sanitation examination. Prerequisite: None.

CUL121  Kitchen Fundamentals  4.5 credits
This course consists of practical training in the kitchen as well as classroom discussion of cooking techniques and meat, fish, and poultry. In full uniform, students learn knife skills and basic food preparation techniques as well as practical sanitation skills. This course has culinary and baking lab and supplemental instructional fees. Prerequisite: CUL111. Lecture Hours: 25; Lab Hours: 40.

CUL140  Introduction to Cooking Techniques  4.5 credits
This course focuses on the basics of cooking grain, vegetables, meats, and seafood through the preparation of sandwiches, appetizers, soups, salads, and breakfast cookery. This course has culinary and baking lab and supplemental instructional fees. Prerequisite: CUL121. Lecture Hours: 25; Lab Hours: 40.

CUL142  Garde Manger  4.5 credits
This course examines the advanced aspects of garde manger and includes hors d’oeuvres, charcuterie, and the basics of ice carving. This course has culinary and baking lab and supplemental instructional fees. Prerequisite: CUL140. Lecture Hours: 25; Lab Hours: 40.

CUL150  Sauces, Soups, and Stocks  4.5 credits
This course introduces production methods for sauces and stock production. It includes basic stocks and soups, reduction and clarification of stocks, and five leading and small sauces. It covers the three main categories of soups and the basics of meat fabrication. This course has culinary and baking lab and supplemental instructional fees. Prerequisite: CUL140. Lecture Hours: 25; Lab Hours: 40.

CUL152  Elements of Entrée Production  4.5 credits
This course examines the various aspects of a la carte and production cooking skills with a focus on the principal cooking methods. The importance of timing and plate presentation are emphasized. This course has culinary and baking lab and supplemental instructional fees. Prerequisite: CUL140. Lecture Hours: 25; Lab Hours: 40.

CUL160  Fundamentals of Baking  4.5 credits
This course introduces preparation and production methods for baking. It includes bake shop layout, work flow, and equipment; theory and production of yeast breads, quick breads, cakes, and cookies; fruit, pudding, and custard pies; and puff pastry and pâte à choux items. This course has culinary and baking lab and supplemental instructional fees. Prerequisite: CUL111. Lecture Hours: 25; Lab Hours: 40.

CUL162  Pastry Arts  4.5 credits
This course focuses on techniques and fundamentals of classical and contemporary plated desserts, laminated fermented doughs, cake decorating, sorbets, and mousses. This course has culinary and baking lab and supplemental instructional fees. Prerequisite: CUL160. Lecture Hours: 25; Lab Hours: 40.

CUL170  Advanced Culinary Theory  4.5 credits
This course introduces students to basic, practical application of culinary mathematics. Each student is required to use a calculator. Areas of study include calculation of food cost, recipe yields, recipe costing, purchasing amounts, and other topics relevant to food service mathematics. Prerequisite: CUL111.

CUL180  Pastry Theory and Practice  4.5 credits
This course covers the fundamental aspects of breads, cakes, and pastries. Prerequisite: CUL140.

CUL190  Traditional Pastries  4.5 credits
This course focuses on techniques for producing traditional pastries. Prerequisite: CUL140.

CUL210  Nutrition and Menu Planning  4.5 credits
This course examines the basic elements of nutrition and the responsibilities of restaurants to provide nutritious cuisine to their clients. Students create a variety of menus, each focusing on a different nutritional issue. In addition to nutrition concerns, students discuss the basic elements of menu creation. Prerequisite: None.

CUL215  Dining Room Service  4.5 credits
This course focuses on the development of the skills of a dining room server and to create a common language between the dining room and the kitchen. Through this course and theoretical and practical applications of table service, students gain an appreciation of all the elements of the front of the house. This course has a supplemental instructional fee. Prerequisite: None. Lecture Hours: 25; Lab Hours: 40.

CUL240  Purchasing and Receiving  4.5 credits
This course examines the basic aspects of procurement within the food service industry. Topics include ordering, menu forecasting, and delivery schedules. The course also introduces receiving, proper storage and handling techniques, and inspections of deliveries and invoices. Students learn basics of electronic purchasing, inventory controls, FIFO, security, legal and ethical aspects of procurement, and resources available in the industry. Prerequisite: None.

CUL241  Catering  4.5 credits
This course introduces the skills needed to manage both on-premise and off-premise catering operations. Subject matter includes marketing and sales, recipe costing, menu development, kitchen and dining room layouts, staff requirements, and cooking and serving skills particular to catered events. Prerequisite: None.

CUL251  Bounty of the Sea  4.5 credits
This course exposes students to many types of seafood and provides an understanding of the cleaning, safe handling, cooking methods, sauces, and accompaniments lending themselves to seafood. This course has culinary and baking lab and supplemental instructional fees. Prerequisite: CUL140. Lecture Hours: 25; Lab Hours: 40.
CUL252  Chiles in the Global Kitchen  4.5 credits
This course examines the use of chiles in cuisines around the world. Students prepare dishes demonstrating the range of flavors and heat levels possible using chiles. This course has culinary and baking lab and supplemental instructional fees. Prerequisite: CUL140. Lecture Hours: 25; Lab Hours: 40.

CUL253  American Regional Cuisine  4.5 credits
This course introduces the production of American regional cuisines through a focus on various ingredients, cooking methods, food textures, flavor combinations, and plate presentations. Students also learn the impact of immigration patterns and indigenous products on the development of each cuisine. This course has culinary and baking lab and supplemental instructional fees. Prerequisite: CUL140. Lecture Hours: 25; Lab Hours: 40.

CUL254  International Cuisine  4.5 credits
This course exposes students to the preparation of international dishes made in the traditional manner. Cuisines from Europe, Africa, Asia, and the Americas are covered. This course has culinary and baking lab and supplemental instructional fees. Prerequisite: CUL140. Lecture Hours: 25; Lab Hours: 40.

CUL255  Italian Cuisine  4.5 credits
This course provides students with a working knowledge of the many regions of Italy and their unique and distinct styles of cooking. Students learn the names of the regions and the specific products of each region. This course has culinary and baking lab and supplemental instructional fees. Prerequisite: CUL140. Lecture Hours: 25; Lab Hours: 40.

CUL256  Indian Cuisine  4.5 credits
This course introduces students to the taste, preparation methods, and techniques used in various regional Indian cuisines. This course helps students understand common culinary practices and the relationship between the resources and cuisines of different regions of India. This course has culinary and baking lab and supplemental instructional fees. Prerequisite: CUL140. Lecture Hours: 25; Lab Hours: 40.

CUL257  French Cuisine  4.5 credits
This course provides students with a working knowledge of the many regions of France and their unique and distinct styles of cooking. Students learn the names of the regions and the specific products of each region. This course has culinary and baking lab and supplemental instructional fees. Prerequisite: CUL140. Lecture Hours: 25; Lab Hours: 40.

CUL270  Food Science  4.5 credits
This course is designed to introduce students to scientific principles related to food preparation. Students conduct experiments and discuss results. This course has culinary and baking lab and supplemental instructional fees. Prerequisite: SCH10 and MAT110 or MAT210. Lecture Hours: 35; Lab Hours: 20.

CUL271  Culinary Skills Externship I  4.5 credits
This course provides the student with on the job experience. Students work at approved sites in the preparation of food. Students also document their work hours and submit reports evaluating their experience. Prerequisites: CUL121, CUL140, CUL160, and CUL162 or BAK134. Lecture Hours: 0; Externship Hours: 135.

CUL272  Culinary Skills Externship II  4.5 credits
This course provides the student with on the job experience. Students work at approved sites in the preparation of food. Students also document their work hours and submit reports evaluating their experience. Prerequisites: CUL121, CUL140, CUL160, and CUL162 or BAK134. Lecture Hours: 0; Externship Hours: 135.

CUL273  Culinary Skills Externship III  4.5 credits
This course provides the student with on the job experience. Students work at approved sites in the preparation of food. Students also document their work hours and submit reports evaluating their experience. Prerequisites: CUL121, CUL140, CUL160, and CUL162 or BAK134. Lecture Hours: 0; Externship Hours: 135.

CUL291  Current Topics in Culinary Arts I  4.5 credits
This course offers a comprehensive discussion of a current or popular topic in the culinary or baking fields. Students analyze the topic critically and understand how it impacts the field and the student’s career. The exact topic is announced in the term schedule. This course includes a lab component. This course has a culinary and baking lab fee. Prerequisite: Approval of the advisor. Lecture Hours: 25; Lab Hours: 40.

CUL292  Current Topics in Culinary Arts II  4.5 credits
This course offers a comprehensive discussion of a current or popular topic in the culinary or baking fields. Students analyze the topic critically and understand how it impacts the field and the student’s career. The exact topic is announced in the term schedule. This course includes a lab component. This course has culinary and baking lab and supplemental instructional fees. Prerequisite: Approval of the advisor. Lecture Hours: 25; Lab Hours: 40.

CUL293  Current Topics in Culinary Arts III  4.5 credits
This course offers a comprehensive discussion of a current or popular topic in the culinary or baking fields. Students analyze the topic critically and understand how it impacts the field and the student’s career. The exact topic is announced in the current term schedule. This course includes a lab component. This course has a supplemental instructional fee. Prerequisite: Approval of the advisor. Lecture Hours: 25; Lab Hours: 40.

CUL294  Current Topics in Culinary Arts IV  4.5 credits
This course offers a comprehensive discussion of a current or popular topic in the culinary or baking fields. Students analyze the topic critically and understand how it impacts the field and the student’s career. The exact topic is announced in the current term schedule. Prerequisite: Approval of the advisor.

CUL340  Introduction to Gastronomy  4.5 credits
This course introduces students to the interdisciplinary study of food, cooking, and food service throughout the history of human culture. These areas include economics, history, nutrition, anthropology, history, art, literature, literary criticism, natural sciences, and the culinary arts. There is a unit devoted to the art and craft of food writing. By the end of the term, students have a broad understanding of the role food plays in historical and contemporary societies and its impact on world civilization. Prerequisite: None.

CUL380  Culinary Cultural Traditions  4.5 credits
This course examines the major historical and geographical developments in the Americas, Asia, Europe, and Africa with regard to the various regional cuisines and the ways in which these developments have affected the creation of related cultural patterns including gastronomic choices, cooking habits and technologies, and the use of local ingredients to meet nutritional and cultural needs. Topics for discussion include the power and impact of cultural symbols, food and religion, and the ways in which generations teach their young to honor their cultural heritage. The impact of world exploration, trade, and transportation technologies are also considered. Prerequisite: CUL121.
CUL490 Culinary Arts Capstone 4.5 credits
Students work under the supervision of a faculty advisor to further refine and develop their skills and knowledge through a student-created independent project. Projects may include, but are not limited to, writing a research paper, designing a catered event, designing and preparing a multi-course menu, designing and teaching a course to faculty and students, creating a system that could be applied to a hospitality operation for greater efficiency or effectiveness, or performing the role of a general manager in a hotel. This course is to be taken at the end of a student’s program, during which the student shadows a senior member of the management team (e.g. Executive Sous Chef, Executive Chef, Director of Food and Beverage, Head Pastry Chef), or owner for a minimum of 30 hours. Prerequisite: Approval of the advisor.

ENG099 English Enhancement
This course focuses on the acquisition of the reading, writing, and listening skills necessary to survive in a college setting. The focus is on advanced note taking; paraphrasing skills; and reviewing grammar, sentence structure, punctuation skills, and style as required for effective written communication. Throughout all class meetings, elements of critical learning skills are addressed to insure a command of English is recalled, understood, and applied. Prerequisite: None.
Note: This course is intended as a remedial class and carries no degree credit. It is equivalent to 4.5 credit hours for purposes of student status and tuition cost.

ENG111 College Composition 4.5 credits
This course focuses on reviewing grammar, sentence structure, punctuation skills, and style points required for effective written communication. Students use a standard handbook and apply proofreading skills to all types of written communications. The student is guided in learning to write as a process: understanding audience and purpose, exploring ideas and information, composing, revising, and editing. Prerequisite: ENG099 or a score of 5 or greater on the WritePlacer test.

ENG290 Current Topics in English 4.5 credits
This course focuses on current issues in English including, but not limited to introductory topics in understanding and creating various genres of English communication such as narrative prose, technical communication, poetry, and cinematic forms. Prerequisite: Approval of the advisor.

ENG310 Oral Communications 4.5 credits
This course presents the principles and functions of spoken communications. The student learns how to prepare to deliver various types of oral presentations. Emphasis is placed on planning and how to orient content to a particular audience. Students present short talks and plan and present longer, more formal speeches on assigned topics and/or on topics of choice. Prerequisite: ENG111.

ENG320 Advanced Composition and Research 4.5 credits
This course emphasizes advanced writing and research including understanding the documentation process, presenting material in academic form, and academic research techniques. Materials may include MLA and APA styles, effective use of Internet research tools, critical reading processes, and research writing techniques. Prerequisite: ENG111.

ENG490 Special Topics in English 4.5 credits
This course concentrates on special topics in English. Topics may include, but are not limited to, advanced topics such as English philology and etymology, as well advanced topics in rhetoric and critical interpretation of texts. Prerequisite: Approval of the advisor.

EPT210 Blood Chemistry Analysis 4.5 credits
This course introduces students to various methods of analysis used in clinical chemistry laboratories to assist in diagnosing, monitoring treatment, and preventing disease. The course includes theory and analysis of chemical constituents of the blood. In addition, the course includes detailed theory, testing methodologies; reference ranges; clinical significance; and laboratory analysis of carbohydrates, proteins, lipids, and liver function tests. Additional units of study include serum electrolytes, pH and blood gases, therapeutic drug monitoring, automation, and laboratory information systems. This course has health sciences lab and supplemental instructional fees. Prerequisite: MED155.
Lecture Hours: 30; Lab Hours: 30.

EPT220 Clinical Hematology I 4.5 credits
This course introduces students to basic techniques in performing and interpreting blood group serology tests. The ABO and Rh systems are studied with an emphasis on accurate grouping and typing, donation, blood components, hemolytic disease of the newborn, and transfusion practices. This course also exposes students to practices and techniques used in a transfusion laboratories and departments. Additional topics of discussion include major hematological disorders with identification of typical findings on blood smears are emphasized. The anemias and leukemias are studied in detail; cytochemical stains are introduced. The course also includes a study of the blood coagulation process, its theory, and practical application. Prerequisite: MED155.

EPT230 Clinical Hematology II 4.5 credits
This course provides further instruction and study of the techniques of blood group serology, compatibility testing, and the selection of the proper blood component for the patient. Adverse reaction to blood products and reaction investigations are discussed. Basic concepts of humoral and cell mediated immunity are also considered. Types of antigen-antibody reactions are studied including agglutination, precipitation, and labeled immunosassays. Lab procedures include the use and interpretation of commercial serology test kits. Immune disorders including hypersensitivity, autoimmunity, transplantation, and tumor immunology are studied in detail. The serological diagnosis of infectious diseases such as spirochetes, streptococcal, viral infections, and HIV are discussed. This course is intended to broaden the student’s knowledge of blood bank analysis and procedures performed in a hospital setting. Discussions of donor screening, blood processing, and component preparations are in accordance with the American Association of Blood Bank Standards. Prerequisites: MED155, EPT220.

EPT250 Advanced Electrocardiographic Interpretation 4.5 credits
This course prepares students to operate a 12-lead EKG machine utilizing the proper techniques of performing electrocardiograms, stress tests, and holter monitor exams. Students are able to perform EKG mountings and tracings, learn the cardiovascular system, and interpret EKG readings including recognition of normal and abnormal arrhythmias. Students also become cognizant of advanced heart diseases such as myocardial infarction and congestive heart failure including interpretation of advanced arrhythmias, hypertrophies, heart blocks, premature ventricular contractions, and fibrillations. Prerequisite: MED285.
ESL001 Basic English 4.5 credits
This core course develops the four primary skills: reading, writing, speaking, and listening. No prior English is necessary. Students who successfully complete this course are able to form letters, spell, read basic words, identify certain situations; make offers and promises; give suggestions; advise peers; communicate obligations and necessities; address mannerisms; make comparisons; and discuss the best and worst of various categories. Prerequisite: ESL ACCUPlacer score of 55-60, TOEFL iBT score of 20-34, or IELTS Band 0-3.5.

ESL008 Spelling and Vocabulary II 4.5 credits
This elective course focuses on words, phrases, and sentences necessary for everyday situations. Upon completing this course, students are able to greet each other, introduce themselves, describe what they can do with objects in the classroom, use adjectives to differentiate between people, describe the climate, explain the seasons, create a daily schedule, discuss their family and its members, summarize parts of the house, identify foods by name, demonstrate restaurant behavior, go shopping, and recognize different buildings and stores in town. Prerequisites: ESL001, ESL ACCUPlacer score of 55-60, TOEFL iBT score of 20-34, or IELTS Band 0-3.5.

ESL010 Level I 4.5 credits
This core course is the first step towards fluency. Oral and written sentences are starting to be formed systematically. Students who successfully complete this course are able to make statements; ask questions; discuss nouns; clarify and ask about possessions; describe objects and people; explain locations using relevant prepositions; describe things found in immediate surroundings; discuss daily life and schedules; infuse writing and speaking with nuances such as time clauses, conjunctions, and quantifiers; and describe past events and actions. Prerequisites: ESL ACCUPlacer score of 55-60, TOEFL iBT score of 20-34, or IELTS Band 0-3.5.

ESL018 Spelling and Vocabulary II 4.5 credits
This elective course focuses on words, phrases, and sentences necessary for everyday situations. Upon completing this course, students are able to greet each other, introduce themselves, describe what they can do with objects in the classroom, use adjectives to differentiate between people, describe the climate, explain the seasons, create a daily schedule, discuss their family and its members, summarize parts of the house, identify foods by name, demonstrate restaurant behavior, go shopping, and recognize different buildings and stores in town. Prerequisites: ESL001, ESL ACCUPlacer score of 55-60, TOEFL iBT score of 20-34, or IELTS Band 0-3.5.

ESL019 Grammar Fundamentals 4.5 credits
This elective course focuses on practicing grammar in context within the four main language skills. Students listen to authentic conversations, read texts, and review and practice specific grammar (including present tenses, adjectives, prepositions, possessives, articles, and count and non-count nouns) in order to understand authentic English. Prerequisites: ESL001, ESL ACCUPlacer score of 55-60, TOEFL iBT score of 20-34, or IELTS Band 0-3.5.

ESL020 Level 2 4.5 credits
This core course expands upon the student’s English in listening, speaking, reading, and writing. Students who successfully complete this course are able to discuss risks; use appropriate articles in their writing; identify patterns and lexical chunks; give commands; discuss options and abilities; make polite requests; ask for permission; explain and ask about actions in progress; share preferences, likes, and dislikes; make plans; predict the future surrounding certain situations; make offers and promises; give suggestions; advise peers; communicate obligations and necessities; address mannerisms; make comparisons; and discuss the best and worst of various categories. Prerequisites: ESL010, ESL ACCUPlacer score of 60-70, TOEFL iBT score of 20-34, or IELTS Band 0-3.5.

ESL021 Emerging Skills 4.5 credits
This elective course comes at a point where students are learning to describe abstract concepts and ideas. Upon completing this course, students are able to read paragraphs for meaning, infer the meaning of words and phrases, rely less on translation, improve their vocabulary, speak casually about both familiar and unfamiliar topics, incorporate idioms into their everyday speech, listen critically, paraphrase passages, support their responses from text, reproduce in writing what is heard orally, differentiate sounds for spelling, improve handwriting, and enhance comprehension of word order and sentence construction. Prerequisites: ESL010, ESL ACCUPlacer score of 60-70, TOEFL iBT score of 20-34, or IELTS Band 0-3.5.

ESL022 Elementary Writing 4.5 credits
This elective course is specifically designed for English language learners at the lower-intermediate level. It emphasizes competency in the skill of writing as associated with intermediate grammar, vocabulary, and common expressions. With a focus on the process of writing paragraphs, students learn organizational principles and step-by-step writing. Collaborative writing and peer feedback are part of each chapter. Prerequisites: ESL010, ESL ACCUPlacer score of 60-70, TOEFL iBT score of 20-34, or IELTS Band 0-3.5.
ESL027 U.S. Survival Skills
This elective course is designed primarily for new students to Stratford University and the Washington, D.C. metro area. The course covers such tasks as getting a drivers' license in Virginia, using WMATA, acquiring discount cards and memberships at local businesses, as well as finding and attending fun and interesting activities for the weekend. Some of the classes take place outside of the classroom at specific community places. Students have at least an elementary understanding of English. Prerequisites: ESL010, ESL ACCUPlacer score of 60-70, TOEFL iBT score of 20-34, or IELTS Band 0-3.5.

