Administrative Notice
The purpose of this Academic Catalog is to present academic programs and services, and those policies, procedures, and regulations of VIU that are likely to apply to our student body. The VIU Academic Catalog is usually reviewed semi-annually and published annually. The University may publish other manuals such as our Student Handbook, Faculty & Staff Handbook, and the Library Handbook. In the event of any discrepancies between these various handbooks relating to issues of student and academic services, the policies and procedures stipulated in the Academic Catalog 2013-2014 shall supersede the statements mentioned in others.

VIU encourages its faculty, staff, and student body to read, understand, and familiarize themselves with the policies, and procedures contained in this Catalog. If you have found any error, mistake, or any clear discrepancy with state and federal laws, please feel free to report it to us as we certainly welcome any suggestions regarding how to improve institutional policies and procedures to conform to recognized educational standards. Please direct your comments and recommendations to Badamsukh Yadamsuren, Vice President of Academic Affairs, at (703)591-7042 x 323 or e-mail badamaa@viu.edu.

1st Edition effective August 26, 2013

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President’s Welcome Message

Welcome to Virginia International University. It is my privilege to welcome our new and returning students to the 2013-2014 academic year at VIU and extend our appreciation to you for choosing to study here. Since 1998, our mission has been to educate students from all over the world and graduate scholars of moral, intellectual and professional excellence who will lead the way to a better world for everyone. You are now an integral part of that mission, and I am happy that you are here for our 2013-2014 academic year.

At VIU, our goal is to expand the skills of our graduates beyond the classroom. My hope is that you will feel at home here and take advantage of the rich history and culture that the Washington, DC metropolitan area offers. You will double your learning by embracing experiences both in and out of the classroom.

Colin Powell once said, “a dream doesn’t become reality through magic; it takes sweat, determination and hard work.” Your education is much like that dream. To reach your educational goals, you will have to work hard and make sacrifices. Strive to achieve greatness and your sacrifices will be worth it. Do not be afraid to work hard and enjoy every minute of your education.

Best wishes for a great academic year.

Isa Sarac, PhD
President, VIU
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VIU Academic Catalog 2013 – 2014
### Abbreviation table

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

Introduction
Virginia International University (VIU) was established in 1998 as a private, non-profit institution of higher education providing a quality affordable education that prepares students to meet the ever-evolving needs and opportunities of the 21st century workforce. Located in Fairfax, Virginia, just minutes from Washington, DC, VIU offers degree programs at the undergraduate and graduate levels in Business Administration, Computer Science and English as well as certificates in a variety of professional and technical fields. This includes language programs such as ESL and TOEFL. VIU also offers most of its programs through online education, providing another avenue for students to access affordable learning.

VIU Mission Statement and Philosophy

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

Philosophy
As a community of students, staff, and faculty drawn from diverse national, cultural, and social backgrounds, VIU aims to improve the environment in which freedom of thought and diverse interpretations of human experiences are cherished. It is our hope and expectation that each member of the university will develop a greater awareness of, and responsiveness to fellow members as well as to those beyond our campus who are less privileged. In the fulfillment of this mission, the university shall seek an efficient use of all available resources to ensure the highest quality of service to its students, faculty and staff. The ultimate goal of VIU is no less than to graduate scholars of moral, intellectual, and professional excellence who will not only make a better life for themselves and their families but who, more importantly, will lead the way to a better world for everyone.
At VIU, we believe that learning is not confined to the formal instruction of the traditional classroom. We offer a number of extracurricular clubs and activities where experts in a variety of subjects are brought in to discuss topics of interest to students. In order to further the Mission and Philosophy of the university, VIU is committed to the following objectives:
• to recruit and retain outstanding and diverse faculty and staff and to support teaching, research, and the service mission of the university.

• to elevate the university’s learning environment to attract and retain excellent students from all over the world as well as from the USA.

• to offer learning experiences beyond the classroom that enhance traditional instruction and prepare students for the global workforce.

• to offer an up to date curriculum that is relevant which ensures each student has the following competencies: to think critically; to reason analytically; to solve problems realistically; and to communicate clearly.

• to endeavor to provide successful employment placement options for students.

**Institutional Learning Objectives**

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

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

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

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

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

   Department of Education Building
   400 Maryland Ave, SW
   Washington, DC 20202
   www.ed.gov

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

   CHEA®
   Council for Higher Education Accreditation
   One Dupont Circle NW,
   Suite 510
   Washington DC 20036
   www.chea.org

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

   SCHEV
   Bureaucracy for Higher Education Accreditation
   101 North Fourteenth Street,
   James Monroe Building,
   Richmond, VA 23219
   Tel: (804) 225-2600
   Fax: (804) 225-2604
   www.schev.edu
5. VIU is authorized by the United States Immigration and Customs Enforcement (ICE) to enroll non-immigrant students.
   
   500 12th St., SW
   Washington, D.C. 20536
   www.ice.gov

6. VIU has been approved for the training and education of veterans by the Virginia Department of Veterans Services.
   
   Office of the Commissioner
   900 East Main Street
   Richmond VA 23219
   www.dvs.virginia.gov

7. VIU is member of the American Council on Education (ACE).
   
   One Dupont Circle NW
   Washington, DC 20036-1193
   www.acenet.edu

8. VIU is a member of the Northern Virginia Technology Council.
   
   2214 Rock Hill Road, Suite 300
   Herndon, VA 20170
   www.nvtc.org

9. VIU is a member of the Vienna Tyson’s Regional Chamber of Commerce.
   
   513 Maple Avenue, West
   Second Floor
   Vienna, VA 22180
   www.vtrcc.org

10. VIU is a member of the EMC Academic Alliance; a collaboration with colleges and universities worldwide.
    
    176 South Street,
    Hopkinton, MA 01748
    http://education.emc.com/academicalliance

11. VIU is a member of the IBM Academic Initiative, a global program that facilitates the collaboration between IBM and educators.
    
    1 New Orchard Road
    Armonk, NY 10504
    www.ibm.com/developerworks/university/academicinitiative/
VIU Schools and Programs Offered
All of the programs listed within this catalog have been notified to the State Council of Higher Education for Virginia (SCHEV) and approved by the Accrediting Council for Independent Colleges and Schools (ACICS).

School of Business (SB)
Master of Business Administration (MBA); offered with concentrations in:
- Accounting
- Entrepreneurship
- Global Logistics
- Health Care Management
- Hospitality and Tourism Management
- Human Resource Management
- International Business
- International Finance
- Marketing Management
- Mass Media and Public Relations
- Project Management

Master of Science in Accounting
Master of Science in Project Management
Graduate Certificate in Project Management
Bachelor of Science in Business Administration (BBA); offered with concentrations in:
- Finance
- International Business
- Marketing

Undergraduate Certificate in International Business
Undergraduate Certificate in Small Business Management

School of Computer Information Systems (SCIS)
Master of Science in Computer Science (MCS); offered with concentrations in:
- Networking
- Data Management
- Software Engineering
- Cybersecurity
- Intelligent Systems
- Computer Animation and Gaming
- Software Applications Development

Master of Science in Information Systems (MIS); offered with concentrations in:
- Knowledge Management
- Data Management
- Business Intelligence and Data Analytics
- Cybersecurity
- Enterprise Project Management
- Information Assurance
- Health Informatics
Master of Science in Information Systems Management (MISM)
Master of Science in Information Technology (MIT)
Master of Science in Software Engineering (MSE)
Graduate Certificate in Business Intelligence
Graduate Certificate in Information Systems
Graduate Certificate in Information Systems Management
Graduate Certificate in Information Technology Audit & Compliance
Bachelor of Science in Computer Science (BCS)

School of Education (SED)
Master of Arts in TESOL (MATESOL)
Master of Education (M.Ed.); offered with concentrations in:
- ESOL Education
- Math Education
- Science Education
Master Science in Applied Linguistics (MSAPL.); offered with concentrations in:
- Multilingual Education
- Program Management
- Education Technology
Graduate Certification in TESOL
Graduate Certificate of Education

School of Public and International Affairs (SPIA)
Masters of Public Administration (MPA); offered with concentrations in:
- Public Management
- Information Systems
- Health Care Administration and Public Health
Master of Science in International Relations (MIR)

School of English Language Studies (SELS)
English as a Second Language (ESL) Program

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

VIU is a private non-profit university governed by its Board of Trustees. The main function of the Board of Trustees, as mandated in the by-laws, is two-fold: to develop policies for the advancement of VIU and to support the president of the University with the implementation of those policies. In addition, VIU’s Board of Trustees provides guidance, monitoring, and assistance to the President of the University in fundraising, public affairs, and building key alliances to assist in and support the growth of the University.

VIU’s current Board of Trustees includes:

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

Article II, Section 1, of the bylaws provides general powers to the Board of Trustees. It states, “All Corporate Powers shall be exercised by or under the authority of, and the business and affairs of the corporation shall be managed under the direction of, its Board of Trustees, in accordance with the purposes and subject to any limitations set forth in the articles of incorporation.”

Administrative Directors

<table>
<thead>
<tr>
<th>Staff Name</th>
<th>Title</th>
<th>Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>Isa Sarac</td>
<td>President</td>
<td>Ph.D.</td>
</tr>
<tr>
<td>Sue Ann Myers</td>
<td>Vice President of Business Affairs</td>
<td>BSW</td>
</tr>
<tr>
<td>Badamsukh Yadamsuren</td>
<td>Vice President of Academic Affairs</td>
<td>MBA</td>
</tr>
<tr>
<td>John L. Bennett</td>
<td>Associate Vice President of Learning Services</td>
<td>MLS</td>
</tr>
<tr>
<td>Michael C. Ross</td>
<td>Dean, School of Business</td>
<td>MLS</td>
</tr>
<tr>
<td>Johnson Kinyua</td>
<td>Dean, School of Computer Information Systems</td>
<td>Ph.D.</td>
</tr>
<tr>
<td>Klara Bilgin</td>
<td>Dean, School of Public and International Affairs</td>
<td>Ph.D.</td>
</tr>
<tr>
<td>Kevin J. Martin</td>
<td>Director, School of Education</td>
<td>MS</td>
</tr>
<tr>
<td>Connie J. Lee</td>
<td>Director, School of English Language Studies</td>
<td>MS Ed.</td>
</tr>
</tbody>
</table>

Full-Time Faculty

<table>
<thead>
<tr>
<th>Name</th>
<th>Degrees Earned</th>
<th>Specialty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bennett, John L.</td>
<td>M.L.S., McGill University, Montreal, Canada</td>
<td>ESL, Academic and Business Writing, and</td>
</tr>
<tr>
<td></td>
<td>B.A. in English, Windham College, Putney, VT</td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>Education and Experience</td>
<td>Discipline</td>
</tr>
<tr>
<td>-----------------------</td>
<td>-------------------------------------------------------------------------------------------</td>
<td>-----------------------------------</td>
</tr>
</tbody>
</table>
| Bilgin, Klara A.      | CELTA, International House, Krakow, Poland  
Ph.D. in Political Science, The Johns Hopkins University, California, MD  
M.A. in Political Science and International Relations, University of Delaware, Newark, DE | Political Science, International Relations, Comparative Government |
| Gimble, Claire        | BA, University of Ottawa, Ottawa, Ontario, Canada  
Certificate as a Teacher of English as a Second Language (CTESL), Carleton University, Ontario, Canada | ESL |
| Ganjalizadeh, Saiid   | Ph.D. in Information Technology, George Mason University, Fairfax, VA  
M.S. in Management Science, University of Tennessee, Knoxville, TN  
B.S. in Business Administration, University of Tehran, Tehran, Iran | Information Technology & Computer Science |
| Kinyua, Johnson       | Ph.D. in Computer Science, University of Cambridge, United Kingdom  
M.S. in Electronics (Digital Communications), University of Kent at Canterbury, United Kingdom  
B.S.C in Electronics Engineering, University College London, United Kingdom | Information Technology & Computer Science |
| Lee, Connie J.        | M.S. Ed. in TESOL, University of Pennsylvania, Philadelphia, PA  
B.S. in Psychology, Virginia Tech, Blacksburg, VA | ESL |
| Lorthioir, Matthew E. | B.A. Music Education, Eastern University  
Certificate in English Language Teaching to Adults (CELTA), International House, Krakow, Poland | ESL |
| Martin, Kevin J.      | M.S. in Theoretical Linguistics, Georgetown University, Washington, DC  
B.S. in Biology, The University of Dayton, Dayton, OH  
B.A. in French, The University of Dayton, Dayton, OH | Theoretical Linguistics, Syntax, Language Acquisition and ESL, Academic and Business Writing, English Composition |
<table>
<thead>
<tr>
<th>Name</th>
<th>Education</th>
<th>Specialization</th>
</tr>
</thead>
</table>
| Onu, Stephen          | DBA, University of Phoenix, Phoenix, AZ  
MBA in Global Management, University of Phoenix, Phoenix, AZ  
BBA in Insurance, Howard University, Washington, DC | Business Administration & Global Management         |
| Pollard, Lauren       | MA in Teaching English to Speakers of Other Languages/Linguistics, Indiana State University, Terre Haute, Indiana  
BA in Languages, University of New Mexico, Albuquerque, New Mexico  
Certificate in TESL, The Trinity Institute, Pontevedera, Spain | ESL                                                 |
| Robinson, Mark        | PhD in Marketing, International School of Management, New York, NY  
MBA in Marketing, Marymount University, Arlington, VA  
BBA, St. Mary’s College of Maryland, St. Mary’s City, MD | Marketing/International Marketing Branding          |
| Ross, Michael C.      | Ph.D., Doctor of Philosophy, The University of Alabama  
M.Ed., Master of Education, Alabama State University  
Master of Arts In Public and Private Management (MPPM)  
Certificate in Executive Management, Birmingham Southern College  
BA, Bachelor of Arts, The University of Alabama at Birmingham | Project Management, Health Care Administration, Educational Leadership, Curriculum Instruction, and Secondary Education |
| Sachs, Rebecca        | PhD in Linguistics, Georgetown University, Washington, DC  
MA in TESOL, Michigan State University, East Lansing, MI  
BA in Foreign Languages and Communication Disorders, Boston University, Boston, MA | SLA (Second Language Acquisition), Applied Linguistics, Research Methods |
| Wendt, Jillian        | Ed.D., Curriculum and Instruction, Liberty University, Lynchburg, VA  
Ed.S., Teaching and Learning, Liberty University, Lynchburg, VA  
M. Ed., Teaching and Learning, Liberty University, Lynchburg, VA  
BS, Biology, Virginia Commonwealth University, Richmond, VA | Curriculum and Instruction, Secondary Sciences, Literacy Instruction, Educational Technology |
Academic Calendar Fall 2013 – Summer 2014

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

Starting with Spring 2014 semester, the ESL program will be offered in 7-week terms.

The tables below outline the major time periods and events in the 2013 – 2014 academic year. Refer to the page 278 for Online Programs academic calendar.

<table>
<thead>
<tr>
<th>FALL 2013</th>
<th>Academic &amp; ESL Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug 26 - Dec 14 (15-week)</td>
<td></td>
</tr>
<tr>
<td>Registration for the semester opens</td>
<td>Jul 1</td>
</tr>
<tr>
<td>Registration closes</td>
<td>Aug 19</td>
</tr>
<tr>
<td>New Student Orientation</td>
<td>Aug 21</td>
</tr>
<tr>
<td><strong>First Day of Classes</strong></td>
<td>Aug 26</td>
</tr>
<tr>
<td>Labor Day, VIU is closed</td>
<td>Sep 2</td>
</tr>
<tr>
<td>Last day to add/drop course(s)</td>
<td>Sep 3</td>
</tr>
<tr>
<td>Last day to apply for Fall 2013 graduation</td>
<td>Oct 1</td>
</tr>
<tr>
<td>Last day to withdraw with a grade of &quot;W&quot;</td>
<td>Nov 1</td>
</tr>
<tr>
<td>Make-up classes for Labor Day</td>
<td>Nov 25</td>
</tr>
<tr>
<td>No classes (Reserved for make-up sessions)</td>
<td>Nov 26-27</td>
</tr>
<tr>
<td>Thanksgiving break, VIU is closed</td>
<td>Nov 28-30</td>
</tr>
<tr>
<td><strong>Last Day of Class (including the final exams)</strong></td>
<td>Dec 14</td>
</tr>
<tr>
<td>Final Exam period for on-ground classes</td>
<td>Dec 9-14</td>
</tr>
<tr>
<td>Grades available on Student Portal</td>
<td>Dec 16</td>
</tr>
<tr>
<td>Winter break</td>
<td>Dec 24 - Jan 1</td>
</tr>
<tr>
<td>Incomplete grade changes due to Registrar</td>
<td>Feb 21</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SPRING 2014</th>
<th>Academic</th>
<th>ESL Spring (7-week)</th>
<th>ESL Spring II (7-week)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 13 - Apr 26 (15-week)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Registration for semester opens</td>
<td>Nov 15</td>
<td>Nov 15</td>
<td>Nov 15</td>
</tr>
<tr>
<td>Registration closes</td>
<td>Jan 3</td>
<td>Jan 10</td>
<td>Mar 7</td>
</tr>
<tr>
<td>New Student Orientation</td>
<td>Jan 8</td>
<td>Jan 8</td>
<td>Mar 5</td>
</tr>
<tr>
<td><strong>First Day of Classes</strong></td>
<td>Jan 13</td>
<td>Jan 13</td>
<td>Mar 10</td>
</tr>
<tr>
<td>Last day to add/drop course(s)</td>
<td>Jan 20</td>
<td>Jan 20</td>
<td>Mar 17</td>
</tr>
<tr>
<td>Last day to apply for Spring 2014 graduation</td>
<td>Feb 1</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Last day to withdraw with a grade of &quot;W&quot;</td>
<td>Mar 21</td>
<td>Feb 7</td>
<td>Apr 4</td>
</tr>
<tr>
<td>Last Day of Class (including the final exams)</td>
<td>Apr 26</td>
<td>Mar 1</td>
<td>Apr 26</td>
</tr>
<tr>
<td>---------------------------------------------</td>
<td>--------</td>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>Grades available on Student Portal</td>
<td>Apr 28</td>
<td>Mar 3</td>
<td>Apr 28</td>
</tr>
<tr>
<td>Commencement Ceremony</td>
<td>May 5</td>
<td>May 5</td>
<td>May 5</td>
</tr>
<tr>
<td>Incomplete grade changes due to Registrar</td>
<td>Jun 13</td>
<td>Apr 18</td>
<td>Jun 13</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SUMMER Session I 2014</th>
<th>Academic (8-week)</th>
<th>ESL (7-week)</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 5-Jun 28</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Registration for the session opens</td>
<td>Apr 1</td>
<td>Apr 1</td>
</tr>
<tr>
<td>Registration closes</td>
<td>Apr 28</td>
<td>Apr 28</td>
</tr>
<tr>
<td>New Student Orientation</td>
<td>-</td>
<td>Apr 30</td>
</tr>
<tr>
<td>First Day of Classes</td>
<td>May 5</td>
<td>May 5</td>
</tr>
<tr>
<td>Last day to add/drop course(s)</td>
<td>May 12</td>
<td>May 12</td>
</tr>
<tr>
<td>Memorial Day, VIU is closed</td>
<td>May 26</td>
<td>May 26</td>
</tr>
<tr>
<td>Last day to apply for Summer I 2014</td>
<td>Jun 2</td>
<td>N/A</td>
</tr>
<tr>
<td>graduation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last day to withdraw with a grade of &quot;W&quot;</td>
<td>Jun 6</td>
<td>May 30</td>
</tr>
<tr>
<td>Last Day of Class (including the final exams)</td>
<td>Jun 28</td>
<td>Jun 21</td>
</tr>
<tr>
<td>Grades available on Student Portal</td>
<td>Jun 30</td>
<td>Jun 23</td>
</tr>
<tr>
<td>Incomplete grade changes due to Registrar</td>
<td>Aug 8</td>
<td>Aug 8</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SUMMER Session II 2014</th>
<th>Academic (8-week)</th>
<th>ESL (7-week)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jun 30-Aug 23</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Registration for the session opens</td>
<td>Apr 1</td>
<td>Apr 1</td>
</tr>
<tr>
<td>Registration closes</td>
<td>Jun 23</td>
<td>Jun 23</td>
</tr>
<tr>
<td>New Student Orientation</td>
<td>-</td>
<td>Jun 25</td>
</tr>
<tr>
<td>First Day of Classes</td>
<td>Jun 30</td>
<td>Jun 30</td>
</tr>
<tr>
<td>Independence Day, VIU is closed</td>
<td>Jul 4</td>
<td>Jul 4</td>
</tr>
<tr>
<td>Last day to add/drop course(s)</td>
<td>Jul 7</td>
<td>Jul 7</td>
</tr>
<tr>
<td>Last day to apply for Summer II 2014</td>
<td>Aug 1</td>
<td>N/A</td>
</tr>
<tr>
<td>graduation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last day to withdraw with a grade of &quot;W&quot;</td>
<td>Aug 1</td>
<td>Jul 25</td>
</tr>
<tr>
<td>Last Day of Class (including the final exams)</td>
<td>Aug 23</td>
<td>Aug 16</td>
</tr>
<tr>
<td>Grades available on Student Portal</td>
<td>Aug 25</td>
<td>Aug 18</td>
</tr>
<tr>
<td>Incomplete grade changes due to Registrar</td>
<td>Oct 10</td>
<td>Oct 10</td>
</tr>
</tbody>
</table>

**NOTE:** The Academic Calendar is subject to change without prior notice. The latest version of the calendar is available on the VIU website.
Holidays
For the 2013 – 2014 Academic Year, Virginia International University will observe the following holidays, in which there will be no classes and our administrative offices will be closed on the following days:

- Labor Day: September 2, 2013
- Thanksgiving Day: November 28, 2013
- The day after Thanksgiving: November 29, 2013
- Memorial Day: May 26, 2014
- Independence Day: July 4, 2014

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

Inclement Weather Policy

Day and Evening Classes: If inclement weather forces the cancellation of daytime classes or requires a delay in the opening of the University, announcements will be made on all major local television networks and on the University’s website. An email will also be sent to all students, staff and faculty via their VIU email address. A make-up class will be scheduled by the instructor.