ESL030 Level 3
This core course emphasizes accuracy in communication. Students move from simply being understood to speaking with correct grammar and more specific vocabulary. The writing assignments adhere to academic models and standards. Students who successfully complete this course are able to write and talk about certain conditions of the present time; discuss action in progress; make schedules; make suggestions with let’s; discuss events that happened once in the past; communicate recurring past events; tell stories from childhood; demonstrate academic writing ability; determine and measure amounts and quantities; use objects and pronouns with ease; relay actions that began in the past and are true or continuing in the present; describe people, places, things, ideas in detail; contrast how different people perform actions; explain frequency of actions; give directions; and explain locations in detail. Prerequisites: ESL020, ESL ACCUPlacer score of 60-70, TOEFL iBT score of 35-54, IELTS Band 0-3.5.

ESL031 Read to Discuss
This elective course is ultimately meant to encourage reading outside of school texts alone. Upon completing this course, students are able to read short stories, read chapter books, summarize a story, follow a plot, gain vocabulary meaning from context, identify and discuss basic literary concepts, learn and recite from memory, appreciate nuances in writing, understand irony, discern between British and American English, explain coincidences, examine phrasal connectivity, have intonation while reading aloud, act natural while reading aloud, recognize the importance of adjectives in effective writing, and follow models to write their own stories. Prerequisites: ESL020, ESL ACCUPlacer score of 60-70, TOEFL iBT score of 35-54, or IELTS Band 0-3.5.

ESL032 Pre-Intermediate Writing
This elective course is specifically designed for English language learners at the intermediate to upper-intermediate level. This course emphasizes competency in the skill of writing as associated with intermediate grammar, vocabulary, and common expressions. Prerequisites: ESL020, ESL ACCUPlacer score of 60-70, TOEFL iBT score of 35-54, or IELTS Band 0-3.5.

ESL040 Level 4
This core course provides the opportunity to expand written and oral communication into a wider range of styles and situations. While topics vary, students are encouraged to express personal ideas and present convincing arguments supported by facts and research. Students who successfully complete this course are able to discuss the future in detail; make schedules; predict possibilities and outcomes; connect the present to actions progressing at a certain time in the future; show abilities; make kind requests and offers; give suggestions; prohibit certain actions; claim necessary actions; explain preferences; note what is possible and impossible in the future; explain ideas by speaking actively about complex situations; use prepositions in speaking with lexical chunks; compare actions and people; articulate equality and inequality; describe challenges surrounding terrible situations (e.g. natural disasters); and improve writing through use of complex sentence structure, descriptive clauses, and conjunctions. Prerequisites: ESL030, ESL ACCUPlacer score of 70-80, TOEFL iBT score of 35-54, or IELTS Band 4-5.

ESL041 Improving Pronunciation
This elective course is intended to help students express themselves well and with academic confidence. Upon completing this course, students are able to speak with better diction, better pronunciation, and better voice inflection in everyday verbal communication as well as in plays, presentations, and storytelling situations. Using several different approaches to storytelling, students learn effective techniques for verbally telling story jokes, retelling stories from noted authors, and effectively delivering lines in a stage performance. They learn how to assess their own and others’ performances and to offer helpful critiques and suggestions to improve performance through skill-based rubrics, written criticism, and reflective writing assignments. Prerequisites: ESL030, ESL ACCUPlacer score of 70-80, TOEFL iBT score of 35-54, or IELTS Band 4-5.

ESL042 Intermediate Writing
This elective course is designed for English language learners at the intermediate level. It focuses on the process of writing paragraphs to essays step by step and helps students explore and organize their ideas in writing. Prerequisites: ESL030, ESL ACCUPlacer score of 70-80, TOEFL iBT score of 35-54, or IELTS Band 4-5.

ESL050 Level 5
This core course is an extension of the intermediate language levels. The assignments target each skill to continue to move toward accuracy in speaking and writing. Students who successfully complete this course are able to use all the tenses of the English language in writing and speaking; identify uses of English tenses; recognize tenses in select readings and texts; select correct tenses for conversation and writing; write about intentions that were not carried out; express regret, obligation, and probability; employ precise adjectives and nouns to enhance writing; use multiple adjectives naturally to describe a noun; quantify amounts; and recognize situational differences requiring specific grammatical choices. Prerequisites: ESL040, ESL ACCUPlacer score of 70-80, TOEFL iBT score of 55-74, or IELTS Band 4-5.

ESL052 College Composition
This elective course focuses on reviewing grammar, sentence structure, punctuation, skills, and style points required for effective communication. Materials include textbooks, journals, and writing portfolios. The student is guided along the writing process. Emphasis includes understanding the audience and purpose, exploring ideas, composing, revising, and editing. Prerequisites: ESL040, ESL ACCUPlacer score of 70-80, TOEFL iBT score of 55-74, or IELTS Band 4-5.

ESL053 Presentations
This elective course is meant to show students the process of presenting ideas from start to finish. Upon completing this course, students are able to converse about familiar topics, relay personal anecdotes, express their opinions regarding the topic at hand, recognize and respect foreign cultures and their customs, perform successful research using computers and databases, write a five-minute presentation, answer questions regarding their chosen topic, and effectively engage and adapt to different audiences. Prerequisites: ESL040, ESL ACCUPlacer score of 70-80, TOEFL iBT score of 55-74, or IELTS Band 4-5.
ESL060  Level 6
This core course emphasizes formal speaking skills and writing as well as idioms and expressions. Students who successfully complete this course are able to ask varied and complex questions; speculate about what they think to be true; ask direct and indirect questions; report information or commands previously given; distinguish between active and passive voice and correctly use both; write complex adjective descriptions; describe conditions that are real or unreal in the present, future, or past; coordinate ideas using conjunctions; tighten and clarify writing by excluding unnecessary words; expand and improve use of adverbs; connect related information; argue points of view; and write and speak academically, using varied and complex tenses, clauses, and grammatical forms. Prerequisites: ESL050, ESL ACCUPlacer score of 80-90, TOEFL IBT score of 55-74, or IELTS Band 5-6.5.

ESL062  Academic Reading and Writing
This elective course challenges students to absorb and produce with clarity and purpose. Students who successfully complete this course are able to read, evaluate, and discuss academic texts critically; demonstrate note-taking and study techniques appropriate for success in a university classroom; write papers in which they present and defend their ideas in an academic style; and select applicable methods to prepare for exams. This course is designed to help students study any subject matter in English at the university level. Authentic academic readings, grammar, and vocabulary development tasks using the Academic Word List prepare students to take tests, to write papers, and to increase reading speed and comprehension. Prerequisites: ESL050, ESL ACCUPlacer score of 80-90, TOEFL IBT score of 55-74, or IELTS Band 5-6.5.

ESL063  Advanced Conversation and Culture
This elective course covers an understanding of American culture through reading, writing, speaking, and listening activities. The course develops informal discussion skills, formal speaking skills, ability to work in groups, and university-level writing, and enhances understanding of common idioms and expressions. Prerequisites: ESL050, ESL ACCUPlacer score of 80-90, TOEFL IBT score of 55-74, or IELTS Band 5-6.5.

ESL070  Academic Research Writing and Presentations
This core course is similar to a college-level freshman English class. Students who successfully complete this course produce essays and reports that replicate university-level coursework and learn to apply critical-thinking techniques necessary for success on standardized tests and in the university classroom. They gain essential writing skills, such as making use of primary and secondary sources within a focused, academic argument and developing an awareness of how audience and context affect a writer’s rhetorical choices. Additionally, they learn how to avoid plagiarism and dramatically improve their use of authentic language as they prepare and deliver oral presentations in an academic style on various topics. Prerequisites: ESL060, ESL ACCUPlacer score of 90-100, TOEFL IBT score of 75-95, or IELTS Band 5-6.5.

ESL071  TOEFL Test Preparation
This core course is meant to familiarize and prepare students for the TOEFL exam. Students who successfully complete this course learn strategies to improve their scores on the iBT TOEFL test. Using materials that simulate real iBT TOEFL exams, students learn and practice proven test-taking strategies for each TOEFL subject area. Students also take full-length TOEFL-type exams under realistic testing conditions in order to develop the time-management skills and self-confidence necessary to increase their TOEFL scores, and receive regular feedback through guided individual and group activities. Prerequisites: ESL060, ESL ACCUPlacer score of 90-100, TOEFL IBT score of 75-95, or IELTS Band 5-6.5

ESL072  IELTS Test Preparation
This core course is meant to familiarize and prepare students for the IELTS exam. Students who complete this course learn test-taking strategies that help them reach their desired score on the International English Language Testing System (IELTS) exam. Through the use of authentic IELTS test materials published by Cambridge University Press, students develop their listening, reading, writing and speaking skills in preparation for the IELTS exam and receive targeted help in areas needing improvement. One authentic IELTS test is used in class each week (ten tests total). Prerequisites: ESL060, ESL ACCUPlacer score of 90-100, TOEFL IBT score of 75-95, or IELTS Band 5-6.5.

ESL073  Accent Training
This elective course educates students about how American English sounds are created and used. Students who successfully complete this course are able to speak with more natural American intonation and rhythm and better understand the speech of native English speakers. Students feel comfortable practicing intonation, linking sounds, and performing rhythm exercises. Prerequisites: ESL060, ESL ACCUPlacer score of 90-100, TOEFL IBT score of 75-95, or IELTS Band 5-6.5.

ESL075  Mindful Leadership
This elective course introduces students to the “soft skills” of interpersonal communication, which are increasingly necessary to achieve success on a personal and professional level. Topics may include, but are not limited to, introductory topics in learning, memory, motivation, emotion, states of consciousness, psychological assessment, mental health, psychology of personality, and creativity. Prerequisites: ESL060, ESL ACCUPlacer score of 90-100, TOEFL IBT score of 75-95, or IELTS Band 5-6.5.

ESL080  Business English
This core course covers an understanding of the vocabulary of American business culture through reading, writing, speaking, and listening activities. Students who successfully complete this course are better positioned to be competitive in today’s tough job market. The course targets the written, oral, and nonverbal communication skills essential for success in the American workplace. Students learn to sit for a professional interview, present themselves professionally in terms of attire and body language, and pitch their strengths and discuss challenges in a positive way. They gain insight into U.S. office and workplace culture and get practice answering behavioral interview questions, socializing in business situations, solving problems over the telephone, giving professional presentations, and networking. Additional topics are available depending on the specific goals and interests of the class. Prerequisites: ESL070, ESL ACCUPlacer score of 100-110, TOEFL IBT score of 96-109, or IELTS Band 7-9.

HCA400  Healthcare Delivery Systems 4.5 credits
This course examines the organization and delivery of healthcare systems. Students evaluate the components and operation of healthcare organizations including e-health delivery. Topics include accreditation standards as well as regulatory and licensure requirements. Federal health information initiatives in the healthcare delivery system are discussed. Prerequisite: None.

HCA401  Introduction to Healthcare Administration 4.5 credits
This course is designed to provide students with an understanding of the U.S. healthcare structure. It also teaches students practical and conceptual skills with the aim of helping students understand corporate compliance, as well as consumerism effects on the healthcare organization. Prerequisite: None.

HCA402  Epidemiology and Health Services Research 4.5 credits
This course is designed to provide professional growth and understanding of public health and management dynamics using the principles of epidemiology, research theories, and methods. Special focus is on the health and social determinants affect health status, access to essential healthcare, capacity building, and health service disparities. Prerequisite: MED120.
HCA403 Healthcare Financial Management 4.5 credits
The focus of the course is on financial planning; budgeting; and managing Medicaid, Medicare, and other health maintenance organizations including capitalization, fee-for-service, indemnity, and premium and membership assessment for managed care organizations. This course also develops knowledge and skills about small business planning, staffing, organizing, and financing. Prerequisite: BUS122 or BUS310.

HCA404 Health Policy and Reform 4.5 credits
This course focuses on healthcare policy and reform in healthcare administration. It includes the analysis of healthcare policy and reform in healthcare administration. It covers concepts, tools, and techniques of health policy formulation, process, and implementation. It examines historical perspectives and strategies in planning, financing, and managing healthcare delivery organizations in the U.S. Prerequisite: HCA401 or MED270.

HCA411 Professional Practice of Healthcare Administration 4.5 credits
This course is designed to examine the concepts and expanding role of the professional practice of healthcare administration. It covers concepts, tools, and techniques of health policy formulation, process, and implementation. It examines historical perspectives and strategies in planning, financing, and managing healthcare delivery organizations in the U.S. Prerequisite: HCA401 or MED270.

HCA412 Medical Group Practice Management 4.5 credits
This course is designed to examine the concepts and expanding role of the professional practice of healthcare administration. It covers concepts, tools, and techniques of health policy formulation, process, and implementation. It examines historical perspectives and strategies in planning, financing, and managing healthcare delivery organizations in the U.S. Prerequisite: HCA401 or MED270.

HCA420 Quality Performance Improvement 4.5 credits
This course provides an overview of quality assessment and improvement. It includes management tools such as benchmarking techniques, statistical quality control, and data analysis. It covers the processes of quality improvement and the role of quality assurance in healthcare delivery systems. Prerequisite: None.

HIM215 Health Information Systems 4.5 credits
This course is a study of the development of health information resources and systems, including database architecture and design. It includes the study of the life cycle of systems development and evaluate human factors and user interface design. Various clinical, business, and specialty systems applications are also evaluated within the context of the healthcare delivery systems. Prerequisite: None.

HIM220 Legal Regulatory Issues in Health Information 4.5 credits
This course introduces the student to the legal regulations and systems in healthcare information management. Students are exposed to the roles and responsibilities of health information managers in maintaining medical records as a legal document and adhering to the right to privacy and confidentiality. Prerequisite: None.

HCA405 Long-Term Healthcare Management 4.5 credits
This course provides an overview of different models for performance measurement, indicator development strategies, and a discussion of issues specific to several stakeholder groups. Students working in other healthcare or public sectors, such as education and social work, may also find the course useful. Prerequisite: HCA401 or MED270.

HCA410 Health Statistics and Research 4.5 credits
This course focuses on the analysis of data and research methods. It includes the use of descriptive and inferential statistics in the analysis of data. Students learn to critically analyze research studies. The course includes an introduction to epidemiological research and ethical issues in healthcare research. Prerequisite: HIM210.

HCA421 Professional Practice of Healthcare Administration 4.5 credits
This course provides an overview of quality assessment and improvement. It includes the study of the development of health information resources and systems, including database architecture and design. It includes the study of the life cycle of systems development and evaluate human factors and user interface design. Various clinical, business, and specialty systems applications are also evaluated within the context of the healthcare delivery systems. Prerequisite: None.

HCA422 Qualitative Research Methods 4.5 credits
This course introduces the student to the legal regulations and systems in healthcare information management. Students are exposed to the roles and responsibilities of health information managers in maintaining medical records as a legal document and adhering to the right to privacy and confidentiality. Prerequisite: None.

HOS110 Food and Beverage Management 4.5 credits
This course allows students to explore the health information management profession. It emphasizes the need for accountability in today's healthcare environment and briefly traces its historical foundations. Prerequisite: None.
HOS120  Front Office Procedures  4.5 credits
This course presents a systematic approach to front office procedures by
detailing the flow of business through a hotel from the reservations process to
check-out and settlement. The course also examines the various elements of
effective front office management, paying particular attention to the planning
and evaluation of front office operations and to human resources management.
Prerequisite: None.

HOS125  Housekeeping Management  4.5 credits
This course offers an overview of housekeeping within the hotel and res-
taurant industries. Emphasis is placed on terminology, modern management
techniques, planning, organizational functions, staffing, decision making, and
problem solving. Prerequisite: None.

HOS230  Special Events Planning  4.5 credits
This course defines the scope of the meeting and event planning arena. It fo-
cuses on all aspects of design, development, and execution of an event. Topics
include site selection, marketing, registration, contract negotiation, and food
and beverage planning. Prerequisite: None.

HOS250  Hospitality Resort Tourism  4.5 credits
This course introduces a variety of management techniques for operating
hotels with facilities such as golf courses, skiing, water sports, spas, and more.
The traditional hotel property is being joined by these multi-faceted operations
and this course demonstrates the fundamentals regarding these types of proper-
ties and their specific issues. Prerequisite: None.

HOS255  Customer Service  4.5 credits
This course explains the principles of customer service as applied specifically
to the hospitality industry. Demonstrating how to deal with demands handed
down from higher management levels, guests, and employees. Prerequisite: None.

HOS270  Hospitality Supervision  4.5 credits
This course explains the principles of supervision as applied specifically to
the hospitality industry. Demonstrating how supervisors deal with demands
handed down from higher management levels, guests, and the employees they
supervise. Prerequisite: None.

HOS271  Hotel and Restaurant Externship I  4.5 credits
Students gain hands-on experience in the daily operation of a hospitality prop-
erty. The students rotate through the various workstations of the property and
acquire the skills for those positions. Prerequisite: Approval of the advisor.
Lecture Hours: 0; Externship Hours: 135.

HOS272  Hotel and Restaurant Externship II  4.5 credits
Students gain hands-on experience in the daily operation of a hospitality prop-
erty. The students rotate through the various workstations of the property and
acquire the skills for those positions. Prerequisite: Approval of the advisor.
Lecture Hours: 0; Externship Hours: 135.

HOS273  Hotel and Restaurant Externship III  4.5 credits
Students gain hands-on experience in the daily operation of a hospitality prop-
erty. The students rotate through the various workstations of the property and
acquire the skills for those positions. Prerequisite: Approval of the advisor.
Lecture Hours: 0; Externship Hours: 135.

HOS291  Current Topics in Hospitality I  4.5 credits
This course offers a comprehensive discussion of a current or popular topic in
the hospitality field. Students analyze the topic critically and understand how it
impacts the field and the student’s career. The exact topic is announced in the
term schedule. Prerequisite: Approval of the advisor.

HOS292  Current Topics in Hospitality II  4.5 credits
This course offers a comprehensive discussion of a current or popular topic in
the hospitality field. Students analyze the topic critically and understand how it
impacts the field and the student’s career. The exact topic is announced in the
term schedule. Prerequisite: Approval of the advisor.

HOS293  Current Topics in Hospitality III  4.5 credits
This course offers a comprehensive discussion of a current or popular topic in
the hospitality field. Students analyze the topic critically and understand how it
impacts the field and the student’s career. The exact topic is announced in the
current term schedule. Prerequisite: Approval of the advisor.

HOS294  Current Topics in Hospitality IV  4.5 credits
This course offers a comprehensive discussion of a current or popular topic in
the hospitality field. Students analyze the topic critically and understand how it
impacts the field and the student’s career. The exact topic is announced in the
current term schedule. Prerequisite: Approval of the advisor.

HOS300  Hospitality Marketing  4.5 credits
This course takes a practical perspective in introducing students to the market-
ing of hotels, restaurants, and clubs. There are chapters on market segmenta-
tion, marketing research, advertising, public relations, promotions, packaging,
pricing strategies, revenue maximization, travel purchasing systems, and the
future of hospitality marketing. Prerequisite: None.

HOS310  Beverage Operations Management  4.5 credits
This course provides students with the practical knowledge needed to manage
a bar or beverage operation. This course presents principles and theories to
support and reinforce practical aspects. Federal, state, and local regulations
governing operations serving alcoholic beverages are presented. Prerequisite:
None.

HOS320  Hospitality Marketing  4.5 credits
This course introduces students to terminology and principles used in the wine
industry. Focus is on names and characteristics of grape varieties, differences
between Old World and New World wines, and principles of wine and food pairing. In addition, students
cover a brief overview of other alcoholic beverages including beer and dis-
tilled liquors. Many classes include a tasting of four to eight wines so students
may experience the flavors, bodies, and aromas in different wines. This course
has a culinary and baking lab fee. Prerequisite: Students must be 21 years
of age to participate in tasting.
HOS355 Catering Management 4.5 credits
This course introduces the skills needed to manage on-premise catering operations. Subjects matter includes marketing and sales, recipe costing, menu development, kitchen and dining room layouts, staff requirements, and cooking and serving skills particular to catered events. Prerequisite: None.

HOS365 International Hotel Management 4.5 credits
This course provides the background every graduate needs in today's rapidly changing global marketplace. It prepares students to plan, develop, market, and manage hotels in the international arena. It gives students a solid foundation for understanding and managing cultural diversity in the workplace and underscores the importance of protocol in international interactions. Prerequisite: None.

HOS375 Recipe and Product Development 4.5 credits
This course focuses on the scientific process of creating and testing a recipe to achieve a desired result. In addition, students study the steps needed to bring a product, once developed, to the mass market, as well as the types of ingredients often reserved only for mass-marketed foods. This course has culinary and baking lab and supplemental instructional fees. Prerequisite: CUL140 or CUL152. Lecture Hours: 25; Lab Hours: 40.

HOS410 Financial Analysis of the Hospitality Industry 4.5 credits
This course serves as a bridge between basic accounting and managerial accounting courses. It covers areas as specialized accounting for hotel revenue and expenses; periodic inventory accounting for food and beverage areas; hospitality payroll accounting; intangible assets; accounting for inventory, property, and equipment; financial information systems; hotel departmental financial statements; and the income statement. Prerequisite: BUS112.

HOS415 Convention Management 4.5 credits
This course defines the scope and segmentation of the convention and group business market, describes marketing and sales strategies to attract markets with specific needs, and explains techniques to meet those needs as part of meeting and convention service. Prerequisite: None.

HOS425 Security and Loss Prevention 4.5 credits
Liability is a risk in the hospitality industry. Security and safety of the guest is essential, as is the prevention of lawsuits. Training of the employees, development of inspection checklists, and maintenance of these functions are introduced. This course discusses the necessary steps for security and loss prevention while being proactive which includes protecting assets, hotel, employees, and guests. Prerequisite: None.

HOS430 Hospitality Facilities Design 4.5 credits
This course focuses on the style and design of restaurants to achieve pleasing aesthetics and functionality. Students learn from case studies as well as texts the skills needed to design a restaurant. Prerequisite: None.

HOS431 Hospitality Facilities Management 4.5 credits
This course provides hospitality managers and students with information they need to manage the physical plant of a hotel or restaurant and work effectively with the engineering and maintenance department. Prerequisite: None.

HOS435 Revenue Management 4.5 credits
Managing the revenue in a hospitality operation is the key to a profitable operation. Yield is money and yield management is a technique to maximize revenue by managing room rates. This course teaches students how to effectively manage hotel rates, while analyzing its revenue per available room (REVPAR). Prerequisite: None.

HOS445 Presentation and Plate Design 4.5 credits
This course focuses on traditional and contemporary plate presentation. Students prepare to meet the exacting standards of the industry through competitions, both in-house and nationally. Domestic and international standards are introduced as they apply to upper level chef positions. This course has culinary and baking lab and supplemental instructional fees. Prerequisite: CUL140 or CUL152. Lecture Hours: 25; Lab Hours: 40.

HOS455 Product Preservation Technology 4.5 credits
This course introduces students the growing field of packaging and preserving food. Students view preservation procedures both from the consumers' perspective, discussing pros and cons of using pre-prepared foods, and from the producer's perspective. Students learn the technology and techniques for preparing irradiated, sous-vide, cryovac, frozen, freeze dried, and oven dried foods. In addition, students gain hands-on experience using one or more of these techniques. This course has culinary and baking lab and supplemental instructional fees. Prerequisite: CUL140 or CUL152. Lecture Hours: 25; Lab Hours: 40.

HOS490 Hospitality Capstone 4.5 credits
The capstone course provides a culminating experience for students to integrate their knowledge, skills and dispositions into a student centered independent project. This course should be taken at the end of the student’s program. Students work under the supervision of a faculty advisor to develop the capstone. For hospitality, the students critically analyze course work and experiences to demonstrate a range of abilities. The capstone projects may include, but are not limited to, writing a research paper, designing a catered event, designing and preparing a multi-course menu, designing and teaching a course to faculty and students, and creating a system that could be applied to a hospitality operation for greater efficiency or effectiveness. Prerequisite: Approval of the advisor.

HOS491 Special Topics in Hospitality I 4.5 credits
This course offers a comprehensive discussion of a current or popular topic in the hospitality field. Students analyze the topic critically and understand how it impacts the field and the student’s career. The exact topic is announced in the term schedule. Prerequisite: Approval of the advisor.

HOS492 Special Topics in Hospitality II 4.5 credits
This course offers a comprehensive discussion of a current or popular topic in the hospitality field. Students analyze the topic critically and understand how it impacts the field and the student’s career. The exact topic is announced in the term schedule. Prerequisite: Approval of the advisor.

HOS493 Special Topics in Hospitality III 4.5 credits
This course offers a comprehensive discussion of a current or popular topic in the hospitality field. Students analyze the topic critically and understand how it impacts the field and the student’s career. The exact topic is announced in the term schedule. Prerequisite: Approval of the advisor.

HOS494 Special Topics in Hospitality IV 4.5 credits
This course offers a comprehensive discussion of a current or popular topic in the hospitality field. Students analyze the topic critically and understand how it impacts the field and the student’s career. The exact topic is announced in the term schedule. Prerequisite: Approval of the advisor.

HUM110 Principles of Ethics 4.5 credits
This course focuses on the application of ethics to personal and professional life. Positive and negative sides to behavior and how this affects self-image and self-respect are discussed. Prerequisite: None.
HUM250  Cultural Diversity 4.5 credits
This course is designed to provide students with tools to build cultural competene. Students develop positive perception of cultural diversity. The course examines the most important elements of cultural diversity, understanding, and awareness. By understanding the concepts of cultural competence students have a better grasp of diversity categories and the characteristics and systems of cultures. The overall goal is to exemplify the challenges and benefits of diversity and strengthen the possibilities of living and working together in a multicultural society. Prerequisite: None.

HUM290  Current Topics in the Humanities 4.5 credits
This course concentrates on current issues in the humanities. Topics may include, but are not limited to, introductory topics in philosophy, religion, culture, and/or language arts. Prerequisite: Approval of the advisor.

HUM320  World Literature 4.5 credits
This course emphasizes an understanding and appreciation of world literature. Materials covered include Western and non-Western literary endeavors. The focus is on similarities among the various literatures, analysis of literary genre, and appreciation of voice. Prerequisite: None.

HUM330  The American Experience 4.5 credits
This course emphasizes the development of American values and institutions through analysis of social, political, and economic materials. The course examines the influence of political, economic, social, and environmental factors as it explores ideas of individualism, success, and national character. Materials may include historical documents; literature; and social, political, and artistic works. Prerequisite: None.

HUM410  Understanding World Cultures 4.5 credits
This course discusses civilizations and cultures as they evolved from Eastern, Western, African, and South American influences. The students relate diverse cultures to their impact on contemporary society, politics, and world events. Prerequisite: None.

HUM490  Special Topics in the Humanities I 4.5 credits
This course concentrates on special topics in the humanities. Topics may include, but are not limited to, advanced topics in ethics, philosophy, religious and cultural studies, and/or language arts. Prerequisite: None.

HUM491  Special Topics in the Humanities II 4.5 credits
This course concentrates on special topics in the humanities. Topics may include, but are not limited to, advanced topics in ethics, philosophy, religious and cultural studies, and/or language arts. Prerequisite: Approval of the advisor.

HUM492  Special Topics in the Humanities III 4.5 credits
This course concentrates on special topics in the humanities. Topics may include, but are not limited to, advanced topics in ethics, philosophy, religious and cultural studies, and/or language arts. Prerequisite: Approval of the advisor.

HUM493  Special Topics in the Humanities IV 4.5 credits
This course concentrates on special topics in the humanities. Topics may include, but are not limited to, advanced topics in ethics, philosophy, religious and cultural studies, and/or language arts. Prerequisite: Approval of the advisor.

MAT110  Fundamentals of Mathematics 4.5 credits
This course provides an introduction to the basic techniques of mathematics and the application to problem solving in different areas of business and industry. The course is intended for associate-level students only; it is not intended to prepare students for Statistics or Introduction to Calculus. Prerequisite: None. Note: This course does not fulfill Arts and Sciences requirements for a bachelor degree.

MAT210  College Algebra 4.5 credits
This course explores a variety of algebraic concepts including rational expressions, radicals, exponents, quadratic equations, systems of equations, and applications. Prerequisite: MAT110 or an ACCUPlacer score of 75 or greater on the diagnostic arithmetic test.

MAT220  Discrete Mathematics 4.5 credits
This course provides an overview of mathematical abstractions and notations related to computer science. Students use critical thinking to apply discrete mathematical techniques to solve problems. Topics include logic and proof, basic set theory, algorithms, induction, graph theory, recurrence relations, and probability. Prerequisite: MAT210.

MAT290  Current Topics in Mathematics 4.5 credits
This course concentrates on current topics in mathematics. Topics may include, but are not limited to, set theory, algebraic concepts, geometry, and probability. Prerequisite: Approval of the advisor.

MAT310  Statistics 4.5 credits
This course presents material essential to providing a new type of competence, quantitative literacy. Topics include descriptive statistics, collecting and interpreting data, inferential statistics, probability, and growth and scaling. Prerequisite: MAT210 or an ACCUPlacer score of 75 or greater on the diagnostic arithmetic test.

MAT320  Probability and Statistics 4.5 credits
This course introduces probability and statistics as it relates to computer science. Students strategize on collecting, analyzing and interpreting data. Topics include data presentation, fundamentals of probability, measures of central tendency, and statistical inference. Prerequisite: MAT210.

MAT410  Introduction to Calculus 4.5 credits
This course focuses on techniques of differential and integral calculus. Students gain a sound, intuitive understanding of the basic concepts of calculus through a problem-solving approach. Topics include functions, graphs, and limits; differentiation; derivatives; exponential and logarithmic functions; integration; and variables. Prerequisite: MAT210.

MAT490  Special Topics in Mathematics I 4.5 credits
This course concentrates on special topics in mathematics. Topics may include, but are not limited to, mathematical history and philosophy, Euclidian and non-Euclidian geometries, linear algebra, polar coordinates, vectors, partial derivatives, line integrals, and multiple integrals, as well as applications for these topics. Prerequisite: Approval of the advisor.

MAT491  Special Topics in Mathematics II 4.5 credits
This course concentrates on special topics in mathematics. Topics may include, but are not limited to, mathematical history and philosophy, Euclidian and non-Euclidian geometries, linear algebra, polar coordinates, vectors, partial derivatives, line integrals, and multiple integrals, as well as applications for these topics. Prerequisite: Approval of the advisor.
MDL099 Moodle for Students
The purpose of this course is to orient students to Moodle before they take the regular classes that require them to have basic knowledge of Moodle. The class is intended to supplement the face-to-face orientation given to students at campus level. Most importantly, students are able to learn about the mechanics of Moodle without necessarily waiting for the start date of their regular classes. It is designed to help students understand various features and functionalities of Moodle and increase their readiness and self-confidence in taking online courses. Prerequisite: None.

MED110 Anatomy and Physiology I 4.5 credits
This course is a scientific study of the structure of the human body and its parts including organization of the body and the relationships and function of the digestive, urinary, cardiovascular, lymphatic, respiratory, reproductive systems, nutrition, and metabolism. Laboratory activities coincide with lectures to enhance understanding of each topic by providing visual and hands-on experiments. This course has health sciences lab and supplemental instructional fees. Prerequisite: None. Lecture Hours: 30; Lab Hours: 30.

MED120 Medical Terminology 4.5 credits
This course presents a study of basic medical terminology. Prefixes, suffixes, word roots, combining forms, special endings, plural forms, abbreviations, and symbols are included in the content. A programmed learning, word building systems approach is used to learn word parts for constructing or analyzing new terms. This provides the opportunity to decipher unfamiliar terms and check their spelling. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations introduced as related terms are presented with each unit. Prerequisite: None.

MED130 Medical Insurance, Billing, and Coding 4.5 credits
This course trains students in the major medical insurance and claim forms processing. It includes information on national and other common insurance plans, as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems are also discussed. Daily financial practices including patient fee determination, credit arrangements bookkeeping, and bank-keeping procedures are discussed. Additionally the process of purchasing equipment and supplies are covered. Computer use in the ambulatory environment is also taught. This course has a supplemental instructional fee. Prerequisite: MED120. Lecture Hours: 30; Lab Hours: 30.

MED140 Basic Clinical Procedures 4.5 credits
This course focuses on universal precautions in the medical environment, including understanding blood borne pathogens, HIV/AIDS and hepatitis, infection control, collecting and handling specimens, and an introduction to microbiology. In addition, students gain proficiency in medical asepsis in a simulated setting. Emergency procedures are also covered. This course has health sciences lab and supplemental instructional fees. Prerequisite: MED110. Lecture Hours: 30; Lab Hours: 30.

MED155 Principles of Phlebotomy 4.5 credits
This course discusses the process of blood collection for the purposes of testing and diagnostics. Students are exposed to the role of a phlebotomist, quality assurance, anatomy and physiology of the circulatory system, safety, equipment, technicians, specimen collections, and special procedures. Topics include CLIA, HIPAA, and OSHA guidelines. This course has health sciences lab and supplemental instructional fees. Prerequisites: MED140, MED210. Lecture Hours: 30; Lab Hours: 30.

MED160 Medical Computer Applications 4.5 credits
This course gives students the exposure to computer software applications as used in the medical office environment. This includes the use of medical office management software for organizing front office procedures and word processing software for typing medical reports and transcription. Other medical software may be introduced. This course has a computer lab fee. Prerequisite: CIS110. Lecture Hours: 30; Lab Hours: 30.

MED170 Domestic Violence 4.5 credits
This course covers the various aspects of family violence, including its legal; social; economic; medical; and psychological impact on the family, individual, and community. Prerequisite: None.

MED210 Anatomy and Physiology II 4.5 credits
This course is a scientific study of the structure of the human body and its parts, including relationships and functions of the integumentary, muscular-skeletal, nervous, and endocrine systems. Laboratory activities coincide with lectures to enhance understanding of each topic by providing visual and hands-on experiments. This course has health sciences lab and supplemental instructional fees. Prerequisite: MED110. Lecture Hours: 30; Lab Hours: 30.

MED220 Professional Procedures 4.5 credits
This course assists students as they transition from the classroom into professional medical assisting practice. A comprehensive review of the clinical, administrative, and general areas of competence required for entry-level practice are covered as well as the methods of obtaining professional credentials. This course has health sciences lab and supplemental instructional fees. Prerequisite: MED250. Lecture Hours: 30; Lab Hours: 30.

MED230 Medical Law and Ethics 4.5 credits
This course is designed to cover medical jurisprudence and medical ethics. Legal aspects of office procedures are covered, including a discussion of various medical and ethical issues in today’s medical environment. Prerequisite: None.

MED240 Pharmacology I 4.5 credits
Various aspects of clinical pharmacology are discussed in this course including a study of the various medications currently prescribed for the treatment of illnesses and diseases based on a systems method. Included in the course are common abbreviations used in prescription writing, interpretation of prescriptions, and legal aspects of prescriptions. In addition, dosage calculations and administration are taught and practiced. This course has health sciences lab and supplemental instructional fees. Prerequisite: MED210. For BS Health Information Management students, HIM270. Lecture Hours: 30; Lab Hours: 30.

MED245 Pharmacology II 4.5 credits
This course is a continuation of Pharmacology I. Students examine physiological effects and medicinal treatments of diseases related to the respiratory, gastrointestinal, cardiovascular, immune, renal, endocrine, reproductive, muscular, and nervous systems. In addition, students review the Physicians’ Desk Reference and the top 200 drugs used in today’s most common diseases/conditions. Prerequisites: MED210, MED240.

MED250 Medical Office Practice 4.5 credits
This course introduces students to the administrative functions of the medical office or clinic. Emphasis is placed on written and oral communication, scheduling, medical records, documentation, and filing. In addition, telephone techniques, etiquette, and management and human resource skills are covered. Prerequisite: MED120.

MED255 Phlebotomy Procedures 4.5 credits
This course is a review of laboratory and clinical procedures in a medical office. The course includes the discussion of possible complications with phlebotomy. The students perform venipuncture and capillary sticks while using proper safety procedures. This course has health sciences lab and supplemental instructional fees. Prerequisites: MED210, MED140. Lecture Hours: 30; Lab Hours: 30.
MED260 Exams and Specialty Procedures 4.5 credits
This course presents theories and principles of patient care, including taking medical histories and documentation, the physical examination, rehabilitation medicine, minor surgery, and specialty procedures. *This course has health sciences lab and supplemental instructional fees. Prerequisite: MED140. Lecture Hours: 30; Lab Hours: 30.*

MED270 Medical Finance and Insurance 4.5 credits
This course provides students with training in areas such as managing records, billing and collections, financial management, medical insurance, and medical office management. Computer use in the ambulatory environment is also taught. *Prerequisite: MED120.*

MED280 Therapeutic Communications 4.5 credits
This course encompasses the nonverbal and verbal therapeutic communication skills needed to deal effectively with physicians, family members, and other healthcare professionals. This course also aids students in developing appropriate techniques in dealing with change within the medical environment. *Prerequisite: None.*

MED285 Electrocardiography 4.5 credits
This course enables the student to perform electrocardiography (EKG) and recognize and interpret basic cardiac rhythms along with atrial, junctional, and ventricular arrhythmias. Recognition and identification of the location of various myocardial infarctions is also included in the course. Utilizing the skills learned the student is able to identify and respond appropriately to life threatening cardiac arrhythmias and EKG changes. *This course has health sciences lab and supplemental instructional fees. Prerequisites: MED120.*

MED290 Medical Assisting Externship 4.5 credits
This course requires students to integrate and apply knowledge and skills to ambulatory healthcare settings. Students perform medical assistant administrative, clinical, and laboratory duties under the supervision of trained mentors to efficiently transition to the role of a medical assistant. *Prerequisite: Approval of the advisor. Lecture Hours: 0; Externship Hours: 135.*

MIB120 Anatomy and Physiology for Non-Clinical Majors 4.5 credits
This course focuses on the foundations of the structure and function of the human body. Information presented in this course serves as framework for understanding health and disease. Study begins with basic terminology and cell structure and extends to a survey of the organ systems. Students are introduced to clinical terminology for documenting patient’s medical diagnosis and services. This course bridges between clinical data and the administrative process. *Prerequisite: None.*

MIB200 Coding of Clinical and Diagnostic Procedures I 4.5 credits
This course covers the basic guidelines and coding conventions in CPT; the focus continues on the professional guidelines for outpatients introduced in Introduction to Diagnostic and Procedures Coding. The evaluation and management of documentation guidelines are discussed as well as the proper use of modifiers. *This course has a computer lab fee. Prerequisite: MIB210. Lecture Hours: 30; Lab Hours: 30.*

MIB230 Coding of Clinical Diagnostic Procedures II 4.5 credits
This course covers advanced guidelines and coding conventions in CPT and, as a continuation of Coding of Clinical and Diagnostic Procedures I, the focus is on the professional guidelines for outpatients. The evaluation and management of documentation guidelines are discussed as well as the proper use of modifiers. *This course has a computer lab fee. Prerequisite: MIB220. Lecture Hours: 30; Lab Hours: 30.*

MIB240 Case Studies in Coding of Patients 4.5 credits
This course covers the abstracting guidelines and coding conventions in ICD and HCPCS coding. This course focuses on the professional guidelines discussed in Coding of Clinical and Diagnostic Procedures II. The evolution and management of documentation guidelines are discussed as well as the proper use of coding diagnosis with procedures. *Prerequisite: MIB230.*

MIB250 Medical Reimbursement Systems 4.5 credits
This course covers the third party payers (Managed Care, Medicaid, tri-care, and worker’s compensation) and related terminology. This course gives students an in-depth look at how third party payers are billed. It covers rules and regulations, submission of the correct claim form, the criteria needed for each payer, the federal laws for each payer, identification of benefits or non-benefits for each third party payer, and how to calculate payments. *Prerequisite: MED130.*

MIB260 Electronic Medical Billing 4.5 credits
Students are introduced to medical office reimbursement through electronic processes and procedures. This course covers billing and insurance procedures, contracts and requirements, principles and compliances to sustain medical practice, coding and claims processing for health plans using medical office management software, submission of paper and electronic claims, and inspecting and monitoring the billing process. *Prerequisite: None.*

MIB290 Medical Insurance, Billing, and Coding Externship 4.5 credits
This course provides experience as a medical insurance biller and coder in an in-service setting. Students practice direct application of administrative and coding functions of a professional medical biller and coder. *Prerequisite: Approval of the advisor. Lecture Hours: 0; Externship Hours: 135.*

NSG100 Introduction to Nursing as a Profession 4.5 credits
This course introduces students to what it means to be a member of the profession of nursing and the skill knowledge and attitudes that underpin nursing practice. The values, principles, and standards developed by the profession are discussed as a framework for personal and professional development. Students are introduced to scholarly writing, drug dosage calculations, and NCLEX style evaluation methods. Students examine their individual learning style and ability to think critically and apply this knowledge to develop a personal strategy for success in the nursing program. *This course has a pre-requisite approval and testing fee. Prerequisites: ENG111, PSY110, MAT210, MED210, SCI250, and SCI1360 with a C or higher and a minimum cumulative GPA of 2.8.*
NSG110  Introduction to Nursing Practice  4.5 credits
This course builds on professional concepts introduced in Introduction to Nursing as a Profession such as accountability, legal, ethical, and regulatory standards of care. Students are introduced to concepts related to nursing practice and evidenced based care. The nursing process is presented as the framework for providing safe, effective, and competent patient care. Basic human needs, the health-illness continuum, care planning, growth and development theories, communication and patient’s rights are explored. Prerequisites: MED120, NSG100.