Midday Closing: A decision to close the University during the day will be made when conditions include a forecast that would make travel to and from campus unreasonably dangerous. Classes underway at the time that a closing announcement is made will be dismissed. If students are engaged in important test-taking or other time-sensitive activities, a class may continue until its scheduled end, per the judgment of the instructor. A make-up class will be scheduled by the instructor.
VIU’s Location & Transportation
Virginia International University is located in Fairfax, Virginia, in the heart of Fairfax County in Northern Virginia, only 18 miles away from the United States capital, Washington, DC.

VIU’s Campus
VIU’s campus consists of the following five buildings which house our offices and facilities, all within a short walking distance of each other, except Village Drive Building, which presides about one mile from the other buildings.

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

Waples Mill Building (11200 Waples Mill Road, Suite # 360, Fairfax, VA 22030) The University’s administrative offices are located in Waples Mill Building, including the Admissions, Registrar, International Student Services, and Accounting Offices. The Waples Mill Campus also houses the University Conference Center and the Test Center.

Pender Building (3957 Pender Drive, Suite #100, Fairfax, VA 22030) Within the Pender Campus you will find classrooms, computer labs, the VIU Library, and the offices of the academic schools and staff.

Student Center Building (3949 Pender Drive, Suite #105, Fairfax, VA 22030) In the Student Center there is a Bookstore & Café, Career Center, Prayer Room, Study Room, Student Lounge, and offices for Housing, Student Activities, Student Organizations, and Health Insurance.

Commonwealth Hall Building (3953 Pender Drive, Suite #105, Fairfax, VA 22030) This building contains classrooms, a computer lab, and other academic and administrative offices within the university.
Classroom Facilities
All of VIU’s classrooms are equipped with computers and projection and sound systems. The computers have high-speed internet connections and can accommodate CDs and DVDs. The University also provides three computer labs for student use. These labs are equipped with up-to-date hardware and software.

Transportation
VIU is conveniently located near two international airports: Dulles International Airport (IAD) in Virginia and Baltimore-Washington International Airport (BWI) in Maryland. Domestic air travel, which includes connecting flights from other international airports in the United States, is also available through the Reagan National Airport (DCA). All three airports have major road and rail links with Fairfax, Virginia.

From IAD (Dulles) Airport: By car, take Route 28 south to I-66 east, take exit 57A to Route 50 Fairfax, then make a left at the first light on Waples Mill Road. Take the first right into the Fair Oaks Corporate Center. Building 11200 is at the end of the road on the left.
By metro/bus: Refer to the Vienna/Fairfax-GMU Metro Station instructions and visit www.wmata.com.

From BWI (Baltimore-Washington International) Airport: By car, take I-95 south to I-495 west, merge onto I-66 west, take exit 57A to Route 50 Fairfax, then make a left at the first light on Waples Mill Road. Take the
first right into the Fair Oaks Corporate Center. Building 11200 is at the end of the road on the left.

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

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

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

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

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

**Airport Pick-Up Assistance**

VIU’s Student Affairs posts on the Orientation webpage, and sends out an email to all incoming students on how to reach VIU from the airport. Airport pick-up is not normally provided by VIU but in emergency situations students can call (703)835-0334 for assistance. Please refer to the Airport Pick-Up Assistance section below in the explanation of Student Services.

**Parking**

VIU currently has ample free parking for students at all four campuses.
STUDENT SERVICES

New Student Orientation
VIU seeks to integrate students into the university community and to support and compliment student learning inside and outside of the classroom. To support the needs of our new students, a mandatory New Student Orientation program is held prior to the beginning of classes each semester at VIU. During this program, students are introduced to university policies and procedures, including academic advising, course loads, and standards of academic progress. Because the majority of the VIU student body is composed of international students, it is essential that the students are supported during their transition into American culture. The program and staff encourage students’ self-growth, learning, and understanding of their own relationship to the intellectual, social, and cultural climate of VIU. During this orientation, new students have an opportunity to meet fellow VIU students, tour the campus, meet local businesses that provide services to our students, make housing arrangements, and meet with admissions officers and their academic departments. Students also will take photos for their VIU Student ID cards, which are distributed during the first few weeks of each semester. For more information, students may contact orientation@campus.viu.edu or call (703)591-2760 ext. 310/345/340.

Career Center
The goal of VIU Career Center is to assist VIU students in their professional pursuits, and to extend this assistance after graduation to VIU Alumni. Along with providing professional resources, the Career Center helps students understand, develop, and utilize their diverse skills in gaining productive experience.

All VIU students (including ESL students) are encouraged to visit Career Center in their very first semester at VIU!

One-on-one counseling is available for every student and alumni. Professional experts in specific fields are introduced to students during campus events.

Software including Career Center Management (CSM) and Interview Stream are available for VIU students and alumni. These provide a platform to create professional profile, become visible to employers, check out professional opportunities available in network for university students, and practice interview skills.

Other services include reviewing resume and writing samples, mock interviews with experts for practice, assistance in deciding academic
concentrations based on job market demand, and sharing of networking and professional opportunities for professional development.

Alumni contacts and mentoring are available through on-campus Alumni Workshops, and social Media: LinkedIn account –‘VIU Alumni Virginia International University’.

The VIU Career Center also organizes various professional development events, job search preparation workshops, and employer information sessions for students and alumni.

Contact information:
Website:  www.viu.edu/students/services/career-planning.html
Email:    career@viu.edu
Phone:   (703)591-2760 Ext 365
Facebook: VIAU Career Center
LinkedIn: Career Center VIU

Career Center is open from Monday to Friday, during regular hours of operation.

**Airport Pick-up Assistance**
VIU recommends that students arriving in the United States use the Super Shuttle services that are available at local airports in the Washington, DC/Metro area. The office of Student Affairs provides students with a detailed explanation of how to arrange pick-up from the following airports: Dulles International Airport (IAD), Baltimore-Washington International Airport (BWI), and Reagan National Airport (DCA). Students may contact orientation@campus.viu.edu or call (703)591-2760 x310 at least two (2) weeks prior to arrival for information and assistance. You can also check Getting to VIU from Airport document at http://www.viu.edu/docs/orientation/Getting_to_VIU_from_the_Airport.pdf for details. Students are responsible for all fees charged by the service providers.

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

Students requiring assistance in finding housing should submit an Accommodation Assistance Request Form prior to the beginning of the
semester. This form can be found on the university website and should be emailed to housing@viu.edu upon completion.

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

**Student Health Insurance**
Health insurance is mandatory for all international students enrolled at Virginia International University residential programs. Due to the necessary coverage options, it is required that students purchase health insurance offered through VIU. We offer two travel health insurance plans;

1. **Plan A**: basic travel insurance plan costing $2/day with no preventive services
2. **Plan B**: more comprehensive travel insurance plan covering more services e.g. preventive services, dependents' coverage, maternity coverage, etc. This plan may cost more depending on the age of the individual.

Plan A can be purchased at VIU Accounting department (accounting@viu.edu). To enroll into Plan B please go the company website and enroll directly. You will then need to submit your certificate/insurance details of Plan B enrollment to Ms. Shilpa Sainath for getting Plan A fees waived from tuition. For questions contact Ms. Shilpa Sainath at healthinsurance@viu.edu.
VIU has partnered with Global Secutive, LLC to offer our students affordable health care. Global Secutive is a fully licensed U.S. insurance agency that provides insurance products for the intercultural exchange market. For your benefit, safety, and convenience, Global Secutive has partnered with UnitedHealthcare to create a reasonable and comprehensive health insurance policy for international students.

As of the Spring 2014 semester students will pay for health insurance every semester along with the tuition. If they do not take Summer classes they will have an option of not paying and thus not enrolling into health insurance for Summer. The process of enrollment includes paying health insurance fees with tuition every semester at the Accounts department and then meeting Student Affairs representative with receipt to enroll/extend insurance policy.

IMPORTANT NOTE:
1. If student decides not to extend his/her policy in during Summer sessions (or delays payment to extend policy) the existing insurance policy will expire and student will have to be enrolled into a new policy next semester.
2. When student enrolls into new policy, any treatment obtained on the previous policy will not be covered in the new policy.
3. An ideal thing to do is; pay for the health insurance along with the tuition at least a month before current policy ends.

Please see the table below for payment amount and deadlines. The payment amount is effective as of Nov 11, 2013 and is subject to change with annual renewals.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Coverage</th>
<th>Amount to pay</th>
<th>Payment Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 2014</td>
<td>Jan 1 - Apr 30</td>
<td>$240</td>
<td>Dec 1st</td>
</tr>
<tr>
<td>Summer I 2014</td>
<td>May 1 - Jun 30</td>
<td>$122</td>
<td>Apr 1st</td>
</tr>
<tr>
<td>Summer II 2014</td>
<td>Jul 1 - Aug 31</td>
<td>$124</td>
<td>Jun 1st</td>
</tr>
<tr>
<td>Fall 2014</td>
<td>Sep 1 - Dec 31</td>
<td>$244</td>
<td>Aug 1st</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Semester</th>
<th>Coverage</th>
<th>Amount to pay</th>
<th>Payment Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 2014</td>
<td>Jan 1 - Mar 9</td>
<td>$136</td>
<td>Dec 1st</td>
</tr>
<tr>
<td>Spring II 2014</td>
<td>Mar 10 - May 4</td>
<td>$112</td>
<td>Feb 1st</td>
</tr>
<tr>
<td>Summer I 2014</td>
<td>May 5 - Jun 30</td>
<td>$114</td>
<td>Mar 1st</td>
</tr>
<tr>
<td>Summer II 2014</td>
<td>Jul 1 - Aug 31</td>
<td>$124</td>
<td>Jun 1st</td>
</tr>
<tr>
<td>Fall 2014</td>
<td>Sep 1 - Oct 26</td>
<td>$112</td>
<td>Aug 1st</td>
</tr>
<tr>
<td>Fall II 2014</td>
<td>Oct 27 - Dec 31</td>
<td>$132</td>
<td>Sep 1st</td>
</tr>
</tbody>
</table>
For questions write at healthinsurance@viu.edu or meet Student Affairs representatives at Student Center (M-F 9 a.m. to 5 p.m.).

**VIU Library and Information Services**

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

**Hours of Operation:** The VIU Library is open and staffed by the Librarian and/or trained Library Assistants from 8:30 a.m. to 6:30 p.m., Monday through Friday.

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

**Collection:** The VIU Library currently has approximately 6,700 volumes, the majority of which are relevant to the University’s areas of concentration: Business, Computer and Information Science, TESOL, Public Administration, International Relations, Education, and English as a Second Language. The Library maintains a reference collection with a variety of standard and specialized reference works and a reserve collection consisting of textbooks and supplementary material for current courses. We subscribe to approximately 50 periodicals, primarily in the areas of business and computer and information science. Students at VIU can also use the resources of a number of nearby academic and public libraries to support their studies.

**Online Resources:** VIU subscribes to two online research databases: LIRN and e.brary. Both of these can be accessed from the Library’s website. The online libraries give students and faculty access to a wide range of information, reference, and research resources. LIRN focuses on providing access to articles from thousands of periodicals, many of them peer-reviewed journals, while e.brary focuses on providing access to the full-text of current academic books. e.brary currently provides access to
over 80,000 books. The Librarian and Library Assistants are available to assist students in the use of LIRN and e.library. In addition to LIRN and e.library, the VIU Library webpage has links to over 200 other websites in the areas of business, computer and information science, ESL, general reference, biology, comparative religion, English language and literature, history, mathematics, philosophy, psychology, and sociology. The links provide valuable resources for student study and research.

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

Reference Services: Members of the VIU Library staff are available to assist students with their research needs. Additionally, they are available to help students use VIU’s online resources. Library staff can be contacted for assistance at the Library Reference Desk or by e-mail at any time during library hours.

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

VIU Campus E-mail Account
Students will receive a VIU campus e-mail account. Students are expected to use this e-mail for all communications within the university, including correspondence with their instructors. Students who would prefer only to have to check their primary email account may set their VIU campus e-mail account to forward to that other address.
APPLICATION FOR ADMISSION

For the 2013-2014 academic year, all VIU applicants must provide the necessary documentation, as described in detail below:

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

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

<table>
<thead>
<tr>
<th>#</th>
<th>Admission Materials</th>
<th>Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Application Form</td>
<td>Graduate</td>
</tr>
<tr>
<td>2</td>
<td>Application Fee</td>
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</tr>
<tr>
<td>3</td>
<td>Previous Degree</td>
<td>Bachelor’s</td>
</tr>
<tr>
<td>4</td>
<td>Official Transcript &amp; min GPA</td>
<td>✓</td>
</tr>
<tr>
<td>5</td>
<td>English Proficiency1</td>
<td>✓</td>
</tr>
<tr>
<td>6</td>
<td>GRE/ GMAT</td>
<td>✓</td>
</tr>
<tr>
<td>7</td>
<td>Financial Documents2</td>
<td>✓</td>
</tr>
</tbody>
</table>

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

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

3 In continuation with the above mentioned Admissions Requirements, students that are applying to programs in School of Education will need to submit the following:
   - Official Recommendation Letters
   - Academic Statement Of Purpose
   - Resume/Curriculum Vitae

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

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

1. Scanned as a PDF file and sent to: documents@campus.viu.edu
2. Sent by Mail to:
   Virginia International University
   Attn: Admissions Office
   11200 Waples Mill Road #360
   Fairfax, VA 22030 USA

VIU has the right to request original documentation. The submission of fabricated or false documents will result in the banning of admission to the university.

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

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

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

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

**For International Students applying for a Graduate Program:** Bachelor's degrees from foreign universities should be accredited by its government or proper higher education authority and be equivalent to the completion of a four-year program of study at a US college or university with a minimum of 120 semester credits. Those who have obtained a Bachelor’s degree from abroad with less than 120 semester credits will be considered for conditional acceptance into a graduate program and are required to make up the credit difference.

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

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

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

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

*School of Education students must also complete a placement interview.

2. Providing an official transcript indicating completion of a minimum of 12 credits from an accredited United States post-secondary institution at which the language of instruction was English, including at least one course in English composition, academic writing, or a similar subject. The GPA for the 12 credits must be no lower than C. The grade for the writing course must be no lower than C.

3. Submitting official degree and transcript(s) from an institution where English was a primary language of instruction, and for which verification is available through the International Handbook of Universities, published and edited by
IAU/UNESCO. Additional information may be requested from the applicant’s university registrar’s office to verify that the instruction was conducted in English.

4. Students who do not meet any of the conditions listed above are required to take Virginia International University’s placement test prior to enrollment. The placement test is currently only available on-site, at the university campus. Based on the results of this test, students may be required to attend our ESL program for one or more semesters before taking academic classes. Successful completion of the on-ground college prep ESL level and the exit test serves as evidence of sufficient English proficiency for admission to our academic programs. Please note that prospective students applying for School of Education programs must obtain academic-level scores on all components of the placement and exit test while applicants to other programs must score at the academic level on two out of three components; the third score must be no lower than the college prep level.

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

Virginia International University also offers online ESL courses to improve English proficiency. To find more information about application requirements and process, please contact Virginia International University Admissions Department via e-mail admission@viu.edu or call (703)591-7042.

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

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

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

**Bank Statement:** All international (F-1 visa) applicants must submit a recent statement or letter from their sponsor’s bank dated within the last six months providing the following data:

1. Whether the account is a Savings or Checking Account
2. The account holders legal name, and
3. The current account balance
4. The currency of the account

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

Tuition and Other Related Fees
This tuition and fee structure is effective starting the Fall 2013 academic semester. For fully online program tuition, please refer to Online Program Tuition on page 280.

Graduate Level Degree Programs:
- Master of Business Administration (MBA)
- Master of Science in Accounting (MAC)
- Master of Science in Project Management (MPM)
- Master of Science in Computer Science (MCS)
- Master of Science in Information Systems (MIS)
- Master of Science in Information Systems Management (MISM)
- Master of Science in Information Technology (MIT)
- Master of Science in Software Engineering (MSE)
- Master of Education (M.Ed.)
- Master of Science in Applied Linguistics (MSAPL)
- Master of Public Administration (MPA)
- Master of Science in International Relations (MIR)
  Tuition: $678 per credit
  $2,034 per course
  $6,102 per semester (full-time, 9 credits)
- Master of Art in TESOL
  Tuition: $510 per credit
  $1,530 per course
  $4,590 per semester (full-time, 9 credits)

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

Undergraduate Level Degree Programs:
- Bachelor of Science in Business Administration (BBA)
- Bachelor of Computer Science (BCS)
  Tuition: $376 per credit
  $1,128 per course
  $4,512 per semester (full-time, 12 credits)

Graduate Level Certificate Programs:
- TESOL Certificate
  Tuition: $510 per credit
  $1,530 per course
  $4,590 per semester (full-time, 9 credits)
- Project Management Certificate
• Graduate Certificate of Education
• Business Intelligence Certificate
• Information Systems Certificate
• Information Systems Management Certificate
• Information Technology Audit and Compliance Certificate

Tuition:
- $678 per credit
- $2,034 per course
- $6,102 per semester (full-time, 9 credits)

Undergraduate Level Certificate Programs:
• International Business Certificate
• Small Business Management Certificate

Tuition:
- $376 per credit
- $1,128 per course
- $4,512 per semester (full-time, 12 credits)

Non-Credit Certificate program - ESL Program:

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

Continuing Education Programs:
• Adult ESL Classes: $240 per session
• Evening TOEFL Preparation Classes: $480 per session
• One-on-One ESL Classes: $40 per hour
• Professional Seminars: Tuition depends on the type of seminar and group size. Please contact us to receive a quote.