NSG120  Foundations of Evidence-Based Nursing Practice  4.5 credits
In this course, students learn and practice basic nursing psychomotor, cognitive, and affective skills, assessment, and professional communication skills in a laboratory setting. This course has a nursing lab fee. Prerequisite or co-requisite: NSG110. Lecture Hours: 30; Lab Hours: 30.

NSG210  Case Studies in Pathophysiology  4.5 credits
This course focuses on case studies to develop student understanding of deficits in functions of human body systems associated with disruption of human physiology. Students learn to differentiate between normal and abnormal physiological functions and conditions, especially those involving health problems commonly encountered in clinical practice. Prerequisite: MED210.

NSG220  Pharmacology and Therapeutic Modalities I  4.5 credits
This course focuses on the fundamental pharmacological principles and knowledge required for basic pharmacological management of patients with common acute and chronic health conditions. Course content includes an overview of selected drug classes, with emphasis on the nursing process and diagnostic reasoning in relation to drug categories and patient monitoring. Factors such as cost-benefit, risk-benefit, efficacy, side-effects, adverse responses, and legal liability are considered in regard to use of pharmacological interventions. Prerequisite: NSG120. Co-requisite: NSG240.

NSG225  Pharmacology and Therapeutic Modalities II  4.5 credits
This course focuses on the fundamentals of pharmacology and Therapeutic Modalities I. Course content includes an overview of selected drug classes, with emphasis on the nursing process and diagnostic reasoning in relation to drug categories and patient monitoring. Factors such as cost-benefit, risk-benefit, efficacy, side-effects, adverse responses, and legal liability are considered in regard to use of pharmacological interventions. Prerequisite: NSG220.

NSG240  Adult Health Nursing I  4.5 credits
This course focuses on nursing care of adult patients. Students use the nursing process and critical thinking skills to plan nursing care for adults with health problems across the illness continuum. Students develop communication and collaboration skills with healthcare team members when providing care and evaluating outcomes. The clinical component utilizes acute healthcare settings and focuses on activities for students to apply course concepts in the care of patients. This course has a clinical course fee. Prerequisites: NSG110, NSG120, NSG210, and a drug screening at student expense. Co-requisite: NSG220. Lecture Hours: 30; Clinical Hours: 60.

NSG245  Adult Health Nursing II  4.5 credits
This course is a continuation of the clinical component of Adult Health Nursing I, it builds upon the practice components, and complements the course content of Pharmacology and Therapeutic Modalities II. The student continues using the nursing problem solving process and critical thinking skills to provide nursing care to adults in an acute care setting. This course has a clinical course fee. Prerequisite: NSG240. Co-requisite: NSG225. Lecture Hours: 30; Clinical Hours: 60.

NSG250  Nursing Care of the Childbearing Family  4.5 credits
This course focuses on nursing care of the childbearing family from pre-pregnancy through postpartum and includes care of the healthy neonate, the well-woman, and the family. The clinical component includes nursing care in acute and primary care settings. This course has a clinical course fee. Prerequisites: NSG245. Lecture Hours: 30; Clinical Hours: 60.

NSG260  Nursing Care of Children  4.5 credits
This course explores developmentally appropriate nursing care for children and their families experiencing acute and chronic pediatric problems. The clinical component encompasses acute and primary care settings, in addition to care of children with special needs. This course has a clinical course fee. Prerequisites: NSG245, PSY320. Lecture Hours: 30; Clinical Hours: 60.

NSG290  Current Topics in Nursing I  4.5 credits
This course addresses current topics in the field of nursing. Course topics vary based on student interest, evolving issues, and priorities in practice. The exact topic is announced in the term schedule. Prerequisite: Approval of the advisor.

NSG291  Current Topics in Nursing II  4.5 credits
This course addresses current topics in the field of nursing. Course topics vary based on student interest, evolving issues, and priorities in practice. The exact topic is announced in the term schedule. Prerequisite: Approval of the advisor.

NSG292  Current Topics in Nursing III  4.5 credits
This course addresses current topics in the field of nursing. Course topics vary based on student interest, evolving issues, and priorities in practice. The exact topic is announced in the term schedule. Prerequisite: Approval of the advisor.

NSG330  Health Assessment and Diagnostic Reasoning  4.5 credits
This course focuses on the physical assessment and diagnostic reasoning skills required to perform health assessments on adults in a clinical setting. Particular attention is given to distinguishing normal anatomical and physiological variation from common abnormalities. This course has a nursing lab fee. Prerequisite: NSG245. Lecture Hours: 30; Lab Hours: 30.

NSG350  Mental Health Nursing  4.5 credits
This course focuses on the care of individuals, groups, and families experiencing mental health issues. The clinical component allows students exposure to a variety of mental health issues in a clinical setting. This course provides coverage of key psychiatric nursing principles. Concepts include mental health promotion, illness prevention, crisis intervention, and psychiatric rehabilitation and recovery. This course has a clinical course fee. Prerequisites: NSG210, NSG225, NSG245. Lecture Hours: 30; Clinical Hours: 60.

NSG360  Nursing Care of Older Adults  4.5 credits
This course focuses on caring for older adults and families experiencing acute and chronic health problems of the elderly. The clinical component includes planning and coordinating patient and family care services in continuing care retirement communities and long-term care facilities. This course has a clinical course fee. Prerequisites: NSG210, NSG225, NSG245, NSG460. Lecture Hours: 30; Clinical Hours: 60.

NSG410  Research Methods for the Health Professional  4.5 credits
This course emphasizes the use of critical thinking and statistical analysis to select, analyze, and evaluate nursing research reports and problems. Students conduct a literature search, identify strengths and weaknesses in research methodology, and write a research proposal in which the experimental design, statistical methods, and data collection procedures are appropriate to the research question or hypothesis. Prerequisites: MAT310, NSG250, NSG260, NSG350, NSG360 (can be co-requisite).
NSG420 Nursing in the Community 4.5 credits
This course introduces the student to community health nursing. Assessments of the community, risk identification, and population-based healthcare are studied. Public health concepts to promote; maintain; and restore health to families, groups, populations, and communities are explored. This course also covers health education, disease prevention, assessment, and interventions for patients with varying backgrounds, cultures, needs, and expectations. This course has a clinical course fee. Prerequisite: NSG250, NSG260, NSG350, NSG360 (can be co-requisite). Lecture Hours: 30; Clinical Hours: 60.

NSG430 Complex Care Nursing 4.5 credits
This course focuses on the nursing care of patients with serious illnesses or multisystem dysfunction requiring intensive monitoring and therapies in complex care settings. Students learn the importance of factors related to patient care such as, but not limited to the role of the family, survival rates of patients, prolonged immobility, ethical considerations, psychosocial support, alterations in consciousness, and care for special needs populations. This course has a clinical course fee. Prerequisite: NSG330. Lecture Hours: 30; Clinical Hours: 60.

NSG435 Integrated Community Health I (RN to BSN only) 9.0 credits
This is the first of a two part course sequence in holistic community health nursing focusing on the care of individuals and groups from pre-conception through end of life. It investigates the movement of healthcare away from primarily acute care settings to a more holistic community health focus, including the increasing need for care coordination to link healthcare institutions, specialists, the family, and the community. The emphasis is on family and community assessment, determination of family and community needs, the coordination of care between health facilities, the home, and the community especially for vulnerable populations. It investigates IOM standards related to interdisciplinary teams and the role of the nursing as a leader and member of interdisciplinary, intraprofessional, and interprofessional teams to support quality patient centered care. It also investigates genetic concepts and principle sin health and disease. This includes the nurses’ role in pharmacogenetics, promoting informed decision making about genetic testing, ethical and social issues in genetics, taking family genetic histories, and determining appropriate referrals. Prerequisites: MED210. Lecture Hours: 70; Clinical Hours: 80.

NSG445 Integrated Community Health II (RN to BSN only) 9.0 credits
This is the second of a two part course sequence in holistic community health nursing that focuses on care of individuals and groups from pre-conception through end of life. It investigates the identification of health risks, conducting health risk assessments, developing health promotion campaigns, and client educational materials and programs. In addition, students investigate the role of an aging population in emerging health issues, the role of the nurse regarding health promotion, nutrition, and functional mobility, along with appropriate referrals. It also investigates the role of global issues in health promotion and disease prevention, moving from a local to global perspective in community/public health. The nurse’s role in planning, care, and coordination in natural and man-made disasters is addressed. Prerequisites: NSG435. Lecture Hours: 70; Clinical Hours: 80.

NSG455 Evidence-Based Quality Improvement (RN to BSN only) 9.0 credits
This course focuses on the increasing need for active participants and leaders in evidence-based research and practice to improve patient outcomes. Institute of Medicine (IOM) standards on quality and safety are discussed along with active participation in evidence-based research. Current and projected trends in healthcare including technological advances such as distance diagnosing, tele-health, diagnostic technology, and information systems; ethical and legal issues in healthcare today as they relate to safety and quality of care is also investigated. Prerequisite: None.

NSG460 Nutrition and Dietetics 4.5 credits
This course introduces the different methods used to analyze diet nutrient composition, nutritional labeling information, and methods for the design of diets and for providing dietary advice. Standard methods used for nutritional health are covered, including growth charts, body mass index (BMI), and body composition. Students learn to apply the nursing process to meet the dietary needs of clients. Students use the nursing process and critical thinking to plan, implement, and teach nutritional information and diet needs to clients with specific dietary requirements. Prerequisite: NSG240.

NSG465 Clinical Reasoning (RN to BSN only) 9.0 credits
This course focuses on the need for nurses to use clinical reasoning skills in assessing patient needs and recognizing indicators of change in status, implementing appropriate care based on these assessments, and reflective practice. Use of simulation enhances opportunities to engage in challenging patient care situations requiring a higher level of clinical reasoning and response. Advanced pharmacology and pathophysiology are investigated and integrated into experiences. The focus is on developing critical thinking and clinical reasoning skills and working within interdisciplinary teams. Prerequisite: MED210.

NSG470 Leadership, Management, and Contemporary Issues in Nursing 4.5 credits
This seminar-style course focuses on the theoretical and practical principles of leadership and management in nursing. Students apply principles of nursing leadership to a variety of clinical scenarios in which legal, ethical, political, economic, and social contexts must be taken into account. Contemporary issues in healthcare policy and global health are also examined within the context of nursing leadership. Prerequisite: Approval of the advisor.

NSG475 Trends in Leadership and Enhancing Management in Nursing (RN to BSN only) 9.0 credits
This course focuses on facilitating the development of core competencies in leadership and management for nurses. The course investigates issues of healthcare policy, ethics, and legal issues related to nurse management and leadership. It also includes how to manage patient-centered care; hire, manage, and evaluate staff; manage a healthcare budget; promote effective teamwork and staff communication; and issues of diversity and disparities in healthcare. Prerequisites: None.

NSG480 Nursing Capstone Project 4.5 credits
This seminar course focuses on the assimilation of concepts related to professional nursing and clinical experience behaviors critical for the transition from student to professional registered nurse. Current and future nursing trends, particularly those involving leadership and management, are explored. A capstone project and presentation of findings to nursing and/or specialty staff is completed by the student. Prerequisites: NSG360, NSG420, NSG430. Lecture Hours: 15; Capstone Hours: 120.

NSG490 Special Topics in Nursing I 4.5 credits
This course concentrates on special topics in nursing. Topics vary according to student interest and may include, but are not limited to, current trends, technological advances, best practices, and practical applications within the nursing profession. Prerequisite: Approval of the advisor.

NSG491 Special Topics in Nursing II 4.5 credits
This course concentrates on special topics in nursing. Topics vary according to student interest and may include, but are not limited to, current trends, technological advances, best practices, and practical applications within the nursing profession. Prerequisite: Approval of the advisor.
to deter theft. Quality control and assurance methods are discussed to prevent regarding drug recall, prior authorization, and the stocking of automated dis of drugs to be dispensed under both national and state levels. Also, the laws Students learn the laws and regulations regarding the entry of prescriptions

**PHT250 Advanced Administration Technical Lab 4.5 credits**
Students learn current methods for administering and documenting medica
tions in various practice settings. Topics include monitoring, equipment, software pro
grams, and supplies used in pharmacies. This course has health sciences lab and supplemental instructional fees. Prerequisite: MED240. Lecture Hours: 30; Lab Hours: 30.

**PHT260 Pharmacy Maintenance, Safety, and Quality Assurance Issues 4.5 credits**
Students learn the laws and regulations regarding the entry of prescriptions into a database and the preparation of labels. In addition, students learn the counting, measuring, compounding, packaging, labeling, and repackaging of drugs to be dispensed under both national and state levels. Also, the laws regarding drug recall, prior authorization, and the stocking of automated dis

**PHT270 Administrative Inpatient and Outpatient Care Management 4.5 credits**
This course teaches students to assist the pharmacist in collecting, organiz

ing, and evaluating information for direct patient care, medication use review, and departmental management. Students learn to secure information from the patient’s medical chart, record, and patient profile. Students also practice creating a new patient profile or entering data into an existing profile accord

**PHT279 Pharmacy Externship 4.5 credits**
The students enlist their learned skills and knowledge under the supervision of pharmacists, pharmacy technicians, and healthcare workers. Students perform skills to assist in dosage calculations, reading, and the filling of prescriptions and medication orders. The externship contains a balance of administrative and clinical experiences. Upon completion of the course, students have acquired the necessary knowledge and skills to practice competently as pharmacy technicians. This course requires a pharmacy technician certification exam fee. Prerequisite: Approval of the advisor and a passing score on the pharmacy technician certification exam. Lecture Hours: 0; Externship Hours: 135.

**PSY110 Social Psychology 4.5 credits**
This course provides an application of psychological principles to the develop

**PSY320 Human Growth and Development 4.5 credits**
This course emphasizes the psychological, cognitive, emotional, and social development of the human organism. Materials include those related to the various stages of the life span, the developmental influence of social class, the family, the school, and the group. A focus is placed on the abilities, needs, problems, and concerns of humans to change throughout life and how people are shaped by their experiences throughout their development. Prerequisite: None.

**PSY325 Positive Psychology 4.5 credits**
This course provides an introduction to the relatively new field of positive psychology. Positive psychology calls for as much focus on strength as on weakness, as much interest in building the best things in life as in repairing the worst, and as much attention to fulfilling the lives of healthy people as to healing the wounds of the distressed. Historically, psychology has been ‘neg

ative’ in orientation. It has narrowly sought to understand and repair human weaknesses and liabilities. Positive psychologists say the psychology of the past sixty years is incomplete. As simple as that sounds, it demands a change in perspective. This seminar focuses on the basics of positive psychology. Students are provided with opportunities to understand theory and research pertaining to the psychology of human strengths, assets, abilities, and talents. Knowledge gains are reinforced with personalized experiential learning exer
cises. Prerequisite: None.
PSY340 Critical Thinking and Reasoning 4.5 credits
This course is designed to help students develop critical thinking skills. Participants are exposed to both logical and illogical thinking processes as a means to develop their skills in reasoning, analysis, and the use of logical arguments. Various kinds of arguments are presented, analyzed, and logical fallacies are explored with the goal of reaching sound conclusions. Deductive and inductive reasoning are examined as are the criteria for sound reasoning and common reasoning mistakes people make. Students debate issues from different sides with both logical and illogical arguments. Prerequisite: None.

PSY350 Mindful Leadership 4.5 credits
This self-exploration course is designed to help professionals become more thoughtful leaders who are able to lead individuals, teams, and organizations. The course focuses on the concept of “Mindful Leadership” and helps to develop “soft skills” necessary to effectively navigate the world. Topics may include, but are not limited to, leadership, emotional intelligence, meditation, personal psychological assessment, mental health, and creativity. Prerequisite: None.

PSY490 Special Topics in Psychology 4.5 credits
This course concentrates on special topics in psychology. Topics may include, but are not limited to, advanced topics in deviant behavior, psychological testing and assessment, religious behavior, neurophsyiology, and psychology and the law. Prerequisite: Approval of the advisor.

SCI110 General Science 4.5 credits
This course examines scientific concepts and principles in an integrated manner to provide an overview of the sciences. Topics include physics, astronomy, chemistry, earth science, and biology as a means to address areas such as growing global population, limited resources, and the fragile environment. Prerequisite: None.

SCI250 Microbiology 4.5 credits
This course examines the structure; nutrition; growth; genetics; classification; and ecology of bacteria, viruses, fungi, and protozoa. Attention is given to methods of microbial control and the human immune response to microbes. Students also learn the fundamentals of microscopy, laboratory safety, scientific method, and techniques of experimentation. This course has health sciences lab and supplemental instructional fees. Prerequisite: None. Lecture Hours: 30; Lab Hours: 30.

SCI290 Current Topics in Science 4.5 credits
This course concentrates on current issues in science. Topics may include, but are not limited to, introductory topics in meteorology, geology, ecology, evolutionary biology, and the space sciences. Prerequisite: Approval of the advisor.

SCI360 Introduction to Biochemistry 4.5 credits
This course examines the basic structures and functions of carbohydrates, lipids, nucleotides, and proteins and their role in human metabolism. Vitamins, co-enzymes, and minerals are examined and pathways for xenobiotic metabolism are discussed. Prerequisites: SCI250.

SCI410 Impact of Science and Technology 4.5 credits
This course is an introduction to the basic concepts of science and future thinking. The content demonstrates how scientific and technological advances have significantly impacted all aspects of contemporary life. Prerequisite: None.

SCI490 Special Topics in Science 4.5 credits
This course concentrates on special topics in science. Topics may include, but are not limited to, advanced topics in interdisciplinary studies such as the history of science and technology, cross-cultural studies of science, cosmology, biotechnology, the use of science and technology to enhance human abilities and quality of life, and techniques for assessment and remediation of science and technology hazards. Prerequisite: Approval of the advisor.

SPA210 Spanish I 4.5 credits
This course uses vocabulary and language structure through a series of activities designed for realistic communication which allow students to achieve both written and spoken Spanish language skills. Through reading, dialogue, and associated study, students develop an understanding of the language and cultural distinctions of Spanish speakers worldwide. Prerequisite: None.

SPA310 Spanish II 4.5 credits
This course reviews the fundamentals of the Spanish language and provides special attention to the continuing development of students’ conversational and reading skills. Students build upon their understanding of the language in both written and oral forms. Prerequisite: HUM210.