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

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

Tuition: $175 per course

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

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

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

<table>
<thead>
<tr>
<th>Services Provided</th>
<th>Explanation</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee</td>
<td>Degree, Certificate, and ESL Programs</td>
<td>$150</td>
</tr>
<tr>
<td></td>
<td>Continuing Education Programs</td>
<td>$20</td>
</tr>
<tr>
<td>Deferral Postal Fee</td>
<td>International</td>
<td>$65</td>
</tr>
<tr>
<td></td>
<td>Domestic</td>
<td>$25</td>
</tr>
<tr>
<td>Student Services Fee</td>
<td>Special lectures and seminar series, sports and festivals, registration process, new student orientation, initial student ID, VIU clubs, student association, computer lab usage, VIU student e-mail, student events, movies and other activities.</td>
<td>$75</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$50</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ESL term</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>Refer to Student Health Insurance section on page 25 in this Catalog.</td>
<td></td>
</tr>
<tr>
<td>English Placement Test</td>
<td>Those who need to take the test only.</td>
<td>$30</td>
</tr>
<tr>
<td>Late Registration Fee</td>
<td>After the last day of registration, before the end of the add/drop period.</td>
<td>$50</td>
</tr>
<tr>
<td>Returned Check Fee</td>
<td>If the check issued by the student is not honored by their bank.</td>
<td>$30</td>
</tr>
<tr>
<td>Student ID Card &amp; Annual Renewal</td>
<td>Student ID cards must be renewed every year. Fee also applies in the event that a Student ID card is lost or a replacement is needed.</td>
<td>$10</td>
</tr>
<tr>
<td>Transcript Processing Fee</td>
<td>Upon request by the student. It will take three business days to process transcript requests.</td>
<td>$10</td>
</tr>
<tr>
<td>Graduation Application / Diploma Processing Fee</td>
<td>Fee required of all students graduating when submitting the Graduation Application Form.</td>
<td>Degree</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Diploma &amp; Certificate</td>
</tr>
<tr>
<td>Cap &amp; Gown</td>
<td>Fee required of all degree program students that participate in the Commencement Ceremony.</td>
<td>Graduate</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Undergraduate</td>
</tr>
<tr>
<td>Change of Program</td>
<td>If the student has already been granted an initial I-20 and has requested a Change of Program</td>
<td></td>
</tr>
</tbody>
</table>

Living and other expenses: Students should calculate and budget extra funds for these expenses based upon individual projected need. Below is rough estimation only as guidance. Actual expense could vary depending on individuals need.
<table>
<thead>
<tr>
<th>Expenses</th>
<th>Explanation</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Living expenses</td>
<td>The approximate cost for an individual student living in the Washington, D.C. metropolitan area</td>
<td>$9,000 per academic year (9 months)</td>
</tr>
<tr>
<td>Textbook expenses</td>
<td>Textbook expenses are not included in the tuition. All students must obtain their books before the course add/drop period ends.</td>
<td>Academic program students may spend $100 per class ESL textbook is inclusive in the tuition</td>
</tr>
</tbody>
</table>

**Payment Information**

**Payment Deadline:** One week before the first day of classes, the student’s tuition and fees are due in full for that semester. For an up-to-date payment schedule, please refer to the VIU website. Payments received by the Accounting Office by 6:00 p.m., Monday through Friday, will be considered as received on that business day. Allow ample time for processing of payments. Payments received are applied to the oldest outstanding balance first.

Payments can be made using the following methods:

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

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

**Credit and/or Debit Card:** Credit and/or Debit card payments are accepted at the Accounting Office and online through the Student Portal.

**Wire Transfer:** The VIU bank account information for wire transfers can be obtained by contacting accounting@viu.edu. When requesting this information, new students should provide their full name and application number and current students should provide their full name and VIU Student ID number.

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

**Payment Plans**

An Installment Payment Plan is available for VIU on-ground academic program students who cannot complete full tuition payments by the deadline and wish to finance their tuition through monthly installments.
VIU does not offer payment plan for ESL 7-week program. Payments for other fees cannot be deferred. The Payment Plan Agreement Form is available at the Accounting Office. This agreement must be signed and submitted before the first installment. The installment fee is $25 per installment and this fee is non-refundable.

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

Cancellation and Refund Policy
If a student elects to drop one or more courses, withdraw from the university, or request a leave of absence the following refund schedule will be used to determine any outstanding financial obligations for which the student may be responsible:

<table>
<thead>
<tr>
<th>Time of withdrawal notice</th>
<th>Tuition refund amount*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to the last day of add/drop period</td>
<td>100% of the semester tuition</td>
</tr>
<tr>
<td>After the add/drop and through 25% of the semester</td>
<td>50% of the semester tuition</td>
</tr>
<tr>
<td>Through 50% of the semester</td>
<td>25% of the semester tuition</td>
</tr>
<tr>
<td>After 50% of the semester</td>
<td>No refund will be issued</td>
</tr>
</tbody>
</table>

* Excludes all fees

A student applicant will be considered a student as of the first day of classes. If an international student accepts an I-20 from VIU they are financially responsible according to the above schedule.

Prior written notice must be submitted to officially withdraw from Virginia International University. The official withdrawal date, for the purpose of a refund calculation, will be taken from the date the written notice is received by VIU.

No refund will be honored without written notice. Students may download the Institutional Withdrawal Form from our website or obtain a hard copy from the Registrar’s Office or the Office of International Student Services. Applicants must submit the Refund Request & Application Cancellation Form within 12 months of the initial application date.
VIU will issue refunds to individuals who have terminated their status as students within 45 days after receipt of a written request. If no payment was made, the University will bill the student for the due amount according to the schedule above. If a student is participating in a payment plan and the installment payment is not sufficient to cover the student’s obligation according to the schedule above, then the university will send the student a bill for the difference.

If a student's financial obligation is not fulfilled, VIU is authorized to take the following actions until the funds owed are paid in full:

a) Withhold the release of the student's academic records or any information based upon the records.

b) Withhold the issue of the student's transcripts.

c) If the student's account remains delinquent, VIU reserves the right to terminate enrollment and cancel F-1 visas of international students. Late tuition payments are subject to financial penalties.

**Financial Penalties**

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

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

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

**Family Discount Policy**

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

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

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

**Family Discount Procedures**
The discount is applied to the student’s tuition only. Any scholarships awarded will be deducted first. The discount will be applied to the remaining amount. If a student qualifies for more than one discount, only one will be applied.

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

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

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

- a) A US citizen or US permanent resident (green card holder) who has paid income taxes for the prior twelve (12) months in the Commonwealth of Virginia; Maryland and District of Columbia; or
- b) An H1-B or similar visa holder that has paid income taxes for the prior twelve (12) months in the Commonwealth of Virginia, Maryland and District of Columbia. Any holder of student visa and their dependents are not eligible for residency discount.

To be considered for the Residency Discount, a student must submit the following supporting documents:
a) The most recently filed state tax return form.
b) Driver's license or State ID.
c) Proof of US permanent residence or citizenship.
d) Proof of current visa holder status.
e) Proof of relationship may be requested.

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

The deadlines for the 2013 – 2014 academic year are as follows:

- Fall 2013 Semester Due Date: Friday, August 16, 2013
- Spring 2014 Semester Due Date: Friday December 20, 2013
- Summer I 2014 Semester Due Date: Friday, April 18, 2014
- Summer II 2014 Semester Due Date: Friday, June 20, 2014

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

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

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

NOTE: Scholarship programs available for Online Education can be found on page 282.

Program Description
VIU affords individuals with unlimited potential the opportunity to acquire their education at a lower cost. By offering our students access to scholarships, we are able to attract individuals who will take their unparalleled VIU experiences into their own cultures, sharing their knowledge with future generations and launching successful careers as world leaders. There are several different types of scholarships available: exemplary academic achievement, extracurricular participation, and residency. Full-time undergraduate and graduate VIU students are eligible to apply for a scholarship if the scholarship requirements are met. Every scholarship has unique criteria; review the application carefully to see if you meet the requirements.

Scholarship Funding Sources
The VIU Tuition Scholarship Program funding is derived from a number of sources and is supported by generous contributions from individuals and organizations. The VIU Board of Trustees approves the allocation of resources for the scholarship program from the annual operating budget during its annual meeting prior to the start of the calendar year.

Application Instructions
Scholarship applications must be submitted prior to the semester in which the applicant plans to enroll.

To apply for a scholarship, follow these easy steps:
Step 1: Apply online.
Step 2: Submit supporting documentation. All applicants must submit the complete documents in one package (hardcopy) and the package must be submitted in person or by mail to:

Virginia International University
Attn: Scholarship Committee
11200 Waples Mill Rd. Suite 360
Fairfax VA 22030

NOTE: All supporting documents must be original, notarized or attested copies.

Once an application and the supporting documents are received, applicants will receive a confirmation from the VIU Scholarship Committee Chair. An application will not be considered complete until all supporting documents are received. All documents must be received by the application deadline. Incomplete applications will automatically be denied. Scholarship results
will be announced by email and post mail prior to the start of classes for the semester in which the award is to be made.

**Application Deadlines**
Applications and supporting materials must be received by the Scholarship Committee on or before the application deadline. Incomplete applications will be automatically denied.

<table>
<thead>
<tr>
<th>Residential Scholarship Application Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester</td>
</tr>
<tr>
<td>----------------</td>
</tr>
<tr>
<td>Fall 2013</td>
</tr>
<tr>
<td>Spring 2014</td>
</tr>
</tbody>
</table>

Applicants will receive an email from the Scholarship Committee verifying that their application is complete.

**Eligibility**
To be eligible for a scholarship, all scholarship requirements must be met. Additionally, students must be enrolled full time in one of VIU’s residential degree programs. Eligibility and fulfillment of the scholarship criteria does not guarantee the award of a scholarship.

**Selection**
The scholarship selection process begins immediately after the scholarship deadline. All applications are initially screened for completeness. Once the application is deemed complete, the application and all related materials are forwarded to the Scholarship Committee members. Each application is reviewed and assessed on an individual basis.

Interviews are required for all scholarship applicants. Each applicant will be contacted by email to schedule their interview. This interview will be with one or more of the Scholarship Committee members. The interview will last approximately 30 minutes.

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

**Rules and Regulations**
1. Scholarships are awarded as credit toward tuition only. The award amount will be deducted from the total tuition charged for the academic year the scholarship is awarded.
2. Scholarships are offered during the spring and fall semesters.
3. A scholarship is an annual award that expires on its anniversary. Students who are awarded a scholarship must reapply each year if
they want to be considered for the scholarship. There is no guarantee that the scholarship will be awarded on an annual basis.  
4. Scholarships cannot be awarded to applicants who receive other types of outside scholarship funding (Example: Government Scholarships).  
5. Cumulative GPA’s will not be rounded for eligibility requirements.  
6. Students can only receive one scholarship per semester.  
7. If a student is awarded a VIU scholarship, they can also receive one additional discount provided by the university.  
8. There is no guarantee that an award will be made solely because the applicant is qualified.  
9. Official English test scores are required for all applicants whose first language is not English. If English is the applicant’s native language, the English test score is not required. The Scholarship Committee has the right to make this determination.  
10. Academic merit holds the highest weight in the review of most scholarship applications. In the case of a tie, the committee will rely on this hierarchy to make their award decision.  

Types of Scholarships Offered  
The Scholarship Department has scholarship programs for prospective and current students. Every scholarship has unique criteria; review the application carefully to see if you meet the requirements.  

1. Prospective Student Scholarships  
A prospective student is any student who has received an acceptance letter from the VIU Admissions Office before the scholarship application deadline for the desired semester of enrollment.  

Special Achievement Scholarship  
The purpose of the Special Achievement Scholarship is to provide tuition assistance to students with exceptional talents or achievements.  

Eligibility:  
To be eligible to apply for this scholarship, applicants must meet the following criteria:  
- Current or Prospective Student  
- Must be able to show significant excellence in and experience related to a demonstrated talent, achievement and/or career field  

Application:  
Completed applications must include all of the following:  

44 VIU Academic Catalog 2013 – 2014
• Scholarship application form (filled out online)
• Most recent official transcript from all high schools, colleges, or universities attended (this can be obtained from the registrar’s office at these schools)
• Personal statement of at least 500 words detailing talent and achievements in an essay format. The talent and experiences must be measurable achievements and not just recreational in nature.
• Official proof of awards, certificates of achievement, licenses, etc. must be provided. Without this proof, the application cannot be considered.

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

Eligibility
To be eligible to apply for this scholarship, applicants must meet the following criteria:
• Applicants must have been enrolled and studied as a full-time student at an accredited university in the United States for at least one semester
• Applicants must be in good academic standing with a minimum 3.50 cumulative GPA.
• Applicants must complete the application process at VIU and receive an acceptance letter before the scholarship application deadline

Application
Completed applications must include all of the following:
• Scholarship application form (filled out online)
• Most recent official transcript from all high schools, colleges, or universities attended (this can be obtained from the registrar’s office at these schools)
• Personal statement of at least 500 words describing your background, future goals, education, influential experiences and career objectives. This should be in the form of an essay, not a list of facts.
• One letter of recommendation from a faculty member at your current college or university
• Official English language test score report: TOEFL score of at least 89 (iBT) or 577 (pBT) OR an IELTS score of at least 7.0 OR
a PTE Academic score of least 68 (A test score is only required for applicants whose first language is not English)

New Horizon Scholarship
The purpose of the New Horizon Scholarship at Virginia International University is to provide tuition assistance to students who are living in areas of the world where there have been recent natural disasters or civil unrest. Virginia International University believes that all students deserve the opportunity to pursue their educational goals, regardless of the constraints that such a situation would put on realizing these goals.

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

- Prospective and current students
- Applicants must be living in areas where there has been either a recent natural disaster or civil unrest (contact scholarship@viu.edu if you have any question regarding your country’s eligibility)

Application
Completed applications must include the following:

- Scholarship application form (filled out online)
- Most recent official transcript from high schools, colleges, or universities attended (this can be obtained from the registrar’s office at these schools)
- Personal statement of success of at least 500 words describing your background, future goals, education, influential experiences, need, and career objectives. This should be in the form of an essay, not a list of facts.

2. Current Student Scholarships
A current student is any student who has been enrolled at Virginia International University as a full-time student for at least one full semester.

Special Achievement Scholarship
This is same as in Prospective Student Scholarship. Please refer to page 44 for full description.
New Horizon Scholarship
This is same as in Prospective Student Scholarship. Please refer to on page 46 for full description.

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

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

- Current student at VIU who has been enrolled for at least one semester.
- Applicant must have been an active member in at least one student club at VIU. Participation must have been for at least one full semester.
- Applicant must be in good academic standing with a minimum 3.50 cumulative GPA.

Application
Completed applications must include all of the following:

- Scholarship application form (filled out online)
- Most recent official transcripts from all high schools, colleges, or universities attended (these can be obtained from the registrar’s office at these schools)
- Personal statement of at least 500 words, detailing student activities, leadership, and community service experience. This must be in essay format, not a list.
- One letter of recommendation from your VIU Student Club Advisor

Presidential Academic Scholarship
The Presidential Academic Scholarship is the most prestigious merit-based scholarship offered by Virginia International University. The selection is based upon exceptional academic achievement, as well as the potential for continued success, both at the university and in the outside community.
Eligibility:
To be eligible to apply for this scholarship, applicants must meet the following criteria:

- Current student at VIU who has been enrolled for at least one full semester.
- Student must be in good academic standing with a minimum 3.90 cumulative GPA.

Application:
Completed applications must include all of the following:

- Scholarship application form (filled out online)
- VIU transcript (this can be obtained from the VIU Registrar’s office)
- Personal statement of at least 500 words describing your background, future goals, education, influential experiences, and career objectives. This should be in the form of an essay, not a list of facts.
- Two letters of recommendation from faculty members at VIU
- One letter of recommendation from a VIU staff member
- Official English language test score report: TOEFL score of at least 105 (iBT) or 620 (pBT) OR an IELTS score of at least 8.0 OR a PTE Academic score of least 79 (A test score is only required for applicants whose first language is not English)

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

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

- Current student at VIU who has been enrolled for at least one full semester.
- Student must been in good academic standing with a minimum 3.70 cumulative GPA.

Application
Completed applications must include all of the following:
• Scholarship application form (filled out online)
• VIU transcript (this can be obtained from the VIU Registrar's office)
• Personal statement of at least 500 words describing your background, future goals, education, influential experiences and career objectives. This should be in the form of an essay, not a list of facts.
• Two letters of recommendation from faculty members at VIU
• Official English language test score report: TOEFL score of at least 95 (iBT) or 592 (pBT) OR an IELTS score of at least 7.5 OR a PTE Academic score of least 76 (A test score is only required for applicants whose first language is not English)

Campus Employment Scholarship
Students who have successfully applied for and obtained employment at Virginia International University are eligible for this scholarship.

Eligibility:
• Students must have been studying as a full time student and working on-campus an average of 16 hours or more a week at VIU for at least one full semester.
• Students must be in good academic standing and meet a minimum 3.00 cumulative GPA requirement.
• Students must be in good standing with the accounting office.
• Students are eligible for either the Campus Employment Scholarship or an Academic Scholarship, not both.
• In order to receive the Campus Employment Scholarship, the Student must sign a waiver to allow VIU to use their image in marketing materials.

Application:
There is no application for this scholarship
ACADEMIC REGULATIONS

Enrollment

Full-time Students: For Fall and Spring semesters, a full-time course is 9 semester credit hours for graduate level programs and 12 semester credit hours for undergraduate level program. ESL students must study for 20 hours per week to be considered a full-time student, which applies for all semesters. For Summer sessions, graduate students registered for 3 or more credit hours per session and, undergraduate students registered for 6 or more credit hours per session are considered full-time students. Certification by the Registrar’s Office of any student as full-time requires that the student be engaged in full-time academic study. Certification will not be warranted merely by payment of full-time tuition. Students not attending classes full-time will not be certified as such.

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

Student Overloads: Ordinarily, a student who is willing to register for an overload beyond the full-time course load must have a satisfactory GPA, as required by the degree preceding the overload. For undergraduate study a minimum GPA of 2.0 is required, and for graduate study a minimum GPA of 3.0 is required to be eligible for a course overload. Students who wish to register for more than 15 credit hours for undergraduate degree programs or more than 9 credit hours for graduate degree programs in a semester must submit a Course Overload Form. The student must obtain an approval signature from the Academic Advisor as well as Dean of the School, and return this form to the Registrar’s Office prior to the end of the add/drop period. The student must be in a good academic standing to request a course overload. The School Dean has the authority to approve or deny any request for course overload.

Continuous Enrollment

All students in degree-seeking programs (whether full-time or part-time) are required to maintain enrollment in consecutive semesters of consecutive academic years until completion of the academic program. Summer breaks and the authorized leave of absence are the only acceptable exceptions to this rule. If a student fails to enroll by the add/drop deadline of a given semester, their status as a student at Virginia International University will be terminated.

Non-Degree Enrollment

All Non-Degree seeking applicants must meet VIU’s admission requirements and submit the following items to the Admissions Office:
- Online Application
- Application Fee
- Transcripts from all previously attended schools and all diplomas received (refer to the Application for Admission on page 29)
- Evidence of sufficient English Language Proficiency (for non-native English speakers only)

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

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

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

**Academic Advising**

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

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

Upon admission to a VIU program of study, but before the beginning of classes, students are encouraged to meet with their academic advisor. This initial advising session includes the following:
1. A review of the requirements for the student’s intended program of study.
2. A review of the student’s record-to-date to determine whether academic deficiencies exist that must be remedied.
3. A recommendation as to course selection for the upcoming semester/academic year.
4. A discussion of the career and/or graduate study options open to the student.
5. Further evaluation of the student’s suitability to major in the chosen discipline.

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

Semester and Credit System
VIU operates on a calendar where the academic year is divided into two main semesters: Fall and Spring. Courses are also offered during the two shorter Summer sessions. The Fall and Spring semesters span over 15 weeks each. The Summer semester consists of two concentrated sessions; each 8-weeks for academic courses. All online courses are offered in an 8-week format during the first and the second halves of the Fall, Spring and Summer semesters. Starting with Spring 2014 semester, ESL program will be offered in 7-week sessions.

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

(1) One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester hour of credit, or the equivalent amount of work over a different amount of time; or
(2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

For VIU students to complete any program, they must complete a specified number of credit hours as required by their respective programs of study. One credit hour can be earned by successful completion of 15 contact hours of learning. One contact hour of learning is defined as a minimum of 50 minutes of supervised or directed instruction and appropriate break(s). For example, for three graduate credit hours, a student must receive 45 contact hours of classroom instruction or a combination of lab and class work. Two hours of lab is equal to one hour of classroom teaching. Additionally, three hours of internship or externship is equal to one hour
of classroom teaching. The coursework in online courses is equivalent to the amount of coursework in the on-ground version of the same courses.

**Grading System and Grade Point Average**

**Explanation of Grades**

The grades of A, A-, B+, B, B-, C+, and C are passing grades, and C-, D+, D, D- and F are failing grades for graduate level courses. The grades of A, A-, B+, B, B-, C+, C, C-, D+, D, and D- passing grades, and F is failing grade for undergraduate level courses. The grade of S is passing grade and U is failing grade for ESL courses. The grade of “I” (Incomplete) is given to a student whose work has been of passing quality but who has, for compelling reasons, been unable to complete all of his or her required coursework by the end of the semester. The quality of performance in any academic course is reported by a letter grade. These grades denote the character of work and are assigned grade points as follows:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Letter Grade</th>
<th>Grade Points</th>
<th>CGPA</th>
<th>Academic Standing</th>
</tr>
</thead>
<tbody>
<tr>
<td>100-95</td>
<td>A</td>
<td>4.0</td>
<td>4.0</td>
<td></td>
</tr>
<tr>
<td>94-90</td>
<td>A-</td>
<td>3.7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>89-85</td>
<td>B+</td>
<td>3.3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>84-80</td>
<td>B</td>
<td>3.0</td>
<td>3.0</td>
<td>Satisfactory grade for graduate level programs</td>
</tr>
<tr>
<td>79-75</td>
<td>B-</td>
<td>2.7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>74-70</td>
<td>C+</td>
<td>2.3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>69-65</td>
<td>C</td>
<td>2.0</td>
<td>2.0</td>
<td>Lowest passing grade for graduate level course, and satisfactory grade for undergraduate level programs</td>
</tr>
<tr>
<td>64-60</td>
<td>C-</td>
<td>1.7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>59-55</td>
<td>D+</td>
<td>1.3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>54-50</td>
<td>D</td>
<td>1.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>49-45</td>
<td>D-</td>
<td>0.7</td>
<td>0.7</td>
<td>Lowest passing grade for undergraduate level programs</td>
</tr>
<tr>
<td>44 ≤</td>
<td>F</td>
<td>0</td>
<td>0.0</td>
<td>Failure</td>
</tr>
<tr>
<td>--</td>
<td>AU</td>
<td>0</td>
<td>0.0</td>
<td>Audit</td>
</tr>
<tr>
<td>--</td>
<td>I</td>
<td>--</td>
<td>--</td>
<td>Incomplete</td>
</tr>
<tr>
<td>--</td>
<td>NR</td>
<td>--</td>
<td>--</td>
<td>Not Reported</td>
</tr>
<tr>
<td>--</td>
<td>S</td>
<td>--</td>
<td>--</td>
<td>Satisfactory (non-credit)</td>
</tr>
<tr>
<td>--</td>
<td>TC</td>
<td>0</td>
<td>0.0</td>
<td>Transfer Credit</td>
</tr>
<tr>
<td>--</td>
<td>U</td>
<td>--</td>
<td>--</td>
<td>Unsatisfactory (non-credit)</td>
</tr>
<tr>
<td>--</td>
<td>W</td>
<td>--</td>
<td>--</td>
<td>Withdrawn</td>
</tr>
</tbody>
</table>

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

- **AU**: Audited Course  
- **R**: Repeat Course  
- **TC**: Transfer-in Credits

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NR: Not Reported  W: Withdrawn

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

**Cumulative GPA (CGPA)** is the overall GPA attained so far in an ongoing education period.

The GPA is determined by dividing the total number of grade points earned in courses by the total number of credits attempted. The GPA is carried out to three digits past the decimal point (example 1.000). No rounding up or down shall be done to arrive at the GPA. When a course is repeated, only the highest grade earned is counted in the computation of the GPA and the CGPA for graduation.

**Course Codes and Levels:**
- **ESL 0100-0899:** English as a Second Language courses (ESL is a non-credit program)
- **XXX 100-499:** Undergraduate level courses, with increasing levels of difficulty as the number increases.
- **XXX 500-799:** Graduate level courses, with increasing levels of difficulty as the number increases.

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

**President’s List**

<table>
<thead>
<tr>
<th>#</th>
<th>Requirements</th>
<th>Undergraduate degree program students</th>
<th>Graduate degree program students</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>GPA (minimum)</td>
<td>4.00</td>
<td>4.00</td>
</tr>
<tr>
<td>2</td>
<td>Minimum credit hours attempted and earned</td>
<td>12</td>
<td>9</td>
</tr>
<tr>
<td>3</td>
<td>Minimum grade</td>
<td>C+</td>
<td>B+</td>
</tr>
<tr>
<td>4</td>
<td>Other requirements</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• No I, U or F</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Grades are for the courses required for the intended program only.</td>
<td></td>
</tr>
</tbody>
</table>

**Dean’s List**

<table>
<thead>
<tr>
<th>#</th>
<th>Requirements</th>
<th>Undergraduate degree program students</th>
<th>Graduate degree program students</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>GPA (minimum)</td>
<td>3.75</td>
<td>3.90</td>
</tr>
<tr>
<td>---</td>
<td>---------------</td>
<td>------</td>
<td>------</td>
</tr>
<tr>
<td>2</td>
<td>Minimum credit hours attempted and earned</td>
<td>12</td>
<td>9</td>
</tr>
<tr>
<td>3</td>
<td>Minimum grade</td>
<td>C+</td>
<td>B+</td>
</tr>
</tbody>
</table>
| 4 | Other requirements | • No I, U or F  
• Grades are for the courses required for the intended program only. |

A letter from each office (the Office of the President or the Dean’s Offices) is sent to students noting their accomplishments and placement on the list. Each semester the lists are published on VIU’s website.

**Latin Honors**
Latin honors are given to graduate and undergraduate degree recipients who have achieved a high cumulative grade point average (GPA) in their programs. The notation will appear on their diplomas as well as on their transcripts. Transfer credits are not considered for the Latin honors as those courses do not carry grades and have no effect on GPA calculations. The requirements for graduation with honors are as follows:

<table>
<thead>
<tr>
<th>Graduate Degree Program</th>
<th>Degree GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summa Cum Laude</td>
<td>3.950 or higher</td>
</tr>
<tr>
<td>Magna Cum Laude</td>
<td>3.900 - 3.949</td>
</tr>
<tr>
<td>Cum Laude</td>
<td>3.800 - 3.899</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Undergraduate Degree Program</th>
<th>Degree GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summa Cum Laude</td>
<td>3.800 or higher</td>
</tr>
<tr>
<td>Magna Cum Laude</td>
<td>3.700 - 3.799</td>
</tr>
<tr>
<td>Cum Laude</td>
<td>3.600 - 3.699</td>
</tr>
</tbody>
</table>

**Graduation Requirements**
It is a student’s responsibility to notify the Registrar’s Office of intent to graduate. To be considered for graduation, a student must submit an “Application for Graduation Form” and a complete Degree Audit Form.”

**Degree Requirements:**
Students should meet the following minimum requirements to qualify for a degree:
Fee:
The fee for graduation is $100 for both undergraduate and graduate students if paid by the deadline, and $150 after the deadline. The fee for graduation is $50 for certificate students if paid by the deadline, and $75 after the deadline. The graduation fee is non-refundable.

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

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

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

Incomplete Grade ("I")
The grade of “I” (Incomplete) is given to a student whose work has been of passing quality but who has, for compelling reasons, been unable to complete all of his or her required coursework by the end of the semester. An “I” grade is not to be given for reasons including late submission of work. A grade of “I” must be evaluated and changed within six weeks of the following semester/session. At this time, all work from the previous semester/session must be completed and submitted to the instructor. If a grade is not submitted by the end of the sixth week, the grade will be

<table>
<thead>
<tr>
<th>Minimum Passing Grade Per Course</th>
<th>Graduate Degree</th>
<th>Undergrad. Degree</th>
<th>Graduate Certificate</th>
<th>Undergrad. Certificate</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGPA</td>
<td>3.00</td>
<td>2.00</td>
<td>3.00</td>
<td>2.00</td>
</tr>
<tr>
<td>Total Required Credit Hours</td>
<td>36</td>
<td>120</td>
<td>18</td>
<td>24</td>
</tr>
</tbody>
</table>
changed from “I” to “F” with the assumption that the student has not fulfilled his/her requirements for the course.

Students must understand the impact of “I” grade on their satisfactory academic progress as follows:

- A grade of “I” is not included in the calculation of the CGPA, but will count as credit hours attempted for the purposes of calculating the successful course completion percentage.
- Courses that remain as an “I” at the end of the six-week period will automatically become an “F” and will be calculated in the CGPA.
- “I” grades are also counted in the calculation of the successful course completion percentage if the student was charged for any portion of the course.
- Incomplete and Withdrawal grades may have an adverse effect on the successful course completion percentage if he/she has been charged tuition for any part of the course.
- The “I” grade is only issued for verifiable, unavoidable reasons. Since the “I” grade extends enrollment in the course, requirements for satisfactory completion will be established through student/faculty consultation and documented on the student’s transcript.

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

**Grade Change**

The following are examples of appropriate reasons for grade appeals:

- Arithmetical, typo or incorrect calculation in the grade book
- Coursework submitted was excluded in grade calculation
- Grade appears to be based on impermissible factors such as discrimination, bias, or retaliation

The following are examples of denial reasons for grade appeals:

- To enable a student to graduate
- To allow a student to award Scholarship, President’s/Dean’s list, or Latin Honor
- To avoid receiving an academic warning, probation or dismissal
- Personal issues that are not related to academics
- To comply with internal and/or external program standards
- Demonstration of not having completed course requirements

**Grade change initiated by an instructor**

A grade can be changed by an instructor regardless of whether the change was a requested by a student. After final grades are submitted, an instructor must notify the Registrar by email at registrar@viu.edu and copy the Dean/Program Director prior to making any changes or corrections to a grade. Upon request, the Registrar can enable the grade book to allow a grade to be amended by the instructor. Then, the instructor will make changes to the grade book on the Faculty Portal and re-submit the grade to the Registrar via the Faculty Portal.

**Grade change initiated by a student**

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

In the event that the instructor does not respond within 2 weeks or the issue remains unresolved after receiving the instructor’s decision, the student may appeal in writing to the School Dean within seven (7) days. The School Dean will call a meeting with the Academic Committee and both the student and faculty member will be invited to present their sides of the issue. The Academic Committee will then determine an appropriate resolution at which time both the student and faculty member will be notified about the decision within seven (7) days of the decision. The decision made by the Academic Committee is final and cannot be further appealed.

**Repeat or Retake of Courses (“R”)**

If a student repeats a course and completes, the following rules will apply in posting the student’s cumulative record:

1. The original grade, credit hours, and subsequent repetitions must be calculated as credits attempted in the successful course completion percentage for the purpose of satisfactory academic progress. As a general rule, all of the credit hours for which the University has collected any tuition, whether for a first time or repeated course, will be included in the computation of the successful course completion percentage.
2. The cumulative GPA will be based only upon the higher grade for the repeated course attempted.
3. The original grade for the course repeated under this rule will remain on the student’s academic record. The lower attempt will be flagged for exclusion in the cumulative GPA calculation and the higher attempt will be flagged for inclusion in the cumulative GPA calculation.

4. Course repetition does not extend the Maximum Time Frame for completing a program of study. (Maximum Time Frame is the time allowed for a student to complete a course of study. This requirement is discussed in more detail in other sections.) The student must complete the program within the original Maximum Time Frame allowed for their program.

Transfer Credits Policy (“TC”)

When a student brings credits from other institutions, these credits will be noted with a grade of “TC”, meaning Transfer Credits. Since these courses will not carry grades, they will have no effect on GPA calculations. These courses meet graduation requirements only. The student’s new normal program length will be shortened to reflect the transfer courses and the Maximum Time Frame will be recalculated. Normally, a transfer student would start with a 0.0 CGPA and 0% courses attempted and successfully completed for the purpose of satisfactory academic progress.

As a general rule, a transfer student must complete at least 50% of the credit hours required by their program of study at VIU. For example, a transfer student in VIU’s graduate degree program would have to complete at least 18 of the required 36 credit hours at VIU. This means that prior to enrollment; a graduate degree student may bring up to 18 semester credits of graduate credits from other accredited institutions and apply them towards a graduate degree program at VIU with discretion of the institution. A graduate level certificate student may bring up to 9 semester credit hours of graduate credit from other accredited institutions and apply them towards a graduate-level certificate program. A minimum of a 3.000 grade point average (“B”) out of 4.00 must have been earned on all graduate level transferrable credit hours. An undergraduate degree student may transfer up to 60 semester credit hours from other accredited institutions and apply them to their program; whereas an undergraduate level certificate student may bring up to 12 semester credit hours and apply them towards an undergraduate level certificate program. A minimum of a 2.000 grade point average (“C”) out of 4.00 must have been earned on all undergraduate level transferable credit hours.

Transferable credit is considered upon the request of the student at the time of initial registration. Graduate students who want to apply courses taken at another college/university toward their VIU graduate degree must understand that the following criteria must be met in order to be considered for transfer of credit.
(a) it is from an accredited institution recognized by the U.S. Department of Education, or the Council on Higher Education Accreditation, or, for foreign institutions, the government or appropriately recognized organization accreditation,

(b) the courses are equivalent to VIU courses,

(c) each course should be at least 3 credit hours,

(d) the grade must be B or higher,

(e) the course does not duplicate,

(f) the student must submit course descriptions, syllabi or course catalog,

(g) the maximum number of transferable credits is 18 credits.

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

(a) it is from an accredited institution recognized by the U.S. Department of Education, or the Council on Higher Education Accreditation, or, for foreign institutions, the government or appropriately recognized organization accreditation,

(b) the courses are equivalent to VIU courses,

(c) each course should be at least 3 credit hours,

(d) the grade must be C or higher,

(e) the course does not duplicate,

(f) the student must submit course descriptions, syllabi or course catalog,

(g) the maximum number of transferable credits is 60 credit hours.

During the time of study at VIU, a student may transfer no more than two courses (up to 6 credit hours) from another institution; provided that the total number of transfer credit does not exceed the 50% threshold and the institutions accreditation (or its equivalency) is verifiable. The transfer credits are counted as part of the maximum transfer credits, and a prior written approval of the School Dean/Director is required.

**Course Add/Drop**

After registration, a student may add a course at any time before the deadline specified in the Academic Calendar. Adding a course after the last day to add a course requires proof of extenuating circumstances and the written approval of the School Dean. Under no circumstances may a course be added after three (3) calendar days beyond the last day to add a course. Students wishing to drop a course must do so before the last day to drop a course. A course that is dropped before the specified date will not appear in the student’s academic record. To add or drop a course, the student must fill out a Course Add/Drop/Withdrawal Form (available from the Registrar’s Office and on our website at [www.viu.edu](http://www.viu.edu)), obtain the School
Dean’s or the academic advisor’s signature, and submit the completed form to the Registrar’s Office.

**Withdrawals (“W”)**

1. **Withdrawals after the Add/Drop Period**  
A student who wishes to change his/her schedule by dropping a course may do so only during the add/drop period by filing a Course Add/Drop/Withdrawal Form. From the second week to the end of the tenth week of classes for the 15-week courses, or from the second week to the end of the fifth week of classes for the 8-week courses, students may withdraw only after obtaining the School Dean or academic advisor’s signature on the Course Add/Drop/Withdrawal Form. A grade of “W”, indicating official withdrawal, will be recorded on the student’s transcript. After a grade of “W” is issued, the course may be repeated once. The grade of “W” will not be assigned to any student who has taken the final examination in the course. “W” grades are not calculated in the CGPA; however, they will be considered credit hours attempted if the student has incurred a financial obligation for the course. “W” grades affect the successful course completion percentage. A student who does not withdraw from a course before the deadline will receive a failing grade or a letter grade based upon his/her performance in the course. To withdraw from a course, the student must complete the relevant section of the Course Add/Drop/Withdrawal Form, obtain the School Dean or academic advisor’s signature, and submit the completed form to the Registrar’s Office.

2. **Withdrawals from the University**  
A student may withdraw from the University only when circumstances beyond the student’s control make it impossible for him or her to complete their coursework for the semester. A student wishing to withdraw from the University must complete the relevant section of the Institutional Withdrawal Form, obtain the school officials' signatures and submit the completed form to the Registrar’s Office. The student will receive a grade of “W” if he or she withdraws between the second and tenth week of the semester for 15-week courses, or between the second and fifth week of the session for 8-week courses. A student who does not withdraw from the University before the deadline will receive a failing grade or a letter grade based upon his/her performance in the course. The institutional refund policy is applied to determine if the institution is required to provide a refund to the student. Students who fail to register by the end of add/drop period are automatically considered to be officially withdrawn from the University.
Course Auditing (“AU”)
Auditing courses may be approved on a space-available basis. Audited courses are subject to all regular tuition and fees. VIU offers a special tuition rate for course auditing that applies only to VIU Alumni and senior citizens (age 65 and up), which is $175 per course. This special tuition rate applies to all program levels. Tuition and fees are subject to change without notice. Funds for personal expenses (e.g., food, health, insurance, books, supplies, etc.) are not included.

Students may register to audit courses with the written approval of the School Dean. Students who wish to change from audit to credit seeking must inform the Registrar’s Office by the end of add/drop period. A student auditing a course is not required to actively participate in class activities. For example, an auditing student may not be required to complete exams, quizzes, and projects. However, an instructor may request an auditing student to participate in-class activities. Classes taken for audit may be repeated for credit. Audited courses do not count as credits attempted for the purpose of determining satisfactory academic progress. Therefore, they have no effect on the student’s GPA computation. Program and prerequisite policies will apply to all auditing courses.

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

Program and Course Prerequisite Policy
Program and course prerequisites are designed to ensure that students registered for a course have the required minimum background for study of the course content. This background may be obtained through courses equivalent to the listed prerequisites or through other educational and professional experiences. In such cases, students should consult School Deans for advice and guidance. In those cases, a prerequisite may be waived with the appropriate approval. The approval of the waiver, to include documentation, will be maintained in the student records.