STR101 Stratford 101 4.5 credits
This course is designed to prepare first-semester freshmen for the rigors and responsibilities of college by providing instruction in professionalism, time management, study skills and student responsibilities. Students develop the skills necessary for success in the new and demanding environment of college and increase the likelihood they will achieve their degrees. This is accomplished by providing instruction in time management, studying, test taking, interpersonal and communications skills as well as University requirements, policies and procedures. The importance of attendance, participation, group work and other strategies for success are emphasized. The skills cultivated in STR101 are utilized in all other academic and lab courses and students’ professional lives as they progress through employment and managerial positions.
Graduate Programs

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Graduate Admission

The application process requires the following steps for domestic graduate students. Interested students may submit documents in person, via fax, email, or U.S. post. For application documents, please contact the Office of Admissions at the appropriate campus.

- All applicants must complete an Application for Admission and pay the non-refundable application fee. This may be completed on the University’s website or in the Office of Admissions.
- Complete the Enrollment Agreement which includes emergency contact information, acknowledgement of University policies, and student information release.
- Meet language requirement, if English is not the primary language.
- Submit proof of a bachelor degree, master degree, or equivalent accompanied by a translation if the documents are in a language other than English. An official evaluation may be required at the University’s discretion.
- Submit official transcripts from all colleges or universities attended, if applicable. All degrees in a language other than English must be translated for U.S. equivalency for purposes of transcript evaluation.
- If Stratford University is the first university an international student attends in the U.S., a GMAT or GRE score is required. Exceptions to this requirement may be discussed with an admissions officer. Transfer students from accredited U.S. colleges and universities may have the GMAT or GRE requirement waived.
- Acceptance requires a student meet one of the following two criteria:
  - A 2.5 grade point average on a 4.0 scale for undergraduate work supportive of their field of study
  - Evidence of graduate potential demonstrated by relevant professional work experience related to the field of study. This requires evaluation of work experience by the designated department representative, a personal interview, or submission of employment documentation or resume is required. The student may be required to complete undergraduate foundation courses.

Students who wish to upgrade from an undergraduate to graduate degree may do so through the Office of Admissions.

Sources of Credit

Maximum Allowed Transfer Credit: Students must earn the minimum percent of their degree at Stratford University for their program level to fulfill degree requirements.

<table>
<thead>
<tr>
<th>Degree</th>
<th>Transfer Credits Allowed</th>
<th>Credits at Stratford</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master</td>
<td>27 credits</td>
<td>27 credits</td>
</tr>
</tbody>
</table>

Transfer Credit

Stratford University has established a transfer credit policy which is consistent with accreditation requirements. The policy is designed to facilitate the transfer of students and credits from one college or university to another, assure maximum utilization of prior learning, and encourage students to advance as far through the educational system as they can in pursuit of their goals. The evaluation of transfer courses to determine the award of University transfer credit is a multistep process initially driven by an assessment of the institutional source and educational quality of the course work.

Transfer credits are determined by the timeliness, relevance of content, acquired skills, and knowledge obtained from the course(s). Transfer credits may be awarded for courses taken from nationally or regionally accredited institutions. Transferred courses must be three or more credits, completed with a grade of C or higher, and coincide with the University’s program outline. Courses with other grades may be transferred in at the discretion of the designated representative. Additional documentation in the form of course descriptions, syllabi, or a competency test may be requested, if needed, to assure the transferred course is equivalent to one of the courses required for completion of a certificate, diploma, or degree at Stratford University. Credits based on clock hours are not transferrable to Stratford University. Students may transfer credits earned from another program within the University after approval of the designated department representative.

Domestic students submitting transcripts from international institutions for transfer credit are required to submit a transcript evaluation by an agency approved by ACICS. Transcripts sent from any school, college, or university, recorded in a language other than English must be accompanied by an official translation. All documents must be original or a certified copy. Transcript translation service is available through agencies recognized by the National Association of Credential Evaluation Services (www.naces.org) or the Associate of International Credential Evaluators (www.aice-eval.org).

During the admission process, students must disclose which colleges, institutions, and universities from which they wish to submit
transcripts for transfer credit evaluation. Official transcripts from each college, institution, or university must be submitted for evaluation within 30 days of enrollment. It is the responsibility of the student to provide the University with all postsecondary transcripts detailing courses taken at other institutions. Transfer credits from courses completed at institutions other than Stratford University are noted on the transcript with a posting of TC. Transfer courses are not counted under the qualitative measurement of GPA; however, transfer courses are counted as attempted credits under the quantitative measurement, which includes the completion percentage and the maximum time frame requirement.

Military Training

Military students may receive credit for training received while in the military. This experience and/or training should be shown on a military transcript submitted to the designated department representative for transfer credit evaluation. Military transcripts accepted for evaluation include AARTS (Army/American Council on Education Registry Transcript System), SMART (Sailor Marine American Council on Education Registry Transcript System), CCAF (Community College of the Air Force), CGI (Coast Guard Institute), as well as other SOC colleges and universities.

Prior Learning Assessment and Recognition

Credit for prior experiences, also known as Prior Learning Assessment and Recognition (PLAR) may be awarded as prior learning credits. These credits are posted on the transcript as CR. These CR credits are not counted under the qualitative measurement of GPA; however, they are counted as attempted credits under the quantitative measurement, which includes the completion percentage and the maximum time frame requirement.

A non-refundable fee must be paid before the materials submitted to the committee are reviewed; the amount of this fee can be found in the catalog addendum. Graduate-level previous experience credit is typically not awarded, however, in compelling situations, credit for prior experiences may be awarded. A maximum of 27 quarter hour credits towards a master degree may be granted for life experience. Credit given for prior experience cannot be used as a substitute for a course previously taken for which a passing grade was not received.

All other credit awarded is based on an assessment of the knowledge, skills, or competencies acquired. In order to be considered, the student must provide clearly organized and documented evidence proving the knowledge is equivalent to college-level learning. To be considered for credit for previous experience the following applies:

- The student must be enrolled at the University
- The student must explain how the prior learning relates to the student’s degree program, what experience was gained, and what specific courses for which the student is requesting credit.
- The credit requested must be course-equivalent and applicable to the student’s program of study.

The student must provide documentation of the learning being claimed. Students may apply for previous experience and earn academic credit through a number of avenues:

- Submit a life experience portfolio (for extensive experience)
- Write an experience learning essay
- Complete a formal interview
- Engage in a simulation or role playing exercise
- Present a case study or product assessment

Documentation may include, but is not limited to, licenses or certifications, attendance at seminars, workshops or conferences, community service, specialized training, work experience, resumes, letters from employers or others who can confirm job duties, various tests or other assessments, and military experience. The material submitted by the student is reviewed by an individual certified to review prior experiences. The designated individual determines the number of credits, if any, to be granted based upon the material submitted.

Course Substitution Policy

Some students enter the University possessing certain skills which allow them to begin at an advanced point in their program of study or to substitute a course in the program. In order to serve the specific educational needs of these students, the designated department representative may grant course substitutions on a case-by-case basis. Course substitutions normally apply only to core courses, not to arts and sciences courses. The primary exception is the case in which a student transfers advanced mathematics course(s). In this case, the student may be permitted to take an appropriate Stratford University elective in place of the substituted course. Students interested in a course substitution should contact their academic advisor for more information.

Graduate Graduation Requirements

- Students must complete core required courses in the program of study
Complete all required classroom modules, externship hours (if applicable), and all program requirements

Achieve a minimum GPA of 3.0

Complete at least 50% of the program credits at the University

Fulfill all degree requirements within five years from beginning the first course

Satisfy all financial obligations

Complete an academic checkout form signed by the designated department representative

Students who do not meet these requirements may petition for re-admission and must develop a degree plan to provide for completion within a two year period. Stratford University reserves the right to update or change the curricula at any time. Any candidate for a degree is held to compliance with changes for the uncompleted portion of the program of study. If it is determined a student will not be able to fulfill the graduation requirements, The University reserves the right to discontinue a student’s enrollment.

Processes and Requirements

Students must complete the academic checkout forms prior to enrolling for their last quarter. This must be signed by various departments and it is the student’s responsibility to complete it. After grades are posted for their final quarter, the designated department representative reviews the transcript and approves it. The diplomas are ordered after the designated department representative’s approval. Diplomas are typically ready within one academic term. Students may have their diploma mailed to them or it can be picked up on-campus. International students should contact the Office of the Registrar the February before graduation for forms requesting invitation letters.

Ceremonies

Stratford University holds graduation ceremonies in June for graduates of all programs. It is a special event for the University, students, and their families to celebrate the personal and academic accomplishments of the student. Students should contact the Office of the Registrar for information about signing up for the ceremony. Caps and gowns are available in Student Support Services and are assessed a fee which can be found in the catalog addendum. Student may apply to walk at the ceremony ahead of their official graduation, if they will complete the same quarter as the ceremony is being held. This must be approved by the campus dean. Diplomas are not distributed at the ceremony. Students must complete the academic checkout process through the Office of the Registrar in order to obtain their diploma.

GRADUATE PROGRAMS

An academic staff and state-of-the-art facilities support the Stratford graduate programs. Research-driven academic projects are central to the educational structure. Projects may include computer networking, satellite system design, signal processing, microelectronics, website design, database design, business plans, and venture capital proposals. Students and faculty pursue scholarly work related to the disciplines addressed in these programs. Facilities are in place to utilize the latest technology for teaching, research, and other scholarly activities. Graduates are qualified for a number of high-level technical and management positions in industry and government.

SCHOOL OF BUSINESS ADMINISTRATION

Master of Science

Accounting

The mission of the Master of Science in Accounting program is to equip students seeking positions as professional accountants in industrial, financial, governmental, global, and non-profit institutions with the specialized knowledge and skills demanded of the profession and necessary for success. The program also aims to provide graduates with as much of the academic background necessary to pursue certifications such as public accounting (CPA) and management accounting (CMA).

The program provides a global focus with a balanced integration of theoretical and practical accounting standards. These standards are blended with quantitative methods in decision making and a response to current trends and demands in the profession – especially forensic accounting, advanced accounting practices, and use of technology and accounting information systems in the workplace. Faculty members and students access and use Internet databases and websites, Stratford University research databases, and basic accounting software programs.

Students should have a bachelor degree in accounting, business, or related field with at least five accounting courses prior to enrolling in this program. Accounting courses could include accounting principles, cost, managerial, or intermediate accounting. Students interested in pursuing the CPA designation should check with their State Board of Accountancy for complete CPA requirements before enrolling in this program.
4.5

This program typically takes 6 quarters to complete for students enrolled full-time.

Core Requirements

ACC567.. Accounting Information Systems .................................. 4.5
ACC568.. Advanced Managerial Accounting .................................. 4.5
ACC565.. Advanced Auditing ......................................................... 4.5
ACC566.. Forensic Accounting ....................................................... 4.5
ACC569.. Systems Auditing .......................................................... 4.5
ACC571.. Advanced Financial Accounting ..................................... 4.5
EBM530.. Business Law ............................................................... 4.5
EBM560.. Managerial Accounting ................................................. 4.5
EBM561.. Managerial Accounting ................................................. 4.5
EBM562.. International Managerial Accounting ............................. 4.5
EBM570.. Microeconomics ............................................................ 4.5
EBM555.. Corporate Finance .......................................................... 4.5
EBM610.. Financial Management .................................................. 4.5
Total Core Requirements: 9 courses 40.5 credits

Elective Courses

ACC567, ACC568, ACC572, EBM504, EBM640 or EBM642.

Total Elective Requirements: 3 courses 13.5 credits

Master of Science

Entrepreneurial Management

The mission of the Master of Science in Entrepreneurial Management program is to assist students in acquiring the skills, knowledge, and ability to develop a viable new venture concept, organize the venture, market and conduct financial planning, and control the new organization. The courses in this program prepare students to conduct feasibility studies, judiciously evaluate potential new venture opportunities by teaching the major components of full life cycle development, and turning the idea into a successful enterprise. Upon completion of the program students are able to explain the role of the entrepreneur in business, the nuances of entrepreneurial decision-making, how to build business value, the benefits and difficulties of entrepreneurship, use of monitoring and measurement to drive growth, and why businesses fail. Also covered in the program are the values of using e-commerce, distributed thinking, strategic business marketing, business planning, and means to finance a new venture.

12 core courses x 4.5 credit hours = 54 credit hours
12 Total courses x 4.5 credit hours = 54 credit hours

This program typically takes 6 quarters to complete for students enrolled full-time.

Core Requirements

EBM506 .. Entrepreneurship and Venture Management ................. 4.5
EBM533 .. Information Technology and Corporate Transformation .... 4.5
EBM540 .. E-Commerce and Website Development I ..................... 4.5
EBM545 .. E-Commerce and Website Development II ................... 4.5
EBM550 .. Managerial Sales and Marketing .................................. 4.5
EBM660 .. Growth Strategies for Emerging Companies ................... 4.5
EBM555 .. Business and Public Policy .......................................... 4.5
EBM575 .. Global Economy ......................................................... 4.5
EBM587 .. Strategic Business Marketing ....................................... 4.5
EBM662 .. Growth Strategies for Emerging Markets ...................... 4.5
EBM665 .. New Venture Financing ............................................... 4.5
EBM670 .. New Venture Creation .................................................. 4.5
EBM672 .. International Competitive Strategy and Innovation .......... 4.5
EBM680 .. Project Management .................................................... 4.5

Total Core Requirements: 12 courses 54 credits

Master of Science

Enterprise Business Management

The mission of the Master of Science in Enterprise Business Management program is to enable students to manage the planning and deployment of critical infrastructure to help their company achieve a sustained competitive advantage. The program includes best practices and case studies in fundamental business procedures, including research methods, accounting, sales and marketing, business and public policy, and human resource management. The capstone course gives the business student the opportunity to pull together and build upon what has been learned in separate business fields and utilizes this knowledge in the analysis of complex business challenges. Students should be prepared for strategic, technical aspects of business and management positions in an enterprise.

7 core courses x 4.5 credit hours = 31.5 credit hours
5 Elective courses x 4.5 credit hours = 22.5 credit hours
12 Total courses x 4.5 credit hours = 54 credit hours

This program typically takes 6 quarters to complete for students enrolled full-time.

Core Requirements

EBM500 .. Business Applications Over the Internet ....................... 4.5
EBM502 .. Research Methods ...................................................... 4.5
EBM520 .. Human Resource Management .................................. 4.5
EBM550 .. Managerial Sales and Marketing .................................. 4.5
EBM587 .. Strategic Business Marketing ....................................... 4.5
EBM555 .. Business and Public Policy .......................................... 4.5
EBM560 .. Managerial Accounting ................................................. 4.5
EBM656 .. International Managerial Accounting ......................... 4.5
EBM690 .. Business Capstone ...................................................... 4.5

Total Core Requirements: 7 courses 31.5 credits
**University offers a broad-based program curriculum which strikes a balance between technical training and practical problem-solving.** It is complemented by case analysis, company/industry studies, business games, and other experiential learning methods. International business students engage in an intensive study in current management concepts and techniques through a core curriculum covering the functional areas in business as well analytical decision making. Students gain added functional expertise by selecting specialization courses.

This program typically takes 6 quarters to complete for students enrolled full-time.

<table>
<thead>
<tr>
<th>Course Requirements</th>
<th>4.5 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EBM502 Research Methods</td>
<td>4.5</td>
</tr>
<tr>
<td>EBM503 Global Leadership and Organizational Behavior</td>
<td>4.5</td>
</tr>
<tr>
<td>EBM532 Legal Environment and Business</td>
<td>4.5</td>
</tr>
<tr>
<td>EBM554 Global Economies and Markets</td>
<td>4.5</td>
</tr>
<tr>
<td>EBM573 Global Business Operations</td>
<td>4.5</td>
</tr>
<tr>
<td>EBM587 Strategic Business Marketing</td>
<td>4.5</td>
</tr>
<tr>
<td>EBM595 Competitive Strategy and Innovation</td>
<td>4.5</td>
</tr>
<tr>
<td>EBM609 International Financial Management and Policies</td>
<td>4.5</td>
</tr>
<tr>
<td>EBM632 Sustainability and Social Entrepreneurship</td>
<td>4.5</td>
</tr>
<tr>
<td>EBM636 Organizational Change Management</td>
<td>4.5</td>
</tr>
<tr>
<td>EBM680 Project Management</td>
<td>4.5</td>
</tr>
<tr>
<td>EBM690 Business Capstone</td>
<td>4.5</td>
</tr>
<tr>
<td><strong>Total Core Requirements</strong>: 12 courses</td>
<td><strong>54 credits</strong></td>
</tr>
</tbody>
</table>

**International Master Business Administration**

The mission of the International Master of Business Administration program aims to help managers gain a distinct advantage in their profession, whether they are in industrial, financial, global, government, or non-profit institutions. To achieve this goal, Stratford University offers a broad-based program curriculum which strikes a balance between technical training and practical problem-solving.
Master of Science
Cyber Security

The goal of the Master of Science in Cyber Security program is to provide a foundation in information technology concepts and techniques, management, and integration using proven sound practices and effective teamwork approaches that are needed to oversee cyber security projects of high technical complexity and agility. The program prepares students with competency based experiences to develop platform- and device-independent; scalable; cost-effective; and efficient software, hardware, and networking solutions for government and industry clients.

8 Core courses x 4.5 credit hours = 36 credit hours
4 Elective courses x 4.5 credit hours = 18 credit hours
12 Total courses x 4.5 credit hours = 54 credit hours

This program typically takes 6 quarters to complete for students enrolled full-time.

Core Requirements
CIS580 ........ Data Networking ............................................ 4.5
CIS595 ........ Cyber Security Project ..................................... 4.5
EBM502 ...... Research Methods ............................................. 4.5
ISM521 ...... Database Systems Technology ............................ 4.5
SOF501 ...... IT Project Management ........................................ 4.5
SOF560 ...... Operating Systems ............................................. 4.5
SOF570 ...... Network Security (CIS580) .................................. 4.5
SOF588 ...... Enterprise Software Development ......................... 4.5
Total Core Requirements: 8 courses 36 credits

Elective Courses
CIS596, CIS597, SOF660, SOF685, SOF670, SOF700, SOF710, SOF587, SOF705, SOF701.

Total Elective Requirements: 4 courses 18 credits

Cooperative Education Option (Optional)
In this program area, students benefit from the opportunity to apply the skills learned in the classroom in a real world environment. Students may incorporate cooperative education courses throughout the program instead of waiting until program completion. These courses are in addition to the program outline above.
CIS500, CIS501, CIS502.

Master of Science
Information Systems

The goal of the Master of Science in Information Systems program is to provide students with the theoretical foundation of information systems. The program enables students to develop technical and management skills by participating in competency based projects focused on the development, integration, deployment, and management of enterprise information systems within the modern business environment. The program uses sound practices, current and emerging tools and technologies, and effective teamwork approaches.

7 Core courses x 4.5 credit hours = 31.5 credit hours
5 Elective courses x 4.5 credit hours = 22.5 credit hours
12 Total courses x 4.5 credit hours = 54 credit hours

This program typically takes 6 quarters to complete for students enrolled full-time.

Core Requirements
EBM502 ...... Research Methods ............................................. 4.5
ISM511 ...... Enterprise Architecture ....................................... 4.5
ISM521 ...... Database Systems Technology ............................. 4.5
ISM531 ...... Ethics and Professional Issues in IT ....................... 4.5
ISM540 ...... Information Systems Management Project I ............ 4.5
ISM542 ...... Information Systems Security ............................... 4.5
SOF501 ...... IT Project Management ........................................ 4.5

Total Core Requirements: 7 courses 31.5 credits

Elective Courses
ISM530, ISM550, ISM560, ISM570, ISM580, ISM581, ISM590, ISM591, ISM592, ISM593, ISM600.

Total Elective Requirements: 5 courses 22.5 credits

Cooperative Education Option (Optional)
In this program area, students benefit from the opportunity to apply the skills learned in the classroom in a real world environment. Students may incorporate cooperative education courses throughout the program instead of waiting until program completion. These courses are in addition to the program outline above.
CIS500, CIS501, CIS502.
Master of Science
Networking and Telecommunications

The mission of the Master of Science in Telecommunications program is to provide a thorough knowledge base for managers and technology professionals concerned with the design, development, implementation, operation, and management of telecommunications systems. The courses provide students with a practical understanding of the principles of networking, satellites, signal processing, and microelectronics. It offers extensive theoretical and practical knowledge in wired as well as wireless communication networks. It also introduces students to the ethical, legal, and policy issues associated with telecommunications. Graduates are able to design, deploy, and test complete telecommunications systems, in addition to understanding how to select the latest telecommunication technologies, standards, and techniques. Graduates are prepared for a variety of professional careers, including telecommunications engineers, telecommunications managers, or Chief Technical Officers.

8 Core courses x 4.5 credit hours = 36 credit hours
4 Elective courses x 4.5 credit hours = 18 credit hours
12 Total courses x 4.5 credit hours = 54 credit hours

This program typically takes 6 quarters to complete for students enrolled full-time.

Core Requirements
CIS520 .......... Wireless Telecommunications ........................................ 4.5
CIS530 .......... Digital Communications ..................................................... 4.5
CIS540 .......... Signal Processing ............................................................. 4.5
CIS550 .......... Wireless/Fixed Hybrid Networks ....................................... 4.5
CIS590 .......... Broadband Networking ................................................... 4.5
EBM502 .......... Research Methods ......................................................... 4.5
EBM680 .......... Project Management ..................................................... 4.5
SOF590 .......... Software Engineering Capstone ..................................... 4.5
Total Core Requirements: 8 courses 36 credits

Elective Courses
CIS560, CIS570, CIS580, CIS585, CIS620, SOF570, SOF575, SOF595, SOF596, SOF597, SOF598.
Total Elective Requirements: 4 courses 18 credits

Cooperative Education Option (Optional)
In this program area, students benefit from the opportunity to apply the skills learned in the classroom in a real world environment. Students may incorporate cooperative education courses throughout the program instead of waiting until program completion. These courses are in addition to the program outline above.

CIS500, CIS501, CIS502.

Master of Science
Software Engineering

The goal of the Master of Science in Software Engineering program is to provide a foundation in software engineering concepts and techniques, management, and integration using proven sound practices and effective teamwork approaches needed to oversee software projects of high technical complexity and agility. The program prepares students with competency based experiences to develop platform- and device-independent, scalable, cost-effective, and efficient software solutions for government and industry clients.

7 Core courses x 4.5 credit hours = 31.5 credit hours
5 Elective courses x 4.5 credit hours = 22.5 credit hours
12 Total courses x 4.5 credit hours = 54 credit hours

This program typically takes 6 quarters to complete for students enrolled full-time.

Core Requirements
EBM502 .......... Research Method ......................................................... 4.5
ISM521 .......... Database Systems Technology ....................................... 4.5
ISM531 .......... Ethics and Professional Practice Issues in IT .................. 4.5
SOF501 .......... IT Project Management .................................................. 4.5
SOF535 .......... Object-Oriented Analysis and Design ............................... 4.5
SOF581 .......... Software Modeling ....................................................... 4.5
SOF590 .......... Software Engineering Capstone ..................................... 4.5
Total Core Requirements: 7 courses 31.5 credits

Elective Courses
ISM550, SOF584, SOF586, SOF587, SOF588, SOF589, SOF591, SOF595, SOF596, SOF597, SOF598.
Total Elective Requirements: 5 courses 22.5 credits

Cooperative Education Option (Optional)
In this program area, students benefit from the opportunity to apply the skills learned in the classroom in a real world environment. Students may incorporate cooperative education courses throughout the program instead of waiting until program completion. These courses are in addition to the program outline above.

CIS500, CIS501, CIS502.
SCHOOL OF CULINARY ARTS AND HOSPITALITY MANAGEMENT

Master of Science
International Hospitality Management

The mission of the Master of Science in International Hospitality Management program is to prepare tomorrow’s leaders in the international hospitality field. As the hospitality industry increasingly seeks employees with college degrees, especially those with degrees in hospitality or hospitality-related fields, the expectation for a master degree to acquire management-level positions continues to increase. This program offers a natural progression from the undergraduate to graduate program and provides entry-level and seasoned hospitality professionals with the skills and knowledge they need to stand out and advance in the competitive hospitality industry.

The learning goals of the program include evaluating, synthesizing, and applying knowledge gained from core professional program courses to solve problems. Students learn to communicate effectively in their professions using ethical practices and cross-cultural sensitivity and understanding. Lastly, students apply information technology and professional techniques in the service of culinary and hospitality enterprises.

12 Core courses x 4.5 credit hours = 54 credit hours
12 Total courses x 4.5 credit hours = 54 credit hours

This program typically takes 6 quarters to complete for students enrolled full-time.

Core Requirements
EBM502....Research Methods.................................................4.5
EBM505....Global Leadership in Business Enterprise I................4.5
EBM520....Human Resource Management..................................4.5
HSM510....Strategic Planning in the Hospitality Industry...........4.5
HSM520....Financial Management in Hospitality.........................4.5
HSM530....Managerial Economics in Hospitality.......................4.5
HSM540....Facilities and Assets Development and Management.....4.5
HSM550....Information Technology in the Hospitality Industry....4.5
HSM560....Hospitality Marketing Management.................................4.5
HSM570....Operations Management in Hospitality.........................4.5
HSM590....Current Issues in Hospitality Management..................4.5
HSM595....Graduate Research Production and Design..................4.5

Total Core Requirements: 12 courses 54 credits

SCHOOL OF HEALTH SCIENCES

Master of Science
Healthcare Administration

Due to the increased demands for quality healthcare, the healthcare industry has become the third largest employer in the U.S. There are a variety of opportunities for healthcare administrators in public, private, and international sectors. The Master of Science in Healthcare Administration program is designed to prepare students to become managers of hospitals, health services organizations, medical groups, managed healthcare organizations, and public health infrastructures. Students gain competencies in management, leadership, communication, healthcare policy, and quality.

By the end of the program, graduates are able to:

- Create strategic operational plans to guide healthcare organizations
- Demonstrate operational and fiscal management of healthcare organizations
- Employ leadership theories to manage and advocate for individuals and communities
- Interpret the impact of healthcare policy and economics on service delivery both nationally and internationally
- Use evidence-based data and research methods to guide organizational transformations and quality assurance
- Employ analytical and critical-thinking skills to improve workplace performance and healthcare delivery

12 Core courses x 4.5 credit hours = 54 credit hours
12 Total courses x 4.5 credit hours = 54 credit hours

This program typically takes 6 quarters to complete for students enrolled full-time.

Core Requirements
EBM504....Organizational Behavior........................................4.5
EBM520....Human Resource Management..................................4.5
HCA500....U.S. Healthcare Delivery System...............................4.5
HCA501....Health Policy, Legal, and Ethic..................................4.5
HCA502....Societal and Cultural Issues in Healthcare..................4.5
HCA505....Global Health..........................................................4.5
HCA510....Healthcare Management...........................................4.5
HCA515....Healthcare Finance...................................................4.5
HCA520....Health Information Systems......................................4.5
HCA530....Quality Performance Management............................4.5
HCA540....Strategic Planning and Marketing...............................4.5
HCA590....Healthcare Administration Capstone.........................4.5

Total Core Requirements: 12 courses 54 credits
Graduate Course Prefix Designations

ACC  Accounting
CIS  Computer Information Systems
EBM  Business
HCA  Healthcare Administration
ISM  Information Systems
HSM  Hospitality
SOF  Software Engineering

Graduate courses have numbers 500 and above. Consult with an academic advisor prior to enrollment to ensure course selections meet program requirements and satisfy all prerequisites.

GRADUATE COURSE DESCRIPTIONS

ACC563  Accounting Information Systems 4.5 credits
This course introduces students to systems analysis and the application of information systems concepts to the accounting process and accounting models, both manual and automated. Prerequisite: None.

ACC564  Advanced Managerial Accounting 4.5 credits
This course investigates advanced topics in managerial accounting. Topics include cost projections, analysis and interpretation, analysis under uncertainty, capital budgeting, linear programming, and decentralized operations. Prerequisite: EBM560 or EBM562.

ACC565  Advanced Auditing 4.5 credits
This course surveys in-depth analysis of current auditing issues, including professional standards and ethics, internal control gathering and documentation of evidence, and statistical sampling. The course focuses on detailed analysis of audit programs as well as concepts concerning the financial condition and operation of commercial enterprises. Prerequisite: ACC335 or approval of the advisor.

ACC566  Forensic Accounting 4.5 credits
This course provides a framework for an understanding of forensic accounting. Topics covered include various foundation areas of importance to the forensic accountant, the basic forensic accounting tool-oriented areas, and practice areas relevant to forensic accounting. Prerequisite: ACC335 or approval of the advisor.

ACC567  Federal Taxation 4.5 credits
This course presents an overview of U.S. taxation of individuals and businesses. It also discusses tax planning necessary for an optimal tax saving. The course involves tax research methodology and the preparation of business and individual tax returns using some of the latest tax software. Prerequisite: ACC568.

ACC568  International Taxation 4.5 credits
This course presents a foundational overview of the taxation related to the U.S. and several other nations in Asia, Europe, Africa, and the Americas. The specifics addressed are tax issues for business as well as individuals as it relates to double taxation, transfer taxes, and other tax concerns. Also, the course looks at situations from a planning approach that gives the most beneficial tax situation. Prerequisite: None.

ACC569  Systems Auditing 4.5 credits
This course presents the system and principles of auditing accounting and financial information systems. Current practices of auditing both simple and complex information systems are addressed. Also addressed are the audit program and testing procedures necessary for conducting an information system audit with a focus on documentation of evidence. Prerequisite: None.

ACC571  Advanced Financial Accounting 4.5 credits
This course covers accounting for home office and branches, business combinations, and consolidations. It provides a continuation of the preparation for the CPA examination as well as various techniques for solving some of the more complex problems in the business environment. Prerequisite: EBM560 or EBM562.

ACC572  Advanced Accounting Theory 4.5 credits
This course provides a frame of reference for advanced accounting theories. It emphasizes income, liability, and asset valuation based on inductive, deductive, and capital market approaches. It also surveys price level changes, monetary and non-monetary aspects, problems of ownership equities, and the disclosure of relevant information to investors and creditors. Prerequisite: ACC300 or approval of the advisor.

CIS500  Cooperative Education I: Computer Information Systems 1 credit
Cooperative Education allows students to combine academic study with on-the-job experience by working on paid training assignments coordinated and approved by Departmental Faculty. Upon completion of this course, students are able to apply theory to practice by demonstrating program learning outcomes in real work environments. Prerequisite: Approval of the advisor.

CIS501  Cooperative Education II: Computer Information Systems 1 credit
Cooperative Education allows students to combine academic study with on-the-job experience by working on paid training assignments coordinated and approved by Departmental Faculty. Upon completion of this course, students are able to apply theory to practice by demonstrating program learning outcomes in real work environments. Prerequisites: Approval of the advisor and completion of 9 additional credits earned towards a graduate degree in the School of Computer Information Systems.

CIS502  Cooperative Education III: Computer Information Systems 1 credit
Cooperative Education allows students to combine academic study with on-the-job experience by working on paid training assignments coordinated and approved by Departmental Faculty. Upon completion of this course, students are able to apply theory to practice by demonstrating program learning outcomes in real work environments. Prerequisites: Approval of the advisor and completion of 18 additional credits earned towards a graduate degree in the School of Computer Information Systems.

CIS510  Quantitative Foundations for Telecommunications 4.5 credits
The course provides the quantitative foundations of mathematical and electrical concepts in modern telecommunications. Topics include linear algebra, complex analysis, differential equations, numerical analysis, trigonometric functions, and circuit elements (resistor, capacitor, and inductor). Prerequisite: None.

CIS520  Wireless Telecommunications 4.5 credits
This course concentrates on developing a fundamental understanding of international wireless networks. Both fixed and mobile systems are addressed from a practical design and implementation point of view. This course considers propagation effects for outdoor and indoor systems, modulation technologies, data encoding, antenna design, cellular layout, and the design of personal communications devices. Particular emphasis is placed on new low Earth Orbit (LEOs) Satellites and other technologies emphasizing wireless communications. Prerequisite: None.

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CIS530  Digital Communications  4.5 credits
This course concentrates on digital communication techniques as utilized in present and future systems. An emphasis is placed on analog to digital conversions, digital sampling techniques, digital modulation and transmission, and multiplexing and coding techniques. The uses of Laplace, Z transforms, and discrete-time systems are covered. Power spectral density analysis, coherent, and non-coherent modulation are important topics. Realization of digital transmission techniques and medium as well as spread spectrum are covered. Satellite communications and multiple access techniques are also important topics. Prerequisite: None.

CIS540  Signal Processing  4.5 credits
This course emphasizes topics involved with digital signal processing. Topics include digital sampling and filtering techniques. The use of Laplace and Z transforms are covered. Other topics include discrete time systems, frequency analysis, and design of digital filters. Additional topics covered are discrete and fast fourier transform, power spectral estimation, and adaptive filters. An emphasis is placed on designing digital filters for communications processing. Prerequisite: None.

CIS550  Wireless and Fixed Hybrid Networks  4.5 credits
This course emphasizes the design and implementation of wireless/fixed networks needed to deliver wireless access to customers. Topics covered include cellular interfaces to wire line networks, access to the Internet, network management, transmission systems, and internet protocols. The designing of networks including traffic analysis; handoffs; and multiplexing of American, European, Asian, and Canadian systems are considered. Prerequisite: None.

CIS560  Satellite Communications  4.5 credits
The topics included in this course consider the latest digital communications techniques as related to satellite. The design, fabrication, and launching techniques are understood through concepts such as weight power and on board payload design; propagation effects and path calculations are discussed. Other topics include TDMA/CDMA multiplexing for bits, error performance for various modulation techniques, and network management and synchronization. Advanced topics such as Very Small Aperture Terminals (VSAT) and Low Earth Orbit (LEO) systems are introduced. Prerequisite: CIS530.

CIS570  Fiber Optic Communications  4.5 credits
The theory and practical implementation of fiber optic systems are addressed in this course. Topics considered are related to electromagnetic transmission over fiber, the design and fabrication of fiber strands, and implementations of wide band systems using fiber. Wave Division Multiplexing and Dense Wave Division Multiplexing (DWDM) as well as SONET are covered as well as Designs using single and multimode systems are included. Prerequisite: CIS530.

CIS580  Data Networking  4.5 credits
This course explores data networking and communications. Students learn about data link control, data encoding, Wide Area Networks, Local Area Networks, Network Protocols (TCP/IP), and security related to the Internet. In addition, students also learn how to implement seven layer protocol system. Prerequisite: None.

CIS585  Voice over IP  4.5 credits
This course discusses transmission of Voice over a Packet-switched network. The students in this course deal with typical VoIP network scenarios such as campus and multi-site private networks. Communications Protocols for VoIP such as RTP and RTCP are discussed in detail. In addition, topics such as security and quality issues are also discussed. Prerequisite: None.

CIS590  Broadband Networking  4.5 credits
This course emphasizes telecommunication techniques needed to communicate at very wide bandwidths. Topics include transmission and modulation techniques related to communicating at bandwidths of 1.5 Mbps or greater, up to terabits. The consideration of ISDN, Frame Relay, and ATM techniques are addressed. The use of wide band LANs and WANS are considered. The use of Fiber Optics and Satellites for broadband communications is addressed. Topics including Digital Subscriber Line (DSL), Cable systems, and Microwave based systems are covered. Prerequisite: None.

CIS595  Information Assurance Capstone  4.5 credits
This capstone course provides students the opportunity to apply the principles and techniques of information assurance thorough the design, development, implementation, operation, and management of secure information systems. Through independent projects, students synthesize and apply practical understanding of the principles of data protection, network security, and computer forensics, including their understanding of the ethical, legal, and policy issues associated with information security. Students focus on a specific, practical, quarter-long topic on information assurance to demonstrate the skills they have developed throughout the program to manage and lead an organization-wide information security program. This course should be taken after a student has completed their program’s core courses. Prerequisite: Approval of the advisor.

CIS596  Current Topics in Cyber Security I  4.5 credits
This course is designed to teach mid-level security practitioners how to engage all functional levels within the enterprise to deliver information system security. The course addresses a range of topics to include plans and policies, enterprise roles, security metrics, risk management, standards and regulations, physical security, and business continuity. Prerequisite: None.

CIS597  Current Topics in Cyber Security II  4.5 credits
This course provides in-depth examination of topics in the management of information systems security. Students explore access control systems and methodology, risk management, business continuity and disaster recovery planning, legal and ethical issues in information system security, computer operations security, physical security, and information security maintenance. Prerequisite: None.

CIS620  Telecommunications Applications Architecture  4.5 credits
This course emphasizes topics related to Telecommunications applications. Specific topics covered are video conferencing over networks, picture processing, video and audio streaming, and video over web-enabled networks. The discussion of mathematical techniques for data compression and picture enhancement is covered. Three-dimensional image analysis and transmission of data with low signal to noise ratios are discussed. Prerequisite: None.

EBM500  Business Applications Over the Internet  4.5 credits
This course analyzes how computer communications, data storage, and data analysis technologies have caused strategic shifts in company operating practices. Students learn information technology is a tool facilitating valuable change in business processes. This course reviews software available for customer relationship management (CRM), enterprise resource planning (ERP), supply chain management, enterprise application integration (EAI), business intelligence (BI), data warehousing, and decision support. The course consists of case studies of successful and unsuccessful e-business process improvement projects. Prerequisite: None.

EBM502  Research Methods  4.5 credits
This course focuses on methods for the conduct of research and development projects. Specifically, students learn about the scientific method, as well as research and design requirements and objectives. Course work involves qualitative, quantitative, and case studies; performance metrics; design procedures and control; and sources of error and bias. In addition, evaluation tools and formal validation methods are discussed. Prerequisite: None.
EBM503 Global Leadership and Organizational Behavior 4.5 credits
This course gives the graduate learner the opportunity to study the most recent thinking on building competitive advantage through human resource development and knowledge management. An integrated portfolio of topic areas and the opportunity to present current, relevant strategies and resources in today's organizations is focused upon throughout this course. This course analyzes both the formal and informal aspects of the management process. Topics include: human behavior in an organizational environment, human capital, group dynamics, communication, motivation and decision-making, and the impact of innovation and change on the organization. Prerequisite: None.

EBM504 Organizational Behavior 4.5 credits
This course analyzes the formal and informal aspects of the management process. Topics include human behavior in an organizational environment, individual behavior patterns, superior and subordinate relationships, group dynamics, communication, motivation and decision-making, and the impact of innovation and change on the organization. Prerequisite: None.

EBM505 Global Leadership in Business Enterprise I 4.5 credits
This course focuses on an integrative approach to organizational concepts, management principles, and the effects of leadership styles and human resource policies and practices on organizational performance in a global and competitive work environment. Prerequisite: None.

EBM506 Entrepreneurship and Venture Management 4.5 credits
This course presents the knowledge and skills needed to create and manage a new venture. It also examines the various dynamics associated with the various forms of entrepreneurial activity. In this course students are required to interview an entrepreneur, develop recommendations for a company, address challenges, analyze a sector to uncover entrepreneurial opportunities, and develop business concepts. Prerequisite: None.

EBM515 E-Commerce: Business Models and Strategies 4.5 credits
This course focuses current and future impact of e-commerce on the student's organization, industry, and professional activities. Specific topics include creating new business opportunities; identifying new customers and additional value in existing customers; realigning the organization for the new environment, addressing contemporary uncertainties, for example, government regulation, taxation, security, privacy, and intellectual property rights; creating a market presence; measuring success, return on investment, and profitability; and sustaining the pace of change through appropriate staffing, hiring, outsourcing, and partnering. Students examine recent successes and failures in e-commerce through case studies and other readings and develop an e-commerce business plan for their organization. Prerequisite: None.

EBM520 Human Resource Management 4.5 credits
This course provides the fundamentals of human resource management (HRM). Topics covered are organizational psychology, human interaction, individual effectiveness, and social issues. Other areas include human resource planning, strategic management, organizational structure, legal environment, and organizational staffing. Prerequisite: None.

EBM525 Global Leadership in Business Enterprise II 4.5 credits
This course is a continuation of Global Leadership in Business Enterprise I. This course discusses case studies in leadership and addresses problems organizations go through because of leadership flaws. Prerequisite: EBM505.

EBM530 Business Law 4.5 credits
This course examines the legal environment in which businesses operate. In particular, torts, contracts, government regulation, types of businesses, and formulation of companies are covered. This course also considers topics related to legal concepts of commercial transactions. Specifically addressed are collection of debts, sale of goods (warranties, product liability), secured transactions, and bankruptcy. Prerequisite: None.