Attendance Policies
Good academic standing requires the presence of students at all class meetings. Therefore, course attendance at VIU is mandatory. There are only two acceptable reasons for absence from class or lab: 1) serious illness on the part of the student, or 2) a family emergency. In the former case, the student must submit a doctor’s note explaining the reason for the absence to the instructor(s) and the Registrar’s Office. In the latter case, the student must
submit a note to their instructor explaining the reason for the absence. Explanations for excused absences must be received no later than one week after the last missed class. Exceptions can be made by the instructor for prolonged emergencies when a student does not have means or opportunity to inform the University in advance.

Students are required to contact the instructors for absences prior to the missed class. The student must contact each instructor and arrange to make-up work immediately upon returning to the University. All make-up work is assigned by the instructor. Instructors are not obligated to provide make-up work for unexcused absences.

Absence for unexcused reasons may negatively affect the student’s final course grade. More importantly, under faculty discretion, unexcused absences in excess of 25% of the total class and lab time may result in failure of the course.

All students are expected to arrive to on-ground classes on time. Late attendance is disruptive to both the instructor and students. If a student is tardy for an on-ground class more than the instructor deems advisable, the instructor will report the issue to the student’s School Dean for appropriate action.

**Attendance in Online Classrooms**

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

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

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

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

- Student-tracking of course site login; or
- Student posting of bio in Discussion forum.

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

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

**Satisfactory Academic Progress Policy**
The following standards and requirements of satisfactory academic progress apply to all enrolled students.

1. **Maximum Time Frame (MTF) Allowed**
The Maximum Time Frame (MTF) is the time allowed for a student to complete a course of study. Students at VIU must complete their programs of study within 1.5 times the Normal Program Length (NPL) as measured in semester credit hours attempted. If a student cannot complete the program within the MTF, the student will be dismissed from the University.

A credit hour attempted is defined as any clock or credit hour for which a student has incurred a financial obligation. All registered hours at the end of the add/drop period will be counted in the MTF determination. In addition, all transfer credit hours accepted from other institutions will be counted in the MTF.

The MTF is 1.5 times the Normal Program Length (NPL) which can be formulated as \( MTF = 1.5 \times NPL \). For example, the MTF for an undergraduate degree program is 180 credits (1.5 x 120 credits).

<table>
<thead>
<tr>
<th>Program of Study</th>
<th>NPL in credits</th>
<th>MTF Allowed in credits*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate Certificate Programs</td>
<td>24</td>
<td>36</td>
</tr>
<tr>
<td>Graduate Certificate Programs</td>
<td>18</td>
<td>27</td>
</tr>
<tr>
<td>Graduate Degree Programs</td>
<td>120</td>
<td>180</td>
</tr>
<tr>
<td>Undergraduate Degree Programs</td>
<td>36**</td>
<td>54**</td>
</tr>
</tbody>
</table>

* MTF includes credits attempted at VIU and credits transferred to VIU from other institutions.

** Beyond the program prerequisites.

If a student is unable to complete the program within one of the aforementioned time periods, the individual will be dismissed from the University and will not be eligible to receive the original credential (i.e., Bachelor’s degree).

2. **Required Minimum Completion Percentage**
VIU will evaluate the successful course completion percentages for all enrolled students at 25%, 50%, 75% and 100% of the Maximum Time Frame above to determine whether the student is maintaining specific qualitative and quantitative minimums in order to avoid probation or dismissal.

**Hour Attempted (HA):** An Hour Attempted is defined in terms of the semester credit hour. An example of an hour attempted is any credit hour (or the equivalent) for which the student has incurred a financial obligation.

<table>
<thead>
<tr>
<th>Evaluation Points (% of MTF attempted)</th>
<th>Required Minimum Completion % (all credits attempted)</th>
<th>Number of HA (which must be earned)</th>
</tr>
</thead>
<tbody>
<tr>
<td>At 25% of MTF</td>
<td>*55%</td>
<td>55% x___ = ___HA</td>
</tr>
<tr>
<td>At 50% of MTF</td>
<td>**60%</td>
<td>60% x___ = ___HA</td>
</tr>
<tr>
<td>At 75% of MTF</td>
<td>**65%</td>
<td>65% x___ = ___HA</td>
</tr>
<tr>
<td>At 100% of MTF</td>
<td>**70%</td>
<td>70% x___ = ___HA</td>
</tr>
</tbody>
</table>

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

In practice, this means that when the attempted credits are 25% of the MTF, the student must successfully complete 55% of all credits attempted with a grade of “D-” or above in undergraduate degree programs or with a grade of “C” or above in graduate degree programs. Failure to meet this requirement will result in academic probation. Academic probation is permitted at this point only. Failure to meet the minimum completion percentages at 50%, 75%, or 100% renders the student ineligible for probation and the student must be dismissed. All courses, including courses that a student has withdrawn from or has retaken, will be included in credit hours attempted. Therefore, the courses that a student has withdrawn from or has retaken will have an impact on the minimum completion percentage. The completion percentage is calculated at the end of each semester.

3. **Required Minimum CGPA**  
The third requirement of acceptable satisfactory academic progress is to meet the minimum CGPA requirement at each evaluation point of the MTF. VIU uses a 4.0 scale grading system and GPAs are calculated at the end of each semester. Courses from which the student has withdrawn are not included in GPA or CGPA calculations. In the case of courses that have been retaken, only the highest grade is included in the GPA and CGPA calculation.
<table>
<thead>
<tr>
<th>Evaluation Points - % of MTF attempted*</th>
<th>Required Minimum CGPA</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Undergraduate Level Programs</td>
</tr>
<tr>
<td></td>
<td>Probation Point</td>
</tr>
<tr>
<td>At 25% of MTF</td>
<td>CGPA&lt;1.25</td>
</tr>
<tr>
<td>At 50% of MTF</td>
<td>CGPA&lt;1.50</td>
</tr>
<tr>
<td>At 75% of MTF</td>
<td>CGPA&lt;1.75</td>
</tr>
<tr>
<td>At 100% of MTF</td>
<td>CGPA&lt;2.00</td>
</tr>
</tbody>
</table>

* If these evaluation points fall during the middle of a semester, the evaluation will be conducted at the end of the previous semester.

In practice this means that, for an undergraduate student, when attempted credits are 50% of the MTF, a CGPA below 1.50 but greater than or equal to 1.25 will result in probation. A CGPA below 1.25 will result in dismissal.

For a graduate student, when attempted credits are 50% of the MTF, a CGPA below 2.50 but greater than or equal to 2.25 will result in probation and below 2.25 in dismissal.

At 100% of the MTF, or graduation, whichever occurs sooner, the student must have completed all of the program requirements with a CGPA of 2.0 or higher in a Bachelor’s degree program and a CGPA of 3.0 or higher in a master's degree program. The student who falls below the statutory minimum is not considered to be maintaining satisfactory progress, no probation is allowed at this point, the individual will be dismissed from the University and will not be eligible to receive the original credential (i.e., Bachelor's degree).

**Academic Warnings**

Any student who:

1. Fails to maintain a minimum GPA of 2.0 in an undergraduate degree program or an undergraduate certificate program, or a 3.0 in a graduate degree program or a graduate certificate program for any semester; or
2. Receives a grade of “F” or incomplete “I”; or
3. Engages in academic dishonesty as defined in the Academic Catalog below; will receive an academic warning at the end of that semester.
The student will continue to receive warnings until the situation improves. The Registrar has the authority to place on academic probation any student who receives warning letters for three consecutive semesters.

**Academic Probation**

Students who fail to maintain the required CGPA and successful course completion percentage minimums at 25%, 50%, and 75% of the Maximum Time Frame (MTF) at the end of each academic year (for those programs equal to one year in length or longer) will be placed on academic probation as shown in the table below:

<table>
<thead>
<tr>
<th>Evaluation Points (% of MTF attempted*)</th>
<th>Probation Period for Undergraduate Level Programs</th>
<th>CGPA Falling in Probation Period for Graduate Level Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>At 25% of MTF</td>
<td>CGPA &lt; 1.25</td>
<td>CGPA &lt; 2.25</td>
</tr>
<tr>
<td>At 50% of MTF</td>
<td>1.25 &lt; CGPA &lt; 1.50</td>
<td>2.25 &lt; CGPA &lt; 2.50</td>
</tr>
<tr>
<td>At 75% of MTF</td>
<td>1.50 &lt; CGPA &lt; 1.75</td>
<td>2.50 &lt; CGPA &lt; 2.75</td>
</tr>
<tr>
<td>At 100% of MTF</td>
<td>No probation is allowed. Dismissal is required.</td>
<td>No probation is allowed. Dismissal is required.</td>
</tr>
</tbody>
</table>

Students who do not maintain satisfactory academic progress will be placed on academic probation for one semester. The student on academic probation will be counseled and given assistance, if needed, in order to improve their CGPA. The statement “Placed on Academic Probation” will be entered into the student’s permanent record. The academic probationary period is normally one semester, except under mitigating circumstances. The student is considered to be maintaining satisfactory academic progress while on probation.

If a student fails to attain a minimum CGPA of 2.0 at the end of the academic probationary period, the student will be dismissed and the statement “Academic Dismissal” will be entered into the student’s permanent record.

**Academic Dismissal**

Students who do not maintain at least a CGPA of 2.0 at the end of the academic probationary period, and who cannot meet the minimum CGPA requirement at the evaluation points shown in the table below, will be dismissed from the University.
<table>
<thead>
<tr>
<th>(%) of MTF attempted*</th>
<th>for Undergraduate Level Programs</th>
<th>for Graduate Level Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>At 25% of MTF</td>
<td>No dismissal is required.</td>
<td>No dismissal is required.</td>
</tr>
<tr>
<td>At 50% of MTF</td>
<td>CGPA &lt; 1.25</td>
<td>CGPA &lt; 2.25</td>
</tr>
<tr>
<td>At 75% of MTF</td>
<td>CGPA &lt; 1.50</td>
<td>CGPA &lt; 2.50</td>
</tr>
<tr>
<td>At 100% of MTF</td>
<td>CGPA &lt; 2.00</td>
<td>CGPA &lt; 3.00</td>
</tr>
</tbody>
</table>

The statement “Academic Dismissal” will be entered into the student’s permanent record. Academic Dismissal normally is permanent unless, with good cause, students reapply and are accepted under special consideration for readmission by the University. (See the “Student Withdrawal and Readmission” policy below.)

**Student Withdrawal and Readmission Policy**

**Withdrawal**
Students, who have voluntarily withdrawn from the university in good standing, may apply to be readmitted into the university through our regular VIU admission process. If accepted, they may re-enroll and become a VIU student once again. Students who are on probation and voluntarily withdraw will be placed on probation for one semester upon readmission.

**Termination Due to Poor Academic Performance**
Students, who have their status as a student involuntarily terminated due to poor academic performance, must be readmitted into the university through our regular VIU admission process. In addition, they must also submit, in writing, a petition which outlines the future changes in behavior or circumstances that will result in their improved academic performance. This petition must be submitted to their School Dean at least two weeks before the beginning of the semester in which the student requests readmission. The Dean, in coordination with the Registrar, will determine if the student has demonstrated likelihood for future success in the program of study.

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

**F-1 Visa Reinstatement**
Students who have failed to maintain his/her F-1 visa status for any reason must apply for reinstatement of his/her F-1 status with U.S. Citizenship and Immigration Services (USCIS) before they can again enroll at the university. VIU will evaluate the circumstances in which the student lost the visa status and only those that were terminated for reasons beyond the student’s control will be considered for reinstatement. Students who have been out status for more than five months are not eligible to apply for reinstatement with the university. Students who have their visa status terminated will need to clear all financial obligations with the VIU Accounting Office before formally beginning the reinstatement process. Students who have their visa status terminated while studying at VIU will not be able to continue their studies during the semester in which their status was terminated. Students will instead apply for reinstatement and continue their studies during the semester following the termination. Applying for reinstatement does not guarantee the termination status will be reversed. This decision is made solely by USCIS.

**Change of Program or Concentration**
A student who is pursuing an academic program and who decides to change his or her program of study may apply only those courses that count towards the new degree program in the CGPA calculations and course completion percentages. The student’s NPL will be recalculated. The student will start with the recalculated CGPA and credits attempted and completed for the purpose of determining satisfactory academic progress.

To change a program or concentration, a student must:
1. Submit a Change of Program or Concentration/Declaration Form
2. Meet with the new program School Dean for advising
3. Meet with the Registrar for transfer credit issues. (The transfer credit policy above applies)
4. Meet with a representative of VIU’s Admissions Office to determine if extra documentation is required

**Leave of Absence (LOA)**
From time to time, students may seek authorization for a temporary leave of absence from the university to temporarily interrupt a program of study. A leave of absence effectively allows for a student to suspend his or her enrollment for a brief period of time rather than withdrawing from the program and re-enrolling, potentially under different guidelines. Any leave expected to be lasting for more than one week must be authorized by the
university. The student is not eligible for a refund for any missed classes. In order to be granted a Leave of Absence, a student must meet the following criteria:

(a) Medical issues  
(b) Professional/job related issues  
(c) Personal issues  
(d) Military or civic Duty

**Medical Leave:** For students who request a Leave of Absence due to Medical reasons, the following documents must be submitted in writing to the Registrar’s Office:

- Completed Leave of Absence form  
- A physician’s letter documenting the student’s condition and assessment of when the student can return to active academic status

**Personal or Professional Leave:** For students who request a Leave of Absence due to professional or job related reasons, must submit the following documents in writing to the Registrar's Office:

- Completed Leave of Absence form  
- A letter from the student’s supervisor documenting the student’s need to focus his/her time and attention on job-related activities and estimating when the student can return to active academic status or,
- A personal statement from the student documenting the reasons why a personal leave is needed as well as when they plan to return to active academic status

**Military or Civic Duty:** For students who request a Leave of Absence due to military or civic duties, the following documents must be submitted in writing to the Registrar’s Office:

- Completed Leave of Absence form  
- An official government, state or civic document must be supplied documenting the conditions for military or civic duty and the length of required service.

All requests must be submitted prior to the first day of the leave and fully completed including signature, date and the reason for the request. Leaves of Absence are not granted retroactively. Return dates for a Leave of Absence must correspond to the start of a new semester/term. The maximum permitted duration of an approved leave of absence is normally one academic year; however, students must file a leave of absence each semester. If a student does not file a written petition for an extension of a Leave of Absence, the student will be withdrawn from their program on the day in which the student is expected to return. The leave of absence is not counted as part of the student’s period of residence nor for any other requirement of the student’s program. Therefore, a leave of absence has no effect on satisfactory academic progress.
As a general rule, international students with F-1 visas must return to their home country when applying for a leave of absence unless it is an approved Medical leave. F-1 visa students are required to consult with the International Student Advisor prior to request for a leave of absence to avoid any negative effects on their visa status.

**Leave of absence request prior to the semester**
If a student is seeking for a leave of absence prior to the semester, the complete documents stated above must be submitted to the Registrar’s Office prior to the first day of semester.

**Leave of absence request during the semester (long leave)**
If a student is seeking for a leave of absence while a semester is in session and has no plan to return within the semester, the complete documents stated above along with an add/drop/course withdrawal form must be submitted to the Registrar’s Office. A student must understand that withdrawal grades will be assigned if he or she withdraws between the second and tenth week of the semester for 15-week courses or between the second and fifth week of the session for 8-week courses and/or if and add/drop for is not submitted with the Leave of Absence. A student who does not withdraw from the course(s) before the deadline will receive a failing grade or a letter grade based upon his/her performance in the course.

**Leave of absence request during the semester (short leave)**
If a student is seeking for a temporary leave of absence while a semester is in session but plans to return in the semester, the student must submit a leave of absence form together with a written request from the student email account to Registrar. The letter must include at least (1) date of leaving, (2) expected date of returning, (3) program of study, (4) reason of requests, (5) course(s) that will be missed, and (6) a proposal for how they will handle course work during the leave. The Registrar will review the documentations, and email the student to request written permission from the instructors of the courses. Instructor(s) will submit a reply to the request via email to the student and copy to School Dean. The Dean then forms an ad hoc committee for review. Once the ad hoc committee makes a decision, the Registrar notifies the student via their VIU email account.
STUDENT RIGHTS & RESPONSIBILITIES

Students at VIU enjoy certain rights; while at the same time have certain responsibilities. The submission of an application for admission to VIU represents a voluntary decision on the student’s part to participate in the programs offered by the institution pursuant to its policies, rules, and regulations. The University’s approval of that application, in turn, represents the extension of a privilege to join VIU and remain a part of it so long as the student meets the required academic and social standards of VIU.

VIU is a learning community with specific expectations concerning the conduct of its students. The University strongly believes that students are adults who are expected to take personal responsibility for their own conduct. Acceptance into any of the University’s programs means that the student has accepted the following rights and responsibilities:

1. To pursue his/her educational goals through the resources and the opportunities made available to him/her by the University.
2. To challenge any university ruling or other sanction by appealing to due process, except as hereinafter provided.
3. To inquire, express views, and assemble with others as long as the student does not interfere with the rights of others or the University’s effective operation.
4. To receive a professional and non-biased review of his/her academic ability and performance.
5. To recognize the safety and protection of property and the continuity of the educational process.
6. To help the University maintain good relations with its neighbors and the surrounding community by, among other things, obeying all traffic regulations, refraining from causing any disturbance, and respecting private property.

Grounds for Warning, Suspension, or Dismissal

Any of the following may be considered as cause for probation, suspension, or dismissal:

1. Academic dishonesty of any kind.
2. Failure to maintain satisfactory academic progress.
3. Violation of institutional rules and regulations.
4. Failure to maintain financial obligations.

Academic Dishonesty Policy and Procedures

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

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

I. Academic Integrity

Formal oversight of the Academic Integrity is monitored by the entire VIU learning community including students, faculty, and staff of VIU. The student body is involved with the formal review, investigation, and recommendation of sanctions against violations of the Code of Academic Excellence through the participation of the President or Vice President of the Student Union, who will participate in Programmatic Grievance Panels as required. Suspected violations of academic integrity shall be directed to the Dean or office of the VP of Academic Affairs in writing.

II. Code of Academic Excellence

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

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

Academic Misconduct

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

A. Unauthorized use of material or improper collaboration
B. Plagiarism from intended or unintended sources
C. Submissions of the same work for multiple courses
D. Falsifying, purchasing or altering the work of others or representing materials as one’s own work
E. Unauthorized access to or the theft of the work of others

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

**Reporting and Resolving Academic Misconduct**

VIU is committed to the immediate resolution of allegations of misconduct. Wherever possible, if academic misconduct can be stopped prior to the occurrence of a violation, it is encouraged that members of the learning community hold each other accountable. In the event that this is unlikely or impossible, students, instructors, administrators and staff members, or other external parties may report misconduct. In doing so, it is important to understand both the scope of program oversight regarding allegations of misconduct and the adjudication process for allegations of misconduct.

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

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

**II. Adjudication of Allegations**

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

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

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

2. Resolution for Second Allegation of Misconduct
   a. If a violation to the Academic Code of Excellence is alleged again for the same student a second time, the instructor shall inform the student in writing of the charges against violating the Code of Excellence & Academic Integrity Policy and that the allegation has been escalated to the Dean’s office.
b. The instructor shall gather the original student documentation related to the incident which includes: the student’s work and plagiarism report from Turn-it-in and/or any supporting documentation and submit it to the Program Designee.
c. The Program Designee schedules a meeting with the student to discuss the allegation.
d. During the meeting, the student is reminded of the Code of Excellence & Academic Integrity Policy. The student is also shown the copy of the Code of Excellence & Academic Integrity Policy that was signed by him/her.
e. The Program Designee informs the student that he/she will receive a zero for the assignment with no option to resubmit the work.
f. A copy of the student’s work is given back to the student, while the original work and case supporting documentation is kept in the student’s permanent file at VIU.