EBM532 Legal Environment and Business 4.5 credits
This course examines the legal environment in which business operate. In particular, torts, contracts, government regulations, types of businesses and formulation of companies covered. This course also considers topics related to legal concepts of commercial transactions. Specifically addressed are: collection of debts, sale of goods, warranties, product liabilities, secured transactions and bankruptcy. Prerequisite: None.

EBM535 Information Technology and Corporate Transformation 4.5 credits
This course examines how organizations are dependent on information technology not only for management of operations, but also as a key enabler of competitive advantage. Also examined is the growth in corporate spending on IT components such as hardware, software, telecommunications, and for information systems (IS) personnel. Specific topics to be discussed include strategic planning for IT activities and projects, project-level planning and management, the role of the IT leader or Chief Information Officer, and achieving the balance between in-sourcing and outsourcing of various IT functions. Prerequisite: None.

EBM540 E-Commerce Website Development I 4.5 credits
The emphasis of this course is on the development of websites. The fundamentals of website development using HTML and other tools are addressed. Topics include web hosting, Application Service Providers (ASPs), Oracle and PeopleSoft databases and software, XML, and style sheets. Students develop a website as part of the course. Prerequisite: None.

EBM545 E-Commerce Website Development II 4.5 credits
The emphasis of this course is the advanced development of websites for business development. In this course, specific business websites are studied for content, advertising, structure, and usefulness. Students develop a number of business related websites and analyze them for effectiveness. Data warehousing and retrieval techniques are addressed. In addition, future website development tools are studied. Prerequisite: EBM540.

EBM550 Managerial Sales and Marketing 4.5 credits
This course examines techniques for sales and marketing of e-business applications. In particular, the topics covered are strategic market planning, analysis, product planning, pricing and promotion strategy, and management. Other topics covered are design, evaluation, and management of marketing channels. Sales strategies, distribution, and techniques are also discussed. Prerequisite: None.

EBM552 Internet Marketing Strategies 4.5 credits
This course introduces students to concepts, tools, and techniques as they apply in business-to-consumer (B2C) and business-to-business (B2B) electronic marketing. Specific topics include branding and recognition, consumer and organizational behavior in an e-market place, channels and relationship marketing, tools and techniques in the B2B market, and assessment of e-market opportunities. Prerequisite: EBM515.

EBM554 Global Economies and Markets 4.5 credits
This course examines key dimensions of the global economy and global economics, including international business opportunities and risks, economics simulations, trade theory and policy, the balance of payments, foreign exchange markets, exchange rate systems and risks, and international payment systems are also discussed. Additional topics such as foreign direct investments are discussed in addition to the changing role of multinational corporations and elements of international corporate strategies. Prerequisite: None.

EBM555 Business and Public Policy 4.5 credits
This course discusses political, legal, economic, and ethical forces acting on business as well as the interaction of the market system and public policy process in the development of law and regulation. Prerequisite: None.
EBM557 Corporate Governance 4.5 credits
This course introduces students to corporate governance as a means of ensuring companies are able to achieve strategic objectives and to analyze techniques to assess performance. Corporate governance is introduced as a system of components including regulators, boards of directors, corporate officers, and internal control systems. The course teaches students about specific governance and the internal control systems leaders can use to promote responsibilities conducted by companies and their employees, and shows how personal values can play a critical role in effective leadership. Additional topics include leadership development, managerial succession, management and board relations, acquisitions and takeovers, and boardroom conflict. Prerequisite: None.

EBM558 Corporate Finance 4.5 credits
This course is an in-depth analysis of financial considerations relating to maximizing the value of a corporation. It examines the setting of financial and corporate goals in terms of maximizing shareholders’ equity; optimal financing policy; and relationships among dividend policy, debt levels, capital costs, return on investments, and growth. Prerequisite: EBM560 or EBM562.

EBM560 Managerial Accounting 4.5 credits
In this course, attention is directed towards the core of the management control and financial reporting systems integrally related to information systems. The fundamentals of accounting and how it relates to business and an in-depth analysis of the tax consequences of forming, operating, and liquidating a corporation and transactions with shareholders are discussed. Analysis of financial records and business balance sheets are also addressed. Prerequisite: None.

EBM562 International Managerial Accounting 4.5 credits
This course presents generally accepted accounting principles used by other countries and the U.S. to report financial information to global users. The course familiarizes students with the knowledge needed to analyze and interpret consolidated financial statements that are presented by local, multinational, and transnational corporations. The course content includes international accounting regulations and practices, as well as some of the current research on the application of worldwide accounting standards. Prerequisite: None.

EBM570 Microeconomics 4.5 credits
This course discusses intermediate microeconomic theory, with emphasis on production and costs, market structure and pricing, risk analysis, and investment theory and capital budgeting. Prerequisite: None.

EBM572 International Economics 4.5 credits
This course examines key dimensions of the global economy and global economics, including international business opportunities and risks, trade theory and policy, the balance of payments, foreign exchange markets, exchange rate systems and risks, and international payment systems. The role of multinational corporations and elements of international corporate strategies and direct investment are also covered. Students are required to follow current events in the global economy and discuss how these events impact managerial decision-making. Prerequisite: None.

EBM573 Global Business Operations 4.5 credit
This course focuses on the past, current, and emerging quality improvement theories, practices, techniques and skills, including an overview of organizational systemic processes and programs necessary to deliver quality results including Malcolm Baldrige Award, Six Sigma, Lean Engineering, and ISO 9000. The mechanics, structures, and dynamics of effective quality improvement teams are covered, as are issues relating to the effective implementation of quality-related programs. Prerequisite: None.

EBM575 Global Economy 4.5 credits
This course discusses key dimensions of the global economy, including international business opportunities and risks. Trade theory and policy, the balance of payments, foreign exchange markets, exchange rate systems and risks, and international payment systems are also discussed. Additional topics such as foreign direct investments are discussed in addition to the changing role of multinational corporations and elements of international corporate strategies. Prerequisite: None.

EBM580 Managerial Marketing and Market Research 4.5 credits
This course provides an overview of marketing, with special focus on market research as a means of determining or validating strategy. The course is aimed at the manager, who is the ultimate user of the research and is responsible for determining the major scope and direction of marketing activities. Techniques of data collection, evaluation of alternative sources of information, methods of evaluating data, and methods of presenting the results are covered. The course also addresses how to define information needs, how to test marketing procedures, forms of analysis applicable to market research information, and the role of models in decision making. Prerequisite: None.

EBM587 Strategic Business Marketing 4.5 credits
This course examines marketing variables and marketing strategy in developed and developing countries. The importance of differences among nations in language, culture and social forces, politics and laws, values, channels or distribution, and buyer behavior is examined. The course also emphasizes the importance of the marketing orientation in the present global competitive environment and the relationships between marketing and business development and strategy in an international setting. Prerequisite: None.

EBM590 International Money, Banking, and Financial Markets 4.5 credits
This course explores the role international finance markets play in the business environment. Students study principles and applications of international financial markets and their impact on the world economy. The course also addresses currency exchange mechanisms in theory and practice, including international monetary systems and offshore financial markets and currency risk management, including interest rate and currency futures, options, and swaps. Prerequisite: None.

EBM595 Competitive Strategy and Innovation 4.5 credits
This course covers how to convert the vision do the executive intuition into definite plans that can be operationally implemented, and provides opportunity for practice and experimentation in strategy formulation. Strategy support systems are used to assist in making the transition from a change-resistant operational approach to a future-oriented approach characteristic of strategic thinking. The innovation process, appropriation of economic value from innovation, competition between technologies, strategies for competing against established firms and management innovation. Coursework includes tools essential for developing a successful sustainability strategy such as stakeholder engagement and systems thinking. Prerequisite: None.

EBM609 Financial Management and Policies 4.5 credits
This course is an in-depth analysis of financial considerations relating to maximizing the value of a corporation. It examines the setting of financial and corporate goals in terms of maximizing shareholders equity, optimal financing policy and relationships among dividend policy, debt levels, capital costs, return on investments, analyzing financial statements and growth. Prerequisite: None.
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<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>EBM610</td>
<td>Financial Management</td>
<td>4.5</td>
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<td>This course provides an overview of financial management, with an emphasis on analysis of financial decisions pertinent to management of a business firm. The course identifies the responsibilities of financial managers, financial problems facing firms, and the various approaches to financial decision making. Specific topics covered include capital acquisition, working capital management, capital budgeting, valuation theories, and dividend and long-term financial policies. Prerequisite: EBM560 or EBM562.</td>
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<tr>
<td>EBM640</td>
<td>International Business</td>
<td>4.5</td>
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<td>This course examines current organizations and practices of domestic and foreign businesses in the international market; problems of trade and foreign government regulation barriers, investment opportunities, and economic arrangements and developments; and the role of the manager in the rapidly changing economic environment. Prerequisite: None.</td>
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<tr>
<td>EBM642</td>
<td>International Business Management</td>
<td>4.5</td>
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<td>This course explores the issues facing managers when operating in international environments. The course exposes students to strategic and operational aspects of international business management. Topics include an overview of global management; cultural, legal, and political influences on international management; international trade and investment; transnational operations and marketing; international human resource management; cross-cultural communication and decision-making; international strategies; and organizing international enterprises. Prerequisite: None.</td>
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<tr>
<td>EBM650</td>
<td>International Marketing Management</td>
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<td>This course examines the complex and turbulent international environment. A manager requires both a basic conceptual framework informing and ordering political and economic events and an understanding of how the international political economy actually affects strategy. Geopolitics explores the structure and evolution of the international political-economic system and looks at several critical issue areas, such as economic and currency unions, technological advances, strategic alliances, and national competitiveness. Current events and issues are introduced as appropriate. The emphasis of the course is on implications for domestic and global strategy. Prerequisite: None.</td>
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<tr>
<td>EBM658</td>
<td>Geopolitics</td>
<td>4.5</td>
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<td></td>
<td>This course examines the complex and turbulent international environment. A manager requires both a basic conceptual framework informing and ordering political and economic events and an understanding of how the international political economy actually affects strategy. Geopolitics explores the structure and evolution of the international political-economic system and looks at several critical issue areas, such as economic and currency unions, technological advances, strategic alliances, and national competitiveness. Current events and issues are introduced as appropriate. The emphasis of the course is on implications for domestic and global strategy. Prerequisite: None.</td>
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<tr>
<td>EBM660</td>
<td>Growth Strategies for Emerging Companies</td>
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<td>This course offers practical management tools to help grow and manage high potential new ventures. Topics include internal rapid growth strategies, including product development (high and low technology), vertical expansion, and horizontal expansion; external rapid growth strategies (rolls, exporting, franchising, and acquisition); and unique growth techniques for technology product based firms. Leadership, human relations, and bootstrapping are important supporting topics. This course is useful for those who intend to start their own companies and those who intend to work in an entrepreneurial company. Future investment bankers, venture capitalists, merger and acquisition professionals, and business brokers benefit as well. Prerequisite: EBM587.</td>
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<tr>
<td>EBM662</td>
<td>Growth Strategies for Emerging Markets</td>
<td>4.5</td>
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<td>This course examines how firms conduct an analysis and selects new international markets for entry, how firms develop strategies for successfully entering these markets, and how firms manage these markets for growth and subsequent expansion. Prerequisite: None.</td>
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**EBM621 Business Transformation** 4.5 credits
This course helps future managers work through organizational change by studying strategies for providing positive leadership. This course covers multiple perspectives on managing organizational change, including methodologies for diagnosing management competency, theoretical frameworks for understanding organizational competency, and strategies for changing organizational culture and personal behavior. Prerequisite: None.

**EBM630 Special Projects** 4.5 credits
The students in this program develop a written report on some project of interest. This project is undertaken with the guidance of a faculty member. A high quality report is expected on the development of an e-business utilizing the lessons learned in the course work. An oral presentation of the report is expected. Prerequisite: Approval of the advisor.

**EBM632 Sustainability and Social Entrepreneurship** 4.5 credits
This is a course in applied character development for the business leader. It emphasizes the development of ethical and moral frameworks by which business decisions can be made and professional moral conduct enhanced. It recognizes that organizational behaviors and decisions made by individual leaders, managers, and employees. Particular attention is given to situational analysis and behavior intentions with the goal of developing an e-business utilizing the lessons learned in the course work. An oral presentation of the report is expected. Prerequisite: EBM558 or EBM610.

**EBM635 Business Transformation** 4.5 credits
This course helps future managers work through organizational change by studying strategies for providing positive leadership. This course covers multiple perspectives on managing organizational change, including methodologies for diagnosing management competency, theoretical frameworks for understanding organizational competency, and strategies for changing organizational culture and personal behavior. Prerequisite: None.

**EBM636 Organizational Change Management** 4.5 credits
With today’s fast-paced and hectic way of doing business, change in the workplace has become an everyday reality. Change happens rapidly and sometimes with very little notice. Major changes such as mergers, takeovers, and layoffs can leave employees feeling confused, fearful, or disheartened. This course is designed to help future managers work through organizational change by studying strategies for providing positive leadership. This course covers multiple perspectives on managing organizational change including methodologies for diagnosing management competency, theoretical frameworks for understanding organizational competency, and strategies for changing organizational culture and personal behavior. Prerequisite: None.
EBM665 New Venture Financing 4.5 credits
Students acquire the knowledge and skills required to finance new ventures. The funding sources studied include commercial banks, venture capital companies, small business investment companies, underwriters, private placement-financial consultants, mortgage bankers, and small business innovative research grants (U.S. government). Topics include methods of financing, techniques for valuing new businesses, financial structure, and evaluation methods used by investors and lenders. Prerequisite: None.

EBM670 New Venture Creation 4.5 credits
This course is an introduction to the entrepreneurial process from conception to birth of a new venture, attributes of successful entrepreneurs, business planning, innovation and creativity, opportunity recognition, venture screening, identification and financing of resources, staffing, feasibility analysis, marketing, and growing a business into a sustainable enterprise. The course includes case studies of successful and unsuccessful ventures. Prerequisite: None.

EBM672 International Competitive Strategy and Innovation 4.5 credits
This course examines the innovation process, appropriation of economic value from innovation, competition between technologies, strategies for competing against established firms, and management of innovation. Prerequisite: EBM670.

EBM680 Project Management 4.5 credits
The course focuses on the effective organization of projects, tracking of costs and time expenditures, management of quality and risks, evaluation of human resources requirements, and the overcoming of potential obstacles. Prerequisite: None.

EBM690 Business Capstone 4.5 credits
This capstone course gives students the opportunity to pull together and build upon what has been learned in separate business fields and utilizes this knowledge in the analysis of complex business problems. This capstone course is designed to aid students in synthesizing and applying knowledge gained in earlier courses and applies these skills through actual business cases. The course should be taken in a student’s final quarter. Prerequisite: Approval of the advisor.

HCA500 U.S. Healthcare Delivery System 4.5 credits
This course provides an overview structure and components of the U.S. healthcare systems. Students explore the social, legal, and economic factors that influence the organization of the public health and medical care systems. Prerequisite: None.

HCA501 Health Policy, Legal, and Ethic 4.5 credits
This course provides an overview of health policy, regulation, and court decisions affecting healthcare organizations. Students use case studies to explore the impact of policy on making legal and ethical decisions related to healthcare delivery and organizations. Prerequisite: None.

HCA502 Societal and Cultural Issues in Healthcare 4.5 credits
This course discusses behavioral health and the social determinants that influence healthcare in communities. Students examine theoretical principles, methods, and skills essential to plan, implement, and evaluate individual and community development activities as they relate to healthcare. Prerequisite: None.

HCA505 Global Health 4.5 credits
This course explores social, economic, political, and environmental factors affecting healthcare around the world. Students use an interdisciplinary approach to analyze global health disparities and develop strategies for managing healthcare systems around the world. Prerequisite: None.
HSM530 Managerial Economics in Hospitality 4.5 credits
This course provides a thorough understanding of financial economic analysis as it pertains to individual and organizational behavior. The course reviews theories of demand, short-term asset management, strategic valuation, capital budgeting analysis, capital structure decisions, leasing, and international financial management. Students learn to apply basic financial economic concepts, measure the impact of economic decisions on individuals and organizations, and the use of financial economic analysis in the decision-making process.
Prerequisite: None.

HSM540 Facilities and Assets Development and Management 4.5 credits
This course creates a foundation for success by teaching students to evaluate and manage a hospitality organization’s facilities and assets. Topics include feasibility, risk, facility location, functional planning and design, architectural drawings, engineering criteria, construction management, contracts, and scheduling. Upon completion of the course, students are able to determine risks associated with facilities and other assets in the hospitality industry.
Prerequisite: None.

HSM550 Information Technology in the Hospitality Industry 4.5 credits
This course provides an understanding of how the hospitality industry applies information technology for management, decision making, and competitive advantage. Topics examined in this course include the information system concept and its components, networks, e-commerce, restaurant management systems (RMS), property management systems (PMS), global distribution systems (GDS), central reservations systems (CRS), and database management systems (DBMS). Upon completion of the course, students are able to identify specific information systems used in the hospitality industry, to evaluate the advantages and disadvantages of their application in different areas, and to use them to measure performance and service.
Prerequisite: None.

HSM560 Hospitality Marketing Management 4.5 credits
This course teaches students to market to hospitality. Topics include customer and competitor theories and concepts; competitor and core capability analyses in marketing planning; analysis of market opportunities; and methods for generating, selecting, and implementing actionable marketing plans. Upon completion of the course, students are able to apply the principles and practices of marketing management to marketing decision-making and to implement effective marketing strategies in product, price, promotions, and distribution.
Prerequisite: None.

HSM570 Operations Management in Hospitality 4.5 credits
This course builds upon existing knowledge of several other areas of management. It concentrates on the effective management of the hospitality products’ service delivery and focus on the hospitality product, customer service, and information processing operations. Therefore, it involves designing, planning, and controlling activities and technologies employed in hospitality organizations in order to make daily strategic operational decisions. Topics include current operation tools and techniques currently used in the industry, operations strategy, process analysis and design, total quality management, and project management. Students use quantitative modeling, case studies, and computer software to analyze and solve operations management challenges and make operational decisions. Upon conclusion of this course, students are able to recognize and analyze operational areas in hospitality organizations and identify the position of operations management within a wider management spectrum.
Prerequisite: None.

HSM590 Current Issues in Hospitality Management 4.5 credits
This course exposes students to timely topics of critical importance to the hospitality industry. This course uses current articles, case studies, and guest speakers to advance knowledge of the most current issues facing hospitality managers. Course topics and objectives are adapted each term to meet the changing needs of the industry, such as distribution in the hospitality industry, electronic distribution, service excellence, international employment relations, tourism, or entrepreneurship.
Prerequisite: None.

HSM595 Graduate Research Production and Design 4.5 credits
This course provides supervised research where students utilize appropriate marketing design and quantitative and qualitative research tools to construct workable business plans or professional papers as the terminal requirement of their course of study. This course should be taken in a student’s final quarter.
Prerequisite: Approval of the advisor.

ISM500 Information Systems in Organizations 4.5 credits
This course introduces the field of information systems and the study of how people and organizations should use information technologies effectively. The students examine and analyze the major areas in the field, trends and problems, survey the role of information systems in organizations and how they relate to organizational objectives and organizational structure. Basic concepts such as the systems point of view, the organization of a system, the nature of information and information flows, as well as how people process information and related cognitive concepts are discussed in detail. Various types of information systems applications are also examined.
Prerequisite: None.

ISM510 Information Management Analysis and Design 4.5 credits
This course covers a wide variety of systems-oriented approaches to solving complex problems. Illustrative examples are chosen from a wide variety of applications. Mathematical tools are only introduced to the extent necessary to understand the technique and its application to the problem. Topic areas include probabilistic and decision theory models, simulation, morphological analysis, cluster analysis, structural modeling, and dynamic system models. The role for the computer in applying these techniques to complex problems is discussed. The student is exposed to some of the fundamental controversies concerning the appropriateness or validity of systems approaches to human problem solving.
Prerequisite: None.

ISM520 Information System Evaluation 4.5 credits
This course introduces the theoretical perspectives and methodological approaches to evaluate information systems within the context of the user and organizational environment. Topics include qualitative techniques such as protocol analysis and interviews; quantitative techniques such as sample surveys and controlled experiment; cost-benefit analysis; and analyses of data gathered by these approaches by methods such as regression, correlation, and analysis of variance. Emphasis is placed on the application of these approaches to improve functionality, interface, and acceptance of information systems in organizations.
Prerequisite: None.

ISM521 Database Systems Technology 4.5 credits
In this course, students explore the security challenges and threats in database systems. Students learn how to protect unauthorized disclosure and modification for legitimate users. Students examine state-of-the-art security technologies. In addition to the security issues, the course addresses issues related to distributed databases and current technologies, such as service oriented architecture, cloud computing, etc.
Prerequisite: None.

ISM530 Decision Systems Technology 4.5 credits
A broad overview of decision making and the systems designed to support the process is presented in this course. In addition, computer support for management; the technology of management; decision technology system types, artificial intelligence, and decision support systems; executive and geographic information systems; idea processing systems; system architectures; system integration considerations; system design and development methodologies; system performance measurement and evaluation; management of decision technology systems; and organizational and user issues are addressed.
Prerequisite: None.
ISM531 Ethics and Professional Issues in IT 4.5 credits
This course provides a framework for making ethical decisions in information systems management. The course explores professional issues and societal implications of information technology. Topics covered include professional ethics, privacy, security risks, property rights, social media, and criminal conduct. Prerequisite: None.

ISM540 Information Systems Management Project I 4.5 credits
In this course, students work individually with the faculty member on a mutually agreed project giving students an opportunity to understand the full lifecycle of an IT project. With permission of the designated department representative, Curricular Practical Training (CPT) may be used to satisfy some requirements of this course. Prerequisite: Approval of the advisor.

ISM542 Information Systems Security 4.5 credits
This course provides an overview of the information security and assurance methodologies and procedures. Topics include information security planning, staffing functions, inspection and protection information assets, pre/post incident procedures, and managerial responses. Prerequisite: None.

ISM550 Human-Computer Interaction 4.5 credits
This course explores the theories and methodologies in human-computer interaction. Students work on projects to design, implement, and evaluate computer interfaces. Topics covered are human-computer interaction models, sensor recognition, multimedia interfaces, task analysis, and evaluation. Prerequisite: None.

ISM560 Cloud Computing 4.5 credits
This course explores the fundamentals of cloud computing concepts and capabilities. Through hands-on projects, students learn how to create maps, cloud services for managing and processing data, and techniques for evaluating cloud infrastructures. Prerequisite: None.

ISM570 Technological Innovations 4.5 credits
This course examines the emerging and innovative processes in corporate enterprise, research, and manufacturing. Through team-based projects, students will learn how to analyze, plan, and implement information technology innovation strategies to enhance all types of businesses. Prerequisite: None.

ISM580 Tools and Technologies I 4.5 credits
This course provides knowledge of the fundamental tools and technologies used in information systems. Students will explore various methodologies needed to analyze applications and operating systems. Prerequisite: None.

ISM581 Tools and Technologies II 4.5 credits
This course provides advanced knowledge of the tools and technologies used in information systems. Through hands-on team-based projects, students explore using various tools and technologies in real-world settings. Prerequisite: None.

ISM590 Current Topics in Information Systems Management I 4.5 credits
Current topics in the field on information systems are discussed. Topics are announced in the term schedule. Prerequisite: Approval of the advisor.

ISM591 Current Topics in Information Systems Management II 4.5 credits
Current topics in the field on information systems are discussed. Topics are announced in the term schedule. Prerequisite: Approval of the advisor.

ISM592 Current Topics in Information Systems Management III 4.5 credits
Current topics in the field on information systems are discussed. Topics are announced in the term schedule. Prerequisite: Approval of the advisor.

ISM593 Current Topics in Information Systems Management IV 4.5 credits
Current topics in the field on information systems are discussed. Topics are announced in the term schedule. Prerequisite: Approval of the advisor.

ISM600 Information Systems Management Project II 4.5 credits
In this class, students create prototype systems for “real” organizations based on function design requirements. The student works individually with the faculty member on a mutually agreed project that gives the student an opportunity to understand the full lifecycle of an IT project. With permission of the instructor or the Dean, Curricular Practical Training (CPT) may be used to satisfy some requirements of this course. Prerequisite: Approval of the advisor.

SOF500 Software Engineering 4.5 credits
The course covers basic concepts and practices within the field important to practitioner and theorist, as the rate of change in software engineering technology continues to increase. It also examines current issues in systems engineering, software architectures, product assurance principles, and software project management, all described in terms of established software process improvement models. Various industry life-cycle models are presented, with examples of their use. Case studies may also be included. Prerequisite: None.

SOF501 IT Project Management 4.5 credits
This course examines the principles and practices of effective project management. Students learn the roles of managers, techniques for controlling cost, scheduling, and performing as it relates to IT projects. Topics include leadership, IT business process development, project planning, management, communications, and evaluation. Prerequisite: None.

SOF510 Data Structures and Algorithms 4.5 credits
This course introduces the definitions, implementations, and applications of the most commonly used data structures used in computer science, including the concept of abstract data types. The course also introduces the basic formalism and concepts used in the analysis of algorithms and in algorithm design. The relative efficiency of the algorithms studied is estimated by the informal application of these ideas. The algorithms and data structures discussed include those for sorting, searching, graph problems, dynamic programming, and combinatorial search. Prerequisite: None.

SOF515 Relational Database Management 4.5 credits
The course aims at explaining the basic concepts of database architecture, data storage, and the relational database model. Students are able to express queries in relational algebra, SQL, and ordinary English and be able to embed SQL queries in a PL/SQL program. Students design a relational database. Students also understand and apply the concepts and techniques of concurrency control and database recovery. Prerequisite: None.

SOF520 Software Verification and Validation 4.5 credits
The evaluation of software for correctness, efficiency, performance, and reliability is addressed. Specific skills covered include program proving, code inspection, unit-level testing, and system-level analysis. The difficulty and cost of some types of analysis are examined in addition to the need for automation of tedious tasks. Problem-solving skills are stressed, especially in analysis of code. The textbook world is contrasted with the real world using case studies from the book and personal experiences. Industry attitudes toward reliability and performance are also discussed. Prerequisite: None.

SOF525 Software Maintenance 4.5 credits
This course provides a guide for the transition from programming for the short-term to programming for the long-term. The role of creation and maintenance in the software development process as well as analysis and implementation of a software design is reviewed. The need for software maintenance and evolution, software maintenance process and performance issues, planning for extended software life, and effective mechanisms to control software change are additional topics of discussion. Prerequisite: SOF500.
SOF535 Object-Oriented Analysis and Design 4.5 credits
This course discusses object-oriented systems, software reusability, software modularity, top-down and bottom-up approaches, object classification, generality, meta programming, and concurrent, object-oriented programming languages. Prerequisite: None.

SOF540 Distributed Systems 4.5 credits
Topics central to the design and management of distributed computing systems, including distributed synchronization and resource sharing, concurrency control in distributed databases, distributed simulation languages for distributed computing, management proof techniques for distributed systems, and distributed operating systems are covered. Prerequisite: SOF535.

SOF545 Middleware and Components Based Software Development 4.5 credits
This course discusses component-based software development for enterprise applications. Topics include component models and multi-tier architectures. Specific case studies include topics such as Enterprise Java Beans, DCOM, CORBA, and .NET. Prerequisite: SOF535.

SOF552 C# Programming 4.5 credits
This course gives students a basic overview of programming in C# in the .NET framework. This course emphasizes use of visual studio, C# language essentials, object-oriented programming, database programming and other skills needed for C# developers. This is a beginner’s course in object-oriented programming which guides students on how to use business classes, inheritance, and interfaces the way they are used in the real world. Prerequisite: None.

SOF553 Java Programming 4.5 credits
This course covers the essential elements of the Java programming language, including class libraries, packages, and exception handling. Students write Java programs for web and stand-alone applications using primitive types, tokens, operators, and expressions. Students use strings, arrays, graphics, and animation tools in their programs. Emphasis in the course is placed on the development, implementation, and execution of projects with an eye to industry standards. Prerequisite: None.

SOF560 Operating Systems 4.5 credits
This course offers a hands-on introduction to operating systems, including multiprogramming, communication and synchronization, memory management, IO subsystems, and resource scheduling policies. The laboratory component consists of constructing a small kernel, including functions for device IO, multitasking, memory management, dynamic linking and loading, and socket-driven window management. Prerequisite: None.

SOF570 Network Security 4.5 credits
The course provides an overview of networking technology and standards including an introduction to the Internet communications protocols. Students will be introduced to security concepts needed for the design, use, and implementation of secure voice and data communications networks, including the Internet. Specific security subjects addressed include firewalls, packet filtering, virtual private networks (VPNs), wireless network security, and operating system security. Prerequisite: CIS580.

SOF575 Internet Protocols 4.5 credits
This course discusses protocol specifications and formal description methods, finite-state descriptions of Internet protocols, specification and description language, and implementation of protocol specification. Prerequisite: None.

SOF580 Data Communications 4.5 credits
This course covers the technology underlying data-communications systems, such as transmission media, modulation and demodulation, multiplexing, packet switching, hardware, software, and network operations. Topics included are fiber optics, the Integrated Services Digital Network (ISDN), T-1 and T-3 multiplexers, the open systems interconnection (OSI) model, and integrated voice-data equipment. Methods for determining system requirements as well as approaches to system design are covered in light of current data communications equipment, applications, services, and their future trends. Prerequisite: None.

SOF581 Software Modeling 4.5 credits
This course provides an overview of software analysis and design. The course explores the fundamentals of object oriented analysis and design processes, use-case analysis, object modeling, design patterns and metrics. Prerequisite: SOF535.

SOF584 Software Quality Assurance 4.5 credits
This course covers the components of quality assurance throughout the software development process. The course provides a framework for planning, reviewing, testing, configuring, managing metrics, and models. Students explore software quality approaches to use in a variety of settings. Prerequisite: None.

SOF585 Issues and Trends in Software Systems 4.5 credits
This course examines the technological advances in computer systems and in the many environments affected by advancing technology. Problems relating to ethics, security, the proliferation of databases, risk analysis, telecommunications, artificial intelligence, and human-machine interaction are examined. The rapid development of computer-based information systems in response to management needs, as well as trends and developments in the field are discussed. Prerequisite: None.

SOF586 Software Engineering for the World Wide Web 4.5 credits
This course provides an overview of web engineering concepts, methods, and technologies. The course explores the requirements engineering for web applications, testing, metrics, operations and maintenance of web applications, security, and project management. Prerequisite: SOF500.

SOF587 Secure Software Design 4.5 credits
This course explores the critical steps of producing secure software systems. Through competency based activities, students learn the requirements for confidentiality, integrity, and availability integral to the software development process. Topic covered vulnerabilities, configuration, design, development, and ongoing maintenance. Prerequisites: SOF500, SOF535.

SOF588 Enterprise Software Development 4.5 credits
This course covers the design and engineering of large enterprise software systems. Students analyze and design enterprise software systems with particular emphasis on the architectures. Topics to include web services, clouding platforms, service oriented architecture, event driven architecture, data modeling, and software engineering. Prerequisites: None.

SOF589 Mobile Software Engineering 4.5 credits
This course explores the trends, designs, and deployment issues of mobile application development. The course covers mobile platforms, mobile browsers, mobile devices, mobile computing, and interface designs. Prerequisites: SOF500, SOF535.
SOF590 Software Engineering Project I 4.5 credits
This course provides experience in applying software-engineering techniques by giving students an opportunity to produce software when working in teams under the schedule constraints commonly experienced in industry. As a component of the course, the instructor emulates the vagueness shown by typical customers in describing requirements. The instructor serves as a guide and mentor, not as a traditional teacher. This course should be taken in a student’s final quarter. Prerequisite: Approval of the advisor.

SOF591 Software Engineering Project II 4.5 credits
This course provides an opportunity for students to develop software for real organizations based on functional requirements. The students work in teams under the schedule constraints commonly experienced in industry. The students work with faculty members on a mutually agreed project to provide experience in the full lifecycle of a software project. With permission of the instructor or the dean, cooperative education may be used to satisfy some requirements of this course. Prerequisite: Approval of the advisor.

SOF595 Current Topics in Software Engineering I 4.5 credits
This course addresses current topics in the software engineering field. The exact topic is announced in the term schedule. Prerequisite: Approval of the advisor.

SOF596 Current Topics in Software Engineering II 4.5 credits
This course addresses current topics in the software engineering field. The exact topic is announced in the term schedule. Prerequisite: Approval of the advisor.

SOF597 Current Topics in Software Engineering III 4.5 credits
This course addresses current topics in the software engineering field. The exact topic is announced in the term schedule. Prerequisite: Approval of the advisor.

SOF598 Current Topics in Software Engineering IV 4.5 credits
This course addresses current topics in the software engineering field. The exact topic is announced in the term schedule. Prerequisite: Approval of the advisor.

SOF610 Applied Cryptography 4.5 credits
This course is a comprehensive introduction to modern cryptography that is aimed primarily at those interested in applications. The topics discussed include an introduction to classical cryptography, encryption algorithms, hash functions, and message authentication codes. In the area of public-key cryptography, topics include an overview of specific systems (Diffie-Hellman, RSA, DSA, etc.) and a few advanced protocols. The security of these schemes and the use of public-key techniques for generating digital signatures are described. An emphasis is placed on tools used to secure the Internet and enable secure electronic commerce. Prerequisite: None.

SOF620 Database Security 4.5 credits
This course focuses upon security threats and issues specific to databases. This comprehensive database security course provides all the information that both Database Administrators (DBA) and security professionals need to develop, deploy, and maintain a secure database solution. This vendor neutral course expands the security context of database technologies and examines in detail the exploitation of database vulnerabilities, irrespective of the underlying vendor technology. It exposes the pitfalls of database design, their means of identification, and the methods of exploiting vulnerabilities. Prerequisite: None.

SOF630 Advanced Network Security 4.5 credits
This course delivers a comprehensive overview of network security, including general security concepts. Communication security is studied, including remote access, email, the web, directory and file transfer, and wireless data. Common network attacks are introduced. Cryptography basics are incorporated and operational and organizational security is discussed as it relates to physical security, disaster recovery, and business continuity. Computer forensics is introduced. This course involves an intense examination of network security defense techniques and countermeasures with defense fundamentals explained in detail. Topics include network defense techniques such as designing firewall systems and IDS, configuring firewalls, VPNs, Trojan port members, and security related RFCs. Prerequisite: SOF570.

SOF640 Secure E-Commerce 4.5 credits
This course covers the theoretical foundations, implementation problems, and research issues of the emerging area of electronic commerce. It discusses technological, conceptual, and methodological aspects of electronic commerce. The course format combines lectures, seminar presentations, and classroom discussions. Cryptography review, cryptographic protocols, secure electronic transactions, public key certificates and infrastructures, authentication and authorization certificates, secure credential services and role-based authorization, mobile code security, security of agent-based systems, electronic payment systems, intellectual property protection, secure time stamping, and notarization. Prerequisite: None.

SOF650 Secure Software Verification and Validation 4.5 credits
This course presents theory and practice of software testing. It covers structural testing including such topics as syntax testing, mutation testing, tools for software testing, testing specifications, black-box and white-box testing, code inspections, metrics, usability testing, testing documentation, website testing, security testing, beta testing, quality assurance, and software safety. Prerequisite: SOF500.

SOF660 Intrusion Technologies and Defenses 4.5 credits
This course provides an in-depth introduction to the science and art of intrusion detection. The course consists of lectures and a series of interactive research-oriented seminars. Topics covered include an overview of intrusions, history and state of the art of intrusion detection, the principles and techniques of intrusion detection, the limitations and open problems of intrusion detection, countermeasures against intrusion detection, case study of representative techniques used in intrusion detection systems, forensics, and virus and worm defense. In addition to the principles and techniques of intrusion detection, the course has substantial hands-on components. Prerequisite: SOF570.

SOF670 Authentication Technologies and Standards 4.5 credits
This course provides an overview of the use of authentication for identification with an emphasis on its role in information assurance, technical methodology of authentication, and evaluation of authentication systems. Prerequisite: SOF570.

SOF675 Wireless Security 4.5 credits
This course enables an individual to plan, select, and implement the appropriate wireless hardware and deploy the correct security controls to support a typical environment. A focus on radio frequency technologies in a vendor neutral environment, with hands-on laboratories to reinforce concepts, allows participants the broadest exposure to key concepts. The course consists of hands-on learning using the latest enterprise wireless LAN security and auditing equipment. This course addresses in detail the most up-to-date WLAN intrusion and DoS tools and techniques, functionality of the 802.11i amendment to the 802.11 standard, the inner-workings of each EAP type used with wireless LANs today, and every class and type of WLAN security solution available on the market, from wireless intrusion prevention systems to wireless network management systems. Prerequisite: None.
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**SOF680 Operating System Security** 4.5 credits
This course provides an in-depth examination of the principles of distributed systems in general and distributed operating systems in particular. Covered topics include processes and threads, concurrent programming, distributed inter-process communication, distributed process scheduling, shared virtual memory, distributed file systems, security in distributed systems, distributed middleware, and applications such as the web and peer-to-peer systems. Some coverage of operating system principles for multiprocessors is also included. A brief overview of advanced topics such as multimedia operating systems, real-time operating systems, and mobile computing is provided, time permitting.  
Prerequisite: SOF560.

**SOF685 Computer Forensics** 4.5 credits
This course focuses on review of the specific manifestations of cybercrime, including hacking, viruses, and other forms of malicious software. Methods to investigate cybercrime, focuses on requirements for collection and reporting of evidence for possible use in criminal cases. Topics include an overview of the forensic relevance of encryption, the examination of digital evidence for clues, and the most effective way to present evidence and conclusions in a court of law.  
Prerequisite: None.

**SOF690 Disaster Recovery and Business Continuity Planning** 4.5 credits
This course introduces the fundamental concepts common to disaster prevention and recovery planning methods; the focus is on the development of emergency response plans (ERPs) and disaster recovery plans (DRPs). The practical methods developed in this course include gathering, analyzing, and managing this information. This course enables the students to develop a framework to justify disaster prevention and recovery expenditures based on a prioritized accounting of specific organizational vulnerabilities and risks. The course establishes this concept as part of a broader consequence management (CM) concept, which includes business continuity; business process reconstitution; and ongoing training, testing, and assessment support for these plans.  
Prerequisite: None.

**SOF695 Threat and Vulnerability Management** 4.5 credits
This course addresses one of the key aspects of information security: threat and vulnerability management. Students are taught a phased approach to information security risk management based on the OCTAVE criteria. Students learn to build asset-based threat profiles, identify infrastructure vulnerabilities, and develop security strategies and plans. At the end of this course, students have the tools necessary to conduct a risk assessment of their organization and implement mitigation strategies.  
Prerequisite: None.

**SOF700 Risk Assessment and Management** 4.5 credits
This course describes the risk management methodology as a specific process; a theory; or a procedure for determining assets, vulnerabilities, threats, and how security professionals can protect them. This course is targeted towards security professionals who need to learn risk management skills. It goes beyond the physical security realm to encompass all risks to which a company may be exposed.  
Prerequisite: SOF695.

**SOF701 Legal Issues in Information Security** 4.5 credits
This course introduces the student to the essential aspects of information security and the law. The student is provided with the tools, techniques, and industry accepted methodologies so that upon completion of the course the student is able to describe key concepts of information security law and privacy and how those concepts apply to themselves and their organization.  
Prerequisite: None.

**SOF705 Auditing and Incident Response** 4.5 credits
This course provides an overview of the globalization of computing. Students learn how to protect information stored on the computers and exchanged between computers. Topics include: system security analysis, access control and various security models, identification and authentication, auditing, incident response, security in UNIX and Windows, communication security, cryptography, internet security, e-commerce security protocols.  
Prerequisite: Approval of the advisor.

**SOF710 Security Leadership and Management** 4.5 credits
This course is designed for individuals with managerial or supervisory responsibility for information security staff. The diligent manager learns the essential, up-to-date knowledge, and skills required to lead the security component of any information technology project or department. This training is designed for the manager who wants to get up to speed fast. It blends comprehensive coverage of security technology with a focus on the management application, with leadership and organizational tips. In addition, the course provides summary information from the NIST SP 800 documents as well as tips from the bestselling business books.  
Prerequisite: None.
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