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

d. At this time, the Program Designee will submit a copy of the student paper with the comments and return the copy to the student while keeping the original paper and supporting documentation in the university records.

4. Resolution for the Fourth Allegation of Misconduct:
   a. If a violation to the Academic Code of Excellence is alleged again for the same student for the 4th time, a written or electronic notice shall be sent to the student explaining the nature of the allegation and informing the student that this matter will be handled by the Institutional Grievance Panel, which consists at a minimum of the Dean and/or Program Designee, the Vice President of Academic Affairs, and Designee from the Office of the President.
   b. During the Institutional Grievance Panel, the Program Designee will provide documentation of all allegations of misconduct. The panel will then discuss the violation and possible consequences of the violation. Possible consequences can include:
      i. Suspension from the school for a minimum of one semester
      ii. Permanent expulsion from the university
   c. The student will be notified in writing by a letter from the Vice President of Academic Affairs regarding the decision. Appeals to decisions can only be made to the Office of the Vice President of Academic Affairs.
   d. At this time, the Program Designee will submit a copy of the student paper with the comments and return the copy to the student while keeping the original paper and supporting documentation in the university records.

Non-Academic Dishonesty/Misconduct

By enrolling in the University, the student recognizes that the following types of behavior are prohibited and that being found guilty of engaging in them can serve as grounds for certain sanctions, including expulsion or involvement of the local police department:

1. Illegal activities: Violation of any federal, state, and local laws and any published or decreed university policies will be reported to the proper authorities.
2. Copyright infringement: Most printed materials, photographs, motions pictures, sound recordings, and computer software are protected by copyright. Copyrighted works may not be reproduced, distributed, performed, or adapted by students without the copyright owner’s permission. For more information please see the Copyright & Fair Use Policies for Software & Other Materials section in this Catalog.

3. Computer misuse: Some software products are protected by copyright laws. Students may not copy the institution’s software without permission of the copyright holder. Additionally, students may not place personal software on the institution’s computers or damage or destroy either software or computers. For more information please see the Copyright & Fair Use Policies for Software & Other Materials section in this Catalog.

4. Drug use: The manufacture, sale, dispensation, possession, or use of any controlled substances or illegal drug paraphernalia on university premises or at university sponsored events is considered an illegal activity and is prohibited on all university property.

5. Alcohol consumption: The use, possession, or sale of any alcoholic beverage, regardless of its potency or lack thereof, is prohibited on all university property.

6. Firearms possession: The use, possession, or sale of firearms or other weapons or any dangerous explosives or explosive elements or component parts on university property is strictly prohibited.

7. Physical and psychological abuse: Any form of physical and/or psychological abuse, threat, or harassment of another person or fighting on university property will result in sanctions. If the abuse is judged severe enough, the local police department may be consulted.

8. Property damage: Littering, defacing, destroying, stealing, or damaging university property (or attempting to do so), initiation of, or causing to be initiated, any false report, warning or threat of fire, explosion, or other emergency under the University’s jurisdiction, is prohibited.

9. Gambling: Gambling or holding a raffle or lottery at the university without proper approval is forbidden.

10. Obscene language or conduct: Use of profanity and disorderly obscene conduct is strictly prohibited.

Students are expected to familiarize themselves with the University’s policies on the following activities: unauthorized entry or presence in any university building or facility; solicitation and sales; smoking; sexual harassment; physical or psychological assault/abuse of others; and unauthorized or disorderly assemblies that hamper the effective functioning
of the university, its students, staff, and visitors, and its daily routine operations.

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

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

**Disruptive Classroom Behavior**

In general, classroom management is the responsibility of the instructor. The learning environment of the entire class should not be jeopardized for the sake of a single student or group of students. Inappropriate classroom behavior may include, but is not limited to:

1. Disruption of the classroom atmosphere;
2. Engaging in non-class activities, for instance, talking to another student, talking on a cell phone, or working on an assignment for another class;
3. Use of profanity in classroom discussion; or
4. Use of abusive or disrespectful language toward the instructor or a student in the class, or about other individuals or groups.

Instructors have the right to dismiss a student temporarily from class when the student’s behavior distracts or disrupts the other students’ learning.

**Civil Rights and Sexual Harassment**

VIU does not and will not tolerate sexual harassment of students, faculty, and/or staff. This policy is part of the University’s effort to maintain a learning and working environment free from sexual harassment, exploitation, or intimidation. Violation of this policy will subject individuals to disciplinary actions, up to and including dismissal for employees and students. Sexual harassment is a form of sex discrimination that is illegal under Title VII of the Civil Rights Act of 1964 for employees and under Title IX of the Education Amendments of 1972 for students. In keeping with the guidelines provided by the US Equal Employment Opportunity Commission on sexual harassment in employment, VIU defines sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature directed at an individual, or action taken in retaliation for reporting such behavior, regardless of where such conduct may occur. Sexual harassment is deemed to have occurred when:

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

3. The conduct has the purpose or effect of unreasonably interfering with an affected employee’s work performance or an affected student’s academic performance or participation in educational pursuits; or

4. The conduct has the purpose or effect of creating an intimidating, hostile, or offensive work or study environment.

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

American’s With Disabilities (ADA) Policy
In accordance with Title III of the Americans with Disabilities Act, Section 506, Virginia International University is committed to ensuring that all of its facilities and programs are accessible to all persons. If you believe you may qualify for course adaptations or accommodations in accordance with ADA, Section 506, it is your responsibility to contact VIU’s Office of Human Resources for an accommodation approval letter. Documentation about your particular diagnosis must be provided by a qualified health professional (such as a physician, surgeon, psychiatrist, licensed clinical or educational psychologist, or certified learning disability specialist), and must be currently relevant (less than 3 years old). The assessment of reasonable accommodation is the decision of the university and will be provided to you in a letter of accommodation for your instructors no later than the second class session.

VIU’s Office of Human Resources contact information:
Email: hr@viu.edu
Phone: (703)591-7042 Ext 338 or 339
Location: Waples Mill Building (11200 Waples Mill Road, Suite # 360, Fairfax, VA 22030)

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

Safe and Drug-Free School Policy
In compliance with the US Department of Education and the Drug Free Schools and Communities Act Amendment of 1989, PL 101-226 20 USC’s 1145g, Higher Education Act of 1965, Section 1213, VIU has adopted the
following safe and drug-free school policy for the protection and welfare of all students and staff:

1. VIU will not tolerate the unlawful possession and use of alcohol or controlled substances (drugs) on its premises.
2. The unlawful manufacture, distribution, dispensation, possession or use of alcohol and controlled substances is prohibited in and on property owned by or under the control of VIU.
3. Students and employees who violate this policy may be subject to arrest and prosecution and will be subject to the disciplinary procedures provided by the various negotiated agreements or such other corrective action as the President or the President’s designee may deem appropriate. Other corrective action may include satisfactory participation in an approved alcohol or drug rehabilitation program.
4. Students and employees should be aware that the legal sanctions that may be imposed under current laws regarding the unlawful manufacture, distribution, dispensation, possession, use, or sale of alcohol or controlled substances include fines and prison terms ranging from one year to life in prison upon conviction.
5. Students and employees should also be aware that the health risks associated with the abuse of alcohol and the unlawful use of controlled substances include, but are not limited to, memory loss, depression, seizures, falls, accidents, heart and lung diseases, frequent infection, and sudden death.
6. VIU will make a good-faith effort to maintain an alcohol-free and drug-free workplace.

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

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

VIU employees shall use computer software only in accordance with the terms of the VIU Computer Software Policy and the licensing agreement for the software. The University does not condone or support the use of any unauthorized copies of software. All software used by University
employees to perform their responsibilities shall be purchased through appropriate procedures.

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

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

Student’s Records and Release of Information

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

1. Name, address, telephone number, date and place of birth, program undertaken, dates of attendance, and certificates, diplomas and degrees awarded may be provided to third parties unless the request to omit such information is presented in writing.

2. Records are required by VIU officials in the proper performance of their duties. VIU defines a school official as a person employed by the university including a full time or adjunct professor/instructor, an administrator, clerical staff, a member of the board of trustees or a member of committees and disciplinary boards, or a student serving on an official committee, such as a disciplinary committee, with legitimate educational interests.

3. In accordance with FERPA, a school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility.
4. Organizations are conducting studies for educational and governmental agencies.
5. US government agencies as listed in Public Law 93-380 request information for specific purposes.
6. At the request of any Accrediting agencies.
8. Appropriate persons in connection with an emergency.
9. For the purposes of awarding financial aid.
10. In response to legal court orders.

**FERPA and Directory Information Withheld/Released**

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

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

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

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

**Program and Policy Changes**

This Academic Catalog is current as of the time of printing. From time to time, it may be necessary or desirable for VIU to make changes to the Academic Catalog due to the requirements and standards of the university's accrediting body, state licensing agencies, the US Department of Education, and market conditions, among other reasons. VIU reserves the rights to make changes to any provision of the Academic Catalog, including the amount of tuition and fees, academic programs and courses, university policies and procedures, faculty and administrative staff, the Academic Calendar and other dates and provisions.

VIU reserves the right to make changes in equipment and instructional materials, modify curricula, and when size and curriculum permit, to combine classes. The VP of Academic Affairs should be contacted for information concerning any such changes. Changes will be added as an addendum to the Catalog and will be published on VIU’s website.
Regulations for International Students (F-1 visa)
It is the student’s responsibility to comply with all immigration regulations that apply to F-1 visa students. If a student fails to follow these procedures, then he/she will be considered "Out of Status" and until the student has his/her F-1 status reinstated, he/she may not be allowed to:
1. Continue to stay and study in the USA;
2. Extend their period of study;
3. Travel outside of the USA;
4. Pursue practical training.

International Students (F-1 visa) are required to:
1. Keep an un-expired passport that is valid for at least six (6) months at all times during their stay in the U.S.
2. Attend the school that they are authorized to attend.
3. Make normal progress towards completing their program of study.
4. Report any change of address to VIU within 10 days of the change. If applicable, comply with Special Registration Procedures for certain foreign nationals. (For more details please contact VIU’s International Student Services (ISS) Office).
5. Maintain full-time enrollment
   a. If in an Academic Program: The full-time course load for graduate degree programs is 9 credits per semester, and the full-time course load for undergraduate, diploma, and certificate programs is 12 credits per semester. However, during the Summer sessions the full time course load is lower for graduate and undergraduate studies. The Summer session full course load for graduate degree programs is 3 credits and for undergraduate programs it is 6 credits. Any student starting during the Summer session is required to maintain a full course load in the summer session.
   b. If in the ESL Program: The full-time course load for the ESL program is 18-20 hours per week. Any student starting during the summer session is required to maintain a full course load for summer.
6. Obtain a new I-20 for a change in academic or program level of study.
7. Abide by VIU’s attendance policy, which requires that all full-time students attend at least 80% of all classes.
8. Vacation:
   a. If in an Academic Program: All degree-seeking F-1 visa students are allowed to take vacation time off after studying at least one full semester and only during the official school recesses, semester breaks, and summer sessions. However, if the summer session is their first semester at VIU or in the U.S.A., they must study during the summer session in accordance to the USCIS regulation.
b. If in the ESL program: Students are allowed to take their annual break after completing four (4) consecutive 7-week terms. The annual break can be up to two (2) consecutive terms. Students must take at least four (4) consecutive terms of courses between annual breaks. Students are not eligible to take an annual break after their final session of courses. Students will be eligible for a 60-day grace period under USCIS regulation, after completing their program. The grace period begins on the Program End Date listed on the I-20 and ends 60 calendar days later. Students who wish to take their annual break must complete an Annual Break Form and submit it to the International Student Services Office at least one week prior to the beginning of the first session of the annual break. When the form is turned in, the ISS Office will determine if the student is eligible for the annual break and will inform the student of the decision as well as the student’s return to class date. The student will be informed via VIU e-mail within one business day of submission of the Annual Break Form.

9. Accept no employment of any kind, either on-campus or off-campus, without written permission from VIU’s ISS Office and, if necessary, the USCIS.

10. School Transfer: If a student needs to make a school transfer, they are advised to do so in a timely fashion. It is recommended that students must inform VIU of their intention to transfer at least 15 days before the start date of the new semester at VIU.

11. Obtain an F-1 visa extension of stay as needed: If a student requires more time to complete their program than that which is authorized on the VIU I-20, they must request a program extension through VIU’s ISS Office.

12. F-1 visa Grace Periods: Upon completion of the program requirements, and/or completion of optional practical training, F1 visa students must leave the U.S.A. within a 60 day grace period, or change to another immigration status within the time allowed, usually within the first 45 days of the grace period. A student who obtains permission from an International Student Advisor prior to withdrawing from VIU will have 15 days to depart the US. However, a student who withdraws without prior approval or terminates the course of study has zero (0) days to leave the US. The student must depart the US immediately.

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

14. Complete a timely reinstatement application if the student has become out-of-status. ISS office will make decision on
recommending student for reinstatement based on student’s demonstration of intention to continue studying.

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

Opportunities for Practical Training
The U.S. government allows F-1 visa students two opportunities to gain practical experience related to their field of study.

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

Optional Practical Training (OPT)
The U.S. government permits graduated students, in F-1 visa status, to work for a limited amount of time in the United States so that they may reinforce what they have learned in university and/or college degree programs. This benefit is called Optional Practical Training (OPT). OPT allows F-1 visa students to obtain employment in areas related to their academic program of study. OPT is available for periods up to twelve (12) months at each higher academic level, and may be extended under some circumstances in STEM program related fields. A job offer is not necessary to apply for OPT and a student may work for one or more employers, change jobs, or look for work during the training period. Students who wish to pursue the OPT program should consult with the ISS Office and the Career Center for the required paperwork and permission. It is student’s responsibility to apply for OPT in timely manner.

Formal Complaint Procedure
VIU faculty and staff attempt to create, in all areas, an atmosphere that is conducive to learning. For this reason, VIU has established a procedure to address any school-related problems, concerns, or complaints. Most academic concerns will be handled by the instructors directly. Students should first discuss the problem with the instructor and then with the Dean/ Director of the School, if necessary. If the problem is not resolved
at that level, the student should then contact the Vice President of Academic Affairs.

VIU team members maintain an open-door policy. Students may express concerns to any administrator. Complaints, however, are best handled by following the above-stated procedure. At the written request of the student, an ad-hoc Grievance Committee comprised of the Vice President of Academic Affairs, one senior faculty member, the Dean/ Director of the School, and other invited staff or faculty. The Committee will convene to address concerns which remain unresolved. The ad-hoc Grievance Committee will convene within ten (10) working days of a written request from the student. The student will be notified of the committee’s decision within three working days of the meeting. If after following the above stated procedure, the student feels that his or her concerns have not been resolved, he or she may address these concerns in writing to the following organizations:

State Council for Higher Education for Virginia (SCHEV)
James Monroe Building, 9th Floor
101 N. 14th Street,
Richmond, VA 23219
(804) 225-2600
Institutional Approval Coordinator

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

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

Undergraduate Programs

VIU currently offers two undergraduate degree programs and two undergraduate certificate programs from two Schools, SB and SCIS:

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

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

Undergraduate Program Requirements

An undergraduate baccalaureate degree at VIU can be earned by completing the program minimum course requirements of 120 credit hours and undergraduate certificate can be completed by earning 24 credit hours. All courses, including the General Education Courses (GEC), are three (3) credit hour courses. To qualify for the Bachelor’s degree, students must meet all credit requirements as described below:

1. Students enrolled in any undergraduate degree program must maintain a Cumulative Grade Point Average (CGPA) of at least 2.0 (B), out of 4.0, and a minimum grade of not less than 0.7 (D-), out of 4.0, in all courses to remain in good standing and to graduate.
2. The maximum number of credit hours permitted for the completion of any undergraduate degree program is 180 semester credits.
3. Undergraduate students may transfer up to 60 semester credit hours of college credits earned at other accredited institutions.
4. No degree credit is earned by a student for any grade below 0.7 (D-), out of 4.0, received in an undergraduate-level course. However, any grades lower than 0.7 (D), out of 4.0, will be calculated in the CGPA.
5. The student must have completed a minimum of 120 semester credit hours. The required distribution of these credit hours is shown under the detailed description of each undergraduate degree program.

Undergraduate Internships

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

General education provides the skills and knowledge which are crucial to students’ academic success in college and university. To guarantee this success, VIU’s General Education requirements ensure that students acquire the skills that are used across academic disciplines and levels, including critical thinking, effective communication, reading comprehension, research proficiency, and computer literacy. They also provide students with a basic understanding of a broad range of knowledge in the humanities, mathematics, and the social, life, and physical sciences. Undergraduate students are required to meet the General Education requirements listed below. Students should choose twelve (12) courses from the list below in consultation with their academic advisor. All of those 12 courses should be taken during the two first years of academic study.

**Distribution of GEC Courses**

**GEC Core Courses: (7 Courses – 21 Credit Hours)**

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEC 101</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>GEC 103</td>
<td>Oral Communications Skills</td>
<td>3</td>
</tr>
<tr>
<td>GEC 108</td>
<td>Business English</td>
<td>3</td>
</tr>
<tr>
<td>GEC 140</td>
<td>Introduction to Humanities</td>
<td>3</td>
</tr>
<tr>
<td>ENG 145</td>
<td>Academic Writing</td>
<td>3</td>
</tr>
<tr>
<td>MATH 101</td>
<td>Pre-Calculus</td>
<td>3</td>
</tr>
<tr>
<td>MATH 151</td>
<td>Calculus I</td>
<td>3</td>
</tr>
</tbody>
</table>

**Social Sciences: (3 Courses – 9 Credit Hours)**

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group A (1 Course – 3 Credit Hours)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GEC 130</td>
<td>Psychology</td>
<td>3</td>
</tr>
<tr>
<td>GEC 131</td>
<td>Sociology</td>
<td>3</td>
</tr>
<tr>
<td>GEC 132</td>
<td>Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>Group B (2 Courses – 6 Credit Hours)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GEC 110</td>
<td>World History</td>
<td>3</td>
</tr>
<tr>
<td>GEC 112</td>
<td>World Geography</td>
<td>3</td>
</tr>
<tr>
<td>GEC 114</td>
<td>Comparative Government</td>
<td>3</td>
</tr>
</tbody>
</table>

**Laboratory Sciences: (2 Courses – 6 Credit Hours)**

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEC 120</td>
<td>General Chemistry</td>
<td>3</td>
</tr>
<tr>
<td>GEC 122</td>
<td>College Physics</td>
<td>3</td>
</tr>
<tr>
<td>GEC 124</td>
<td>General Biology</td>
<td>3</td>
</tr>
</tbody>
</table>
GEC course offerings may vary from semester to semester. Students should consult their academic advisor before deciding to enroll in these courses.

**Description of General Education Courses**

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

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

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

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

**GEC 108: Business English (3)**  
**Prerequisite:** None  
This course teaches students how to create several type of business document, including business letters, resumes, employment letters, interoffice memos, new releases, and business reports.

**GEC 110: World History (3)**  
**Prerequisite:** None  
World History is the only course offering students an overview of the entire history of humankind. The major emphasis is on the study of significant people, events, and issues from the earliest times to the present. Traditional
historical points of reference in world history are identified as students analyze important events and issues in western civilization as well as in civilizations in other parts of the world.

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

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

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

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

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

**GEC 126: Introduction to Geology (3)**  
*Prerequisite: None*  
This course provides an introduction to the dynamics of the earth – volcanoes, earthquakes, plate tectonics, rivers and streams, groundwater, glaciers, waves, wind, and landslides – with emphasis on the environmental applications of these processes. This course also covers the tools of the geologist, for example maps and aerial photographs.

**GEC 130: Psychology (3)**  
*Prerequisite: None*  
This course examines human and animal behavior, relating experimental studies to practical problems. It includes topics such as learning, memory,
motivation, stress, emotion, intelligence, development, personality, therapy, psychopathology, and social psychology.

GEC 131: Sociology (3)
Prerequisite: None
This course examines patterns in political institutions, public policy, and conflict within and between communities and interest groups.

GEC 132: Philosophy (3)
Prerequisite: None
This course introduces the study of philosophy through the history of philosophical thought and texts. It also introduces a broad spectrum of philosophical problems and perspectives with an emphasis on the systematic questioning of basic assumptions about knowledge, meaning, reality, and values.

GEC 140: Introduction to Humanities (3)
Prerequisite: None
This course is designed to provide a conceptual understanding and overview of the major disciplines of the humanities including music, theatre, cinema, visual arts, philosophy, and literature. This course will help students to hone their critical thinking, interpretation, and discussion skills.

MATH 101: Pre-Calculus (3)
Prerequisite: None
This course is intended to prepare students for the study of calculus. It includes a review of algebra (arithmetic operations, fractions, factoring, the quadratic formula, radicals, and exponents). This course also serves as an introduction to linear, polynomial, trigonometric, rational and logarithmic functions. Graphs of functions are also covered throughout the course.

MATH 151: Calculus I (3)
Prerequisite: Math 101
This course covers functions, limits, the derivative, maximum and minimum problems, the integral, and transcendental functions.
**Graduate Programs**

VIU currently offers thirteen graduate degree programs and seven graduate certificate programs from four Schools, SB, SCIS, SED and SPIA:

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

VIU’s graduate degree programs provide a high level of professional education in Business and Public Administration, Computer Information Systems, Software Engineering, Education, International Relations, and TESOL. They cover a broad range of subjects, thereby qualifying students for diverse career opportunities. For the admission requirements and list of materials required for admission to the graduate degree programs, please refer to the APPLICATION FOR ADMISSION section of the Academic Catalog on page 29.

**Graduate Program Requirements**

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

1. Students enrolled in the graduate degree program must maintain a Cumulative Grade Point Average (CGPA) of at least 3.0 (B), out of 4.0, and a minimum grade of not less than 2.0 (C), out of 4.0, in all courses to qualify for the degree, to remain in good standing, and to graduate.
2. The Maximum Time Frame (MTF) permitted for the completion of any graduate degree program is 45 semester credit hours for 30 credit hour programs, 54 semester credit hours for 36 credit hour programs and 58.5 semester credit hours for 39 credit hour programs.

3. Only graduate level courses may be applied toward the degree. A master’s student may transfer up to 18 credit hours of graduate credits earned at other accredited institutions.

4. No degree credit is earned by a graduate student for any grade below 2.0 (C), out of 4.0, received in a graduate level course. However, any grades lower than 2.0 (C), out of 4.0, will be calculated in the CGPA.

5. Credit earned with undergraduate level courses taken as required prerequisite courses by the graduate student will not be counted towards the total credit requirement for degree completion.

**VIU Thesis Guide**

The VIU Thesis Guide is designed to assist VIU’s graduate students at all stages of the thesis or project process. Students are advised to consult the guide as early into their work as possible, as it will help facilitate the process of submitting a thesis or project that conforms to VIU regulations. The thesis must be bound, cataloged, archived, and made available to the University’s academic community. Students must consult with their academic advisors for thesis courses.

**Graduate Internships**

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

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

BBA Program Objectives

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

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

Structure of the BBA Program

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

<table>
<thead>
<tr>
<th>Area</th>
<th>Number of Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education Courses</td>
<td>12</td>
<td>36</td>
</tr>
<tr>
<td>Foundation Core Courses</td>
<td>6</td>
<td>18</td>
</tr>
<tr>
<td>Professional Core Courses</td>
<td>12</td>
<td>36</td>
</tr>
<tr>
<td>Concentration Courses</td>
<td>6</td>
<td>18</td>
</tr>
<tr>
<td>Elective Courses</td>
<td>4</td>
<td>12</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>40</strong></td>
<td><strong>120</strong></td>
</tr>
</tbody>
</table>
Foundation Core Courses: (8 Courses - 24 Credit Hours)

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAR 100</td>
<td>Career Planning and Development</td>
<td>3</td>
</tr>
<tr>
<td>COMP 124</td>
<td>Information Technology</td>
<td>3</td>
</tr>
<tr>
<td>COMP 127</td>
<td>Office Applications</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 201</td>
<td>Principles of Financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>STAT 200</td>
<td>Introduction to Statistics</td>
<td>3</td>
</tr>
<tr>
<td>BUSS 210</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUSS 301</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>BUSS 302</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 202</td>
<td>Principles of Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 305</td>
<td>Accounting Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>ECON 101</td>
<td>Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECON 102</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>BUSS 303</td>
<td>Principles of Finance</td>
<td>3</td>
</tr>
<tr>
<td>BUSS 307</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>BUSS 312</td>
<td>Organizational Theory &amp; HR Management</td>
<td>3</td>
</tr>
<tr>
<td>BUSS 406</td>
<td>Operations Management</td>
<td>3</td>
</tr>
<tr>
<td>BUSS 407</td>
<td>Political &amp; Social Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td>BUSS 480*</td>
<td>Senior Business Research Project</td>
<td>3</td>
</tr>
</tbody>
</table>

*Internship / CPT qualified course.

Concentration Courses: (6 Courses - 18 Credit Hours)

All Concentration Courses should be taken during the third and fourth years of study. Some of these Concentration Courses may be replaced with Elective Courses. Elective Course offerings may vary semester to semester and are subject to change without prior notice. All concentration courses are internship/CPT qualified.

1. **Finance: (6 Courses - 18 Credit Hours)** The Finance concentration prepares students to examine the decision-making process and the role of markets in the allocation of both real and financial resources. It integrates the fields of finance and business economics. Students will explore both theoretical and applied concepts in the related fields of corporate finance, investment, speculative and financial markets, real estate, banking, industrial organization, and public policy towards business. Balanced emphasis is placed on both primary theory and its application to business problems.
<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 207</td>
<td>Intermediate Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECON 208</td>
<td>Intermediate Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>BUSS 314</td>
<td>Corporate Finance</td>
<td>3</td>
</tr>
<tr>
<td>BUSS 420</td>
<td>Introduction to Investment Banking</td>
<td>3</td>
</tr>
<tr>
<td>BUSS 430</td>
<td>Financial Analysis &amp; Valuations</td>
<td>3</td>
</tr>
<tr>
<td>BUSS 444</td>
<td>International Finance</td>
<td>3</td>
</tr>
</tbody>
</table>

2. **International Business: (6 Courses - 18 Credit Hours)** The International Business concentration provides a solid foundation in the theory and practice of modern business organizations in relation to current economic, political, and socio-cultural environments.

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSS 154</td>
<td>Introduction to Import/Export</td>
<td>3</td>
</tr>
<tr>
<td>BUSS 340</td>
<td>International Business</td>
<td>3</td>
</tr>
<tr>
<td>BUSS 420</td>
<td>Introduction to Investment Banking</td>
<td>3</td>
</tr>
<tr>
<td>BUSS 442</td>
<td>International Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BUSS 443</td>
<td>International Strategy</td>
<td>3</td>
</tr>
<tr>
<td>BUSS 444</td>
<td>International Finance</td>
<td>3</td>
</tr>
</tbody>
</table>

3. **Marketing: (6 Courses - 18 Credit Hours)** The Marketing concentration prepares students for careers in any sector of this exciting field. A wide range of course options allow students to acquire a strong general background in marketing or to specialize in one of the sub disciplines of the field, for example, Internet Marketing.

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSS 322</td>
<td>Marketing Research</td>
<td>3</td>
</tr>
<tr>
<td>BUSS 421</td>
<td>Advertising and Promotion</td>
<td>3</td>
</tr>
<tr>
<td>BUSS 422</td>
<td>Sales Management</td>
<td>3</td>
</tr>
<tr>
<td>BUSS 423</td>
<td>Services Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BUSS 424</td>
<td>Non-Profit Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BUSS 442</td>
<td>International Marketing</td>
<td>3</td>
</tr>
</tbody>
</table>

**Elective Courses: (4 Courses - 12 Credit Hours)**
Students are required to take four (4) elective courses. The courses can be selected from other BBA concentrations, the School of Computer Information Systems concentration Core Courses (with the permission of the Dean of SCIS), or the courses listed below.

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSS 165</td>
<td>Small Business Management</td>
<td>3</td>
</tr>
</tbody>
</table>
2. Undergraduate Certificate in International Business
The International Business Certificate program is designed to provide students with knowledge about the global business environment. Students will understand key aspects of international business including import/export, marketing, finance and economics. Students acquire an awareness of the importance of cultural competence and working in international or multinational companies.

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSS 154</td>
<td>Introduction to Import/Export Management</td>
<td>3</td>
</tr>
<tr>
<td>BUSS 302</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BUSS 312</td>
<td>Organizational Theory &amp; HR Management</td>
<td>3</td>
</tr>
<tr>
<td>BUSS 340</td>
<td>International Business</td>
<td>3</td>
</tr>
<tr>
<td>BUSS 442</td>
<td>International Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BUSS 444</td>
<td>International Finance</td>
<td>3</td>
</tr>
<tr>
<td>GEC 103</td>
<td>Oral Communication Skills</td>
<td>3</td>
</tr>
<tr>
<td>ECON 101</td>
<td>Principles of Microeconomics</td>
<td>3</td>
</tr>
</tbody>
</table>

3. Undergraduate Certificate in Small Business Management
The Small Business Management Certificate program is designed to acquaint current and potential small business owners and employees with the business fundamentals essential to starting and operating a successful small business. This program will teach students vital skills and proven management techniques today’s successful entrepreneurs know and use.

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 201</td>
<td>Principles of Financial Accounting</td>
<td>3</td>
</tr>
</tbody>
</table>
4. **Master of Business Administration (MBA)**

VIU's Master of Business Administration (MBA) program enables students to gain knowledge in the core Business areas of Management, Finance, Marketing, Accounting, and decision-making. The program provides students with high quality, professional education in Business Administration, thereby qualifying students for more diverse career opportunities. The program aims to:

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

**Concentrations of the MBA Program**

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

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

This degree is earned by completing the program course requirements of 36 credit hours at 3 credit hours per course, beyond the prerequisite courses.
MBA Program Prerequisites
Applicants seeking admission into the MBA program who have no previous business background and whose Bachelor’s degrees are not related to business, and who have not completed the equivalency of the four courses listed below are required to take the following MBA Program Prerequisite Courses:

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 101</td>
<td>Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>STAT 200</td>
<td>Introduction to Statistics</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 201</td>
<td>Principles of Financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BUSS 303</td>
<td>Principles of Finance</td>
<td>3</td>
</tr>
</tbody>
</table>

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

MBA Core Courses: (21 Credit Hours)
Core Courses provide students with the skills and knowledge that all managers need. Every MBA student must complete the following seven (7) Core Courses:

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBA 500</td>
<td>Managerial Communication</td>
<td>3</td>
</tr>
<tr>
<td>MBA 511</td>
<td>Managerial Accounting and Finance</td>
<td>3</td>
</tr>
<tr>
<td>MBA 512</td>
<td>Project &amp; Cost Management</td>
<td>3</td>
</tr>
<tr>
<td>MBA 513</td>
<td>Organizational Behavior &amp; Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>MBA 514</td>
<td>Marketing Management</td>
<td>3</td>
</tr>
<tr>
<td>MBA 515</td>
<td>Business Statistics</td>
<td>3</td>
</tr>
<tr>
<td>MBA 516</td>
<td>Strategic Management and Organizational Leadership</td>
<td>3</td>
</tr>
</tbody>
</table>

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

1. International Business Management: (3 courses - 9 credit hours)

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
</table>

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<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBA 611</td>
<td>Business Ethics and Law</td>
<td>3</td>
</tr>
<tr>
<td>MBA 612</td>
<td>International Management</td>
<td>3</td>
</tr>
<tr>
<td>MBA 613</td>
<td>Enterprise Resource Planning</td>
<td>3</td>
</tr>
<tr>
<td>MBA 614</td>
<td>International Finance</td>
<td>3</td>
</tr>
<tr>
<td>MBA 615</td>
<td>International Strategy</td>
<td>3</td>
</tr>
<tr>
<td>MBA 616</td>
<td>International Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MBA 617</td>
<td>Import / Export Management</td>
<td>3</td>
</tr>
<tr>
<td>MBA 634</td>
<td>Operations Management</td>
<td>3</td>
</tr>
</tbody>
</table>

2. **Marketing Management: (3 courses – 9 credit hours)**

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBA 611</td>
<td>Business Ethics and Law</td>
<td>3</td>
</tr>
<tr>
<td>MBA 616</td>
<td>International Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MBA 622</td>
<td>Marketing Research</td>
<td>3</td>
</tr>
<tr>
<td>MBA 623</td>
<td>Sales Management</td>
<td>3</td>
</tr>
<tr>
<td>MBA 624</td>
<td>Advertising &amp; Promotion</td>
<td>3</td>
</tr>
<tr>
<td>MBA 625</td>
<td>Effective Negotiations</td>
<td>3</td>
</tr>
<tr>
<td>MBA 626</td>
<td>Consumer Behavior</td>
<td>3</td>
</tr>
</tbody>
</table>

3. **International Finance: (3 courses - 9 credit hours)**

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBA 611</td>
<td>Business Ethics and Law</td>
<td>3</td>
</tr>
<tr>
<td>MBA 614</td>
<td>International Finance</td>
<td>3</td>
</tr>
<tr>
<td>MBA 618</td>
<td>International Economics &amp; Trade</td>
<td>3</td>
</tr>
<tr>
<td>MBA 620</td>
<td>Long-Term Financial Decisions</td>
<td>3</td>
</tr>
<tr>
<td>MBA 621</td>
<td>Trading &amp; Risk Management</td>
<td>3</td>
</tr>
</tbody>
</table>

4. **Health Care Management: (3 courses - 9 credit hours)**

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBA 640</td>
<td>The Health Services System</td>
<td>3</td>
</tr>
<tr>
<td>MBA 641</td>
<td>Economics of Health Care &amp; Policy</td>
<td>3</td>
</tr>
<tr>
<td>MBA 642</td>
<td>Financial Management of Health Institutions</td>
<td>3</td>
</tr>
<tr>
<td>MBA 643</td>
<td>Legal Aspects of Health Care</td>
<td>3</td>
</tr>
</tbody>
</table>

5. **Global Logistics: (3 courses - 9 credit hours)**

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBA 611</td>
<td>Business Ethics and Law</td>
<td>3</td>
</tr>
<tr>
<td>MBA 616</td>
<td>International Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MBA 617</td>
<td>Import/Export Management</td>
<td>3</td>
</tr>
</tbody>
</table>
#### 6. Accounting: (3 courses – 9 credit hours)

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBA 605</td>
<td>Auditing</td>
<td>3</td>
</tr>
<tr>
<td>MBA 608</td>
<td>Financial Reporting and Decision Making</td>
<td>3</td>
</tr>
<tr>
<td>MBA 610</td>
<td>Taxation of Business Entities</td>
<td>3</td>
</tr>
<tr>
<td>MBA 611</td>
<td>Business Ethics and Law</td>
<td>3</td>
</tr>
<tr>
<td>MBA 636</td>
<td>Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>MBA 654</td>
<td>Accounting Information Systems</td>
<td>3</td>
</tr>
</tbody>
</table>

#### 7. HR Management: (3 courses – 9 credit hours)

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBA 523</td>
<td>HR Law</td>
<td>3</td>
</tr>
<tr>
<td>MBA 536</td>
<td>Labor Relations</td>
<td>3</td>
</tr>
<tr>
<td>MBA 538</td>
<td>Compensation and Benefits</td>
<td>3</td>
</tr>
<tr>
<td>MBA 551</td>
<td>Conflict Resolution</td>
<td>3</td>
</tr>
<tr>
<td>MBA 611</td>
<td>Business Ethics and Law</td>
<td>3</td>
</tr>
</tbody>
</table>

#### 8. Hospitality and Tourism Management: (3 courses - 9 credit hours)

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBA 552</td>
<td>Hospitality and Tourism Management</td>
<td>3</td>
</tr>
<tr>
<td>MBA 553</td>
<td>Event Planning and Management</td>
<td>3</td>
</tr>
<tr>
<td>MBA 554</td>
<td>Marketing for Hospitality and Tourism</td>
<td>3</td>
</tr>
<tr>
<td>MBA 555</td>
<td>Legal Aspects of Hospitality and Tourism</td>
<td>3</td>
</tr>
<tr>
<td>MBA 556</td>
<td>Accounting, Budgeting and Cost Controls: Hospitality and Tourism</td>
<td>3</td>
</tr>
<tr>
<td>MBA 557</td>
<td>Management of Information Technology in Hospitality and Tourism</td>
<td>3</td>
</tr>
<tr>
<td>MBA 558</td>
<td>Human Resource Management in the Hospitality and Tourism Industries</td>
<td>3</td>
</tr>
</tbody>
</table>

#### 9. Entrepreneurship: (3 courses - 9 credit hours)

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBA 630</td>
<td>Entrepreneurship</td>
<td>3</td>
</tr>
<tr>
<td>MBA 632</td>
<td>Business Innovation</td>
<td>3</td>
</tr>
<tr>
<td>MBA 633</td>
<td>Business Planning &amp; Development</td>
<td>3</td>
</tr>
<tr>
<td>MBA 634</td>
<td>Operations Management</td>
<td>3</td>
</tr>
<tr>
<td>MBA 635</td>
<td>Entrepreneurial Finance &amp; Venture Capital</td>
<td>3</td>
</tr>
</tbody>
</table>
10. Mass Media and Public Relations: (3 courses - 9 credit hours)

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 600</td>
<td>Writing &amp; Editing the News (Introduction to News Editorial Journalism)</td>
<td>3</td>
</tr>
<tr>
<td>COMM 610</td>
<td>News Editing</td>
<td>3</td>
</tr>
<tr>
<td>COMM 605</td>
<td>Media Ethics</td>
<td>3</td>
</tr>
<tr>
<td>COMM 620</td>
<td>Politics, Journalism, &amp; Business</td>
<td>3</td>
</tr>
<tr>
<td>COMM 625</td>
<td>Media Relations</td>
<td>3</td>
</tr>
<tr>
<td>COMM 630</td>
<td>International Journalism</td>
<td>3</td>
</tr>
<tr>
<td>COMM 635</td>
<td>Mass Media &amp; Society</td>
<td>3</td>
</tr>
<tr>
<td>COMM 641</td>
<td>Media Economics</td>
<td>3</td>
</tr>
<tr>
<td>COMM 643</td>
<td>U.S. Press History</td>
<td>3</td>
</tr>
<tr>
<td>COMM 645</td>
<td>The Development &amp; Use of New Media Technology</td>
<td>3</td>
</tr>
<tr>
<td>COMM 647</td>
<td>The Movies: Film &amp; Video Criticism</td>
<td>3</td>
</tr>
<tr>
<td>COMM 649</td>
<td>Small Group &amp; Team Communications</td>
<td>3</td>
</tr>
</tbody>
</table>

11. Program Management: (3 courses - 9 credit hours)

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PMP 605</td>
<td>Project Management Systems</td>
<td>3</td>
</tr>
<tr>
<td>PMP 610</td>
<td>Quality Project Management Practices</td>
<td>3</td>
</tr>
<tr>
<td>PMP 615</td>
<td>Risk Project Management</td>
<td>3</td>
</tr>
<tr>
<td>PMP 620</td>
<td>Contract &amp; Procurement Management</td>
<td>3</td>
</tr>
<tr>
<td>PMP 623</td>
<td>Leading Projects Across Cultural, Corporate, &amp; Global Boundaries</td>
<td>3</td>
</tr>
</tbody>
</table>

MBA Integration Course: (3 credit hours)

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBA 627</td>
<td>Advanced Business Project</td>
<td>3</td>
</tr>
</tbody>
</table>

MBA Elective Course: (3 credit hours)

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
</table>
MBA 600  Business Residency  3
MBA 631  Current Topics in Business  3
MBA 633  Business Planning and Development  3
MBA 560  Graduate Internship I  3
MBA 660  Graduate Project Internship II  3
CAR 600  Career Planning and Development  3

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

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

VIU’s MAC degree focuses on in-depth education in one the most important business fields – accounting. Emphasis of the courses is on financial and managerial accounting, taxation, and auditing fields as well as distinctiveness of international accountancy, accounting information systems, ethical and legal issues in accountancy.

New financial regulations, globalization of businesses, and pressure for organizations to be more fiscally responsible and transparent drive the need for more skilled accountants and auditors. Various agencies and organizations in the US and internationally are in constant need of professional accountants to successfully maintain their business operations. Governmental agencies, private enterprises, multinational corporations, international organizations, non-profits and start-ups are looking for employees with professional skills in financial and managerial accountancy, especially those with an understanding of ethical and legal issues in the global financial environment.
Career paths for individuals who earn a Master’s degree in Accounting vary based on individual experiences and skills. Robert Haft International reports a continued need for accounting professionals with knowledge of International Financial Reporting Standards (IFRS). The US Bureau of Labor Statistics estimates that occupations in accounting and financial operations will continue to grow by 18% creating upwards of 1.2 million new jobs. The Master’s Degree in Accounting will meet these challenges by preparing students to be successful and competitive in pursuing careers in accounting fields. VIU’s Master’s Degree in Accounting is designed to develop competencies in major focus areas of the Accounting Professional Certification including auditing, accounting information and business environments, taxation and financial accounting and reporting, accounting regulations, and ethics. This program also provides the opportunity to take an extra course, beyond the degree requirement, on preparation for the CPA exam to become a Certified Professional Accountant.

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

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>STAT 200</td>
<td>Introduction to Statistics</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 201</td>
<td>Principles of Financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 202</td>
<td>Principles of Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BUSS 303</td>
<td>Principles of Finance</td>
<td>3</td>
</tr>
</tbody>
</table>

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

**Masters of Science in Accounting Degree Requirements**
VIU’s Master of Science in Accounting Degree requires 36 academic credits, consists of two study areas that develop core competency in accounting field, and additional necessary knowledge and skills to become an accountant. If desired, an MS in Accounting graduate can take an additional course aimed at successful preparation for obtaining the professional certification as a Certified Professional Accountant (CPA).
| Core courses | 7 | 21 |
| Elective courses | 3 | 9 |
| Thesis courses | 2 | 6 |
| **Total** | 12 | 36 |

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

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBA 511</td>
<td>Managerial Accounting and Finance</td>
<td>3</td>
</tr>
<tr>
<td>MBA 605</td>
<td>Auditing</td>
<td>3</td>
</tr>
<tr>
<td>MBA 608</td>
<td>Financial Reporting and Decision Making</td>
<td>3</td>
</tr>
<tr>
<td>MBA 610</td>
<td>Taxation of Business Entities</td>
<td>3</td>
</tr>
<tr>
<td>MBA 611</td>
<td>Business Ethics and Law</td>
<td>3</td>
</tr>
<tr>
<td>MBA 654</td>
<td>Accounting Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 600</td>
<td>Cost Accounting</td>
<td>3</td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBA 614</td>
<td>International Finance</td>
<td>3</td>
</tr>
<tr>
<td>MBA 620</td>
<td>Long-term Financial Decisions</td>
<td>3</td>
</tr>
<tr>
<td>MBA 621</td>
<td>Trading and Risk Management</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 601</td>
<td>Advanced Financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 602</td>
<td>International Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 603</td>
<td>Contemporary Topics in Accountancy</td>
<td>3</td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 698</td>
<td>Master Thesis I</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 699</td>
<td>Master Thesis II</td>
<td>3</td>
</tr>
</tbody>
</table>

**OPTIONAL: CPA professional preparation course (3 credits)**
To obtain in-depth professional preparation for passing the Certified Professional Accountant (CPA) exam, students may consider taking an additional course. The requirement for taking this course is the completion of MS in Accounting Core Curriculum.

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 650</td>
<td>CPA Exam preparation</td>
<td>3</td>
</tr>
</tbody>
</table>

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

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

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

- Real-world project case studies including lab exercises and practicum to help students’ master competencies to oversee and manage complete projects in diverse industries.
- Techniques on how to manage relationships between the project manager, project team and stakeholders, while emphasizing project priorities within the context of the triple constraints of scope, time and cost.
- Preparing students for the Project Management Professional (PMP) exam with courses that emphasize project management competencies.
Career paths for individuals who earn a MPM vary based on individual experiences and skills, and according to a study published in October 2008 by the Anderson Economic Group, an average of 1.2 million project management positions across several industries will need to be filled each year through 2016. Project management skills are applicable to a growing range of industries including:

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

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

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

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

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 101</td>
<td>Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>STAT 200</td>
<td>Introduction to Statistics</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 201</td>
<td>Principles of Financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BUSS 303</td>
<td>Principles of Finance</td>
<td>3</td>
</tr>
</tbody>
</table>

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

**MPM Degree Requirements**

MS in Project Management requires 36 academic credit hours, and consists of three areas of study that develop necessary knowledge and skills to become a Project Manager. If desired, an MS in Project Management graduate can take an additional course aimed at successful preparation for obtaining the professional certification as a Project Management Professional (PMP).

<table>
<thead>
<tr>
<th>Area</th>
<th># of Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Management Core courses</td>
<td>4</td>
<td>12</td>
</tr>
<tr>
<td>Project Management Core courses</td>
<td>5</td>
<td>15</td>
</tr>
<tr>
<td>Thesis courses</td>
<td>2</td>
<td>6</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>12</strong></td>
<td><strong>36</strong></td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBA 511</td>
<td>Managerial Accounting and Finance</td>
<td>3</td>
</tr>
<tr>
<td>MBA 512</td>
<td>Project &amp; Cost Management</td>
<td>3</td>
</tr>
<tr>
<td>MBA 513</td>
<td>Organizational Behavior &amp; Human Resources Management</td>
<td>3</td>
</tr>
<tr>
<td>MBA 514</td>
<td>Marketing Management</td>
<td>3</td>
</tr>
</tbody>
</table>
Project Management Core courses (6 courses, 18 Credits)
Project Management Core courses offer students the familiarity and skills in managing projects, evaluating risks, handling contractual and procurement activities and analyzing advanced projects management practices. Every MPM student must complete the following six (6) courses:

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PMP 605</td>
<td>Project Management Systems</td>
<td>3</td>
</tr>
<tr>
<td>PMP 610</td>
<td>Quality Project Management Practices</td>
<td>3</td>
</tr>
<tr>
<td>PMP 615</td>
<td>Risk Project Management</td>
<td>3</td>
</tr>
<tr>
<td>PMP 620</td>
<td>Contract and Procurement</td>
<td>3</td>
</tr>
<tr>
<td>PMP 623</td>
<td>Leading Projects Across Cultural, Corporate, and Global Boundaries</td>
<td>3</td>
</tr>
<tr>
<td>PMP 625</td>
<td>Advanced Project Management Practices</td>
<td>3</td>
</tr>
</tbody>
</table>

Project Management Thesis Course (2 courses, 6 credits)
The project management concept is commonly integrated across many disciplines. As a project manager, it is important to have a working understanding of various industries. Through the thesis process, students will have an opportunity to demonstrate their ability to integrate people, processes, and technology for the purpose of understanding an organization’s mission and vision as well as actualize their understanding through imperial research.

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PMP 698</td>
<td>Master Thesis I</td>
<td>3</td>
</tr>
<tr>
<td>PMP 699</td>
<td>Master Thesis II</td>
<td>3</td>
</tr>
</tbody>
</table>

OPTIONAL: PMP Exam Preparation (3 credits)
To obtain in-depth professional preparation for passing the Project Management Professional (PMP) exam, students may consider taking an additional course. The requirement for taking this course is the completion of Project Management Core Curriculum.

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PMP 650</td>
<td>PMP Exam Preparation</td>
<td>3</td>
</tr>
</tbody>
</table>

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

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

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

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

VIU will help students be competitive through academic studies, seminars, and tours. Our experienced faculty and Career Center will work to help connect students to various internship and job opportunities. Through case studies, first-hand accounts from some of today’s most successful project managers, and success strategies from faculty members who are seasoned project management practitioners, VIU’s Graduate Certificate in Project Management prepares students with the relevant skills needed to become successful project managers. Research and industry advisers have noted that the industry will need project managers who can partner with the government, understand various market requirements and
cultural implications, address environmental challenges, work with people, and collaborate with private sector businesses. All of these areas are covered in VIU’s core course curriculum.

**Graduate Certificate in Project Management Courses**

Students must take all six (6) courses (18 credit hours).

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<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>PMP 605</td>
<td>Project Management Systems</td>
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<td>PMP 610</td>
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Description of Business Undergraduate Courses

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

ACCT 201: Principles of Financial Accounting (3)
Prerequisite: None
This course is an introduction to accounting concepts and procedures for an organization. The emphasis is upon the accounting cycle as well as the recording, summarizing, and interpretation of accounting information.

ACCT 202: Principles of Managerial Accounting (3)
Prerequisite: ACCT 201 Principles of Financial Accounting
This course continues the elementary accounting principles with a focus on operations, time value of money, and cost accounting. Job-order costing, process costing, cost-volume-profit, budgeting, and variance are introduced.

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

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

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

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

**BUSS 260: Internship Level I (3)**
*Prerequisite: None*
This course will provide practical training and hands-on experience to undergraduate students working in various areas of business administration. The objective is to expose students to the process and operations of the general business environment. Students will be able to gain insights into general business operations which would enhance their classroom learning in various business disciplines. This three credit hour internships are for students who are expected to work a minimum of 135 hours during the semester. Students are required to attend two meetings/seminars with their faculty advisor to determine learning objectives and assess how well learning objectives are being accomplished.

**BUSS 261: Internship Level II (3)**
*Prerequisite: None*
This course will provide practical training and hands-on experience to undergraduate students in their more concentrated area of business administration. The objective is to give students practical work experience in a business environment specially related to their undergraduate business contraction area. Students will gain key industry knowledge in specific concentration areas such as international business, marketing, finance, etc. This three credit hour internships are for students who are expected to work a minimum of 135 hours during the semester. Students are required to attend two meetings/seminars with their faculty advisor to determine learning objectives and assess how well learning objectives are being accomplished.

**BUSS 301: Principles of Management (3)**
*Prerequisite: None*
This course surveys the theories and practices of management, including quantitative and behavioral approaches.

**BUSS 302: Principles of Marketing (3)**
*Prerequisite: None*
This course examines the role of marketing in society and the economy, the role of marketing in business operations, and the management of the firm's marketing effort.
BUSS 303: Principles of Finance (3)
Prerequisite: ACCT 201 Principles of Financial Accounting
This course focuses on the methods of financial analysis and planning within the firm including time value of money, cash flow analysis, capital budgeting, and valuation of debt and equity instruments.

BUSS 307: Business Law I (3)
Prerequisite: None
This course examines operations relative to the legal and regulatory environment of business. Topics include torts, contracts, liability, sales, and forms of doing business.

BUSS 312: Organizational Theory & HR Management (3)
Prerequisite: None
This course examines how knowledge of individual and group behavior is applied in an organizational setting. Topics include motivation, leadership, group formation and behavior, dysfunctional behaviors, job/task behaviors, and job enrichment/enlargement. This course also examines the ways in which firms recruit, select, train, evaluate, and compensate employees. Current practices in industry are discussed as well as theories and labor law.

BUSS 314: Corporate Finance (3)
Prerequisite: BUSS 303 Principles of Finance
Internship / CPT Qualified
This course on corporate money management deals with long- and short-term capital, financial resources, flow of funds analysis and its time value, credit policy formulation and operation, financial aspects of parent-subsidiary relationships, and financial functions in the multinational corporations.

BUSS 321: Consumer Behavior (3)
Prerequisite: BUSS 302 Principles of Marketing
Internship / CPT Qualified
This course examines how our knowledge of human behavior is used to create and market goods and services. It also examines how marketers study human behavior to determine consumer needs as well as predict future needs.

BUSS 322: Marketing Research (3)
Prerequisite: STAT 200 Introduction to Statistics
Internship / CPT Qualified
This course examines the theories and techniques of marketing research. In addition to discussing the design of marketing research studies, the tools used to carry out such studies will be covered as well as the use of marketing research results to make management decisions.

BUSS 340: International Business (3)
Prerequisite: BUSS 210 Introduction to Business or BUSS 312 Organizational Theory & HR Management
Internship / CPT Qualified
This course focuses on the international environment and the ways in which businesses adapt to differences in culture, economic systems, and political systems.

BUSS 348: Public Relations (3)
Prerequisite: BUSS 210 Introduction to Business
This course explores the interdisciplinary knowledge and skills foundations related to public relations, management, communication, social sciences and research. Students will be trained in the basic practical skills and educated in public relations, international public relations, and ethical and legal issues at a level suitable for an undergraduate academic qualification.

BUSS 360: Internship Level III (3)
Prerequisite: None
This course will provide practical training and hands-on experience to undergraduate students in their area of professional interest. The objective is to give students experience and exposure in areas of their specific current and/or future professional interest. Students will be able to work in any key business areas as long as the opportunity clearly aligns to their professional goals. This three credit hour internships are for students who are expected to work a minimum of 135 hours during the semester. Students are required to attend two meetings/seminars with their faculty advisor to determine learning objectives and assess how well learning objectives are being accomplished.

BUSS 406: Operations Management (3)
Prerequisite: STAT 200 Introduction to Statistics
This course applies the mathematical modeling techniques of operations research to business operations problems such as forecasting, scheduling, facility design, and facility location.

BUSS 407: Political & Social Environment of Business (3)
Prerequisite: BUSS 301 Principles of Management
This course examines how business decisions are shaped by the political, legal, and social environment in which firms operate. It includes an examination of ethical decision-making as well as social responsibility.

BUSS 420: Introduction to Investment Banking (3)
Prerequisite: BUSS 303 Principles of Finance
Internship / CPT Qualified
This course analyzes the financial services that investment banks provide to corporations and governments. Some of the topics included are raising capital through the issuance of equity and debt securities; initial public
offerings and secondary issues; private placements; venture capital; privatizations; and mergers and acquisitions, including the related activities of divestitures, spin-offs, and workouts.

**BUSS 421: Advertising and Promotion (3)**
*Prerequisite: BUSS 302 Principles of Marketing*
*Internship / CPT Qualified*
This course examines the ways in which organizations promote their goods and services to potential customers. The costs and benefits of various promotional mixes and strategies are examined.

**BUSS 422: Sales Management (3)**
*Prerequisite: None*
*Internship / CPT Qualified*
This course deals with the personal selling function and its related managerial activities. It covers the development of the sales function, sales management planning, and sales force organization, recruiting, training, supervision, motivation, compensation, and evaluation.

**BUSS 423: Services Marketing (3)**
*Prerequisite: BUSS 302 Principles of Marketing*
*Internship / CPT Qualified*
This course focuses on the specific challenges of marketing the services firm. The basic conceptual differences between selling a product and selling a service are the critical distinction in this course.

**BUSS 424: Not-for-Profit Marketing (3)**
*Prerequisite: BUSS 302 Principles of Marketing*
*Internship / CPT Qualified*
This course focuses on the specific challenges of marketing the not-for-profit organization. Topics include marketing for donations, marketing to attract members and volunteers, and how the intangible nature of most not-for-profit activities distinguishes this type of marketing from other marketing activities.

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

**BUSS 430: Financial Analysis and Valuations (3)**
*Prerequisite: BUSS 303 Principles of Finance*
*Internship / CPT Qualified*
The focus of this course is on the valuation of companies. Topics discussed include discounted cash flow techniques and valuations using alternative valuation techniques such as price multiples. Emphasis is on developing the required information for valuation from financial statements and other sources.

**BUSS 442: International Marketing (3)**  
Prerequisite: BUSS 302 Principles of Marketing  
Internship / CPT Qualified  
This course focuses on the marketing of goods and services in international and global markets. It examines the ways in which firms globalize and localize their offerings to balance the demands of scale economies with consumer needs.

**BUSS 443: International Strategy (3)**  
Prerequisite: BUSS 210 Introduction to Business  
Internship / CPT Qualified  
This course focuses on the strategies employed by firms competing in multinational and global markets. It draws heavily upon case studies of firm strategies.

**BUSS 444: International Finance (3)**  
Prerequisite: BUSS 303 Principles of Finance or ECON 101 Principles of Microeconomics  
Internship / CPT Qualified  
This course focuses on the techniques and strategies of firms operating in the international environment. Topics covered include exchange rates, currency trading and risk, hedging techniques, international capital markets, and blocked fund alternatives.

**BUSS 456: Project Management (3)**  
Prerequisite: None  
This course introduces main project management concepts such as the keys to project success, leadership skills in project management, project management process and lifecycle, project planning, defining project outcomes and objectives, working effectively with key stakeholders, defining project scope, project phasing, time and cost, operational risk, project monitoring and control, progress reviews, quality assurance, change management, project risk assessment, and working with people and teams.

**BUSS 460: Internship Level IV (3)**  
Prerequisite: None  
This course will provide practical training and hands-on experience to undergraduate students as related to their area of interest for their senior research project course. The objective is to give students insights and access to information that will help them complete their senior business research.
Students will be able to work in any area of interest as long as it relates to their current or future conceptual framework of their senior research project. This three credit hour internships are for students who are expected to work a minimum of 135 hours during the semester. Students are required to attend two meetings/seminars with their faculty advisor to determine learning objectives and assess how well learning objectives are being accomplished.

**BUSS 470: Business Law II (3)**  
Prerequisite: BUSS 307 Business Law I  
This course continues the discussion of legal topics relevant to business. It is especially useful to accounting students who are preparing for the CPA exam, but it is also useful for any student wanting to gain further understanding of legal issues in business.

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

**CAR 100: Career Planning and Development (3)**  
Prerequisite: None  
In-depth exploration and assessment of career values, occupational interests, skills, personality style, work environment preferences; concentration and career exploration; exposure to career and occupational information resources. Students learn and practice job search strategies and tools, including resumes and interviewing skills; decision-making, goal-setting and action planning; and self-marketing techniques for effective career management.

**COMP 124: Information Technology (3)**  
Prerequisite: None  
This course introduces approaches for using information technology and the role of the computer in modern organizations, discussing hardware and software, computer application development, data processing and database systems, and the impact of computer information systems on society. Emphasis is placed on integrating information technologies into the organization to meet organizational needs. Upon completion, students should be able to understand the different approaches to information technology and be able to determine the correct approach to use in the organization.

**COMP 127: Office Applications (3)**
**Prerequisite:** None

This course provides an overview of personal computers applications. Students study widely used applications, including word processing, spreadsheets, presentation, databases, and introductory elements of web development.

**ECON 101: Principles of Microeconomics (3)**

**Prerequisite:** None

Microeconomics mainly studies the economic choices facing the individual entities, including consumers and business firms. This course covers the basic topics of economic tradeoffs, supply and demand model, concept of elasticity, consumer choice model, theories of cost and production, and the firm’s behavior and performance under different market structures. The course also introduces the students to the problems of market failure and public choice, and the impacts of public policy on consumers and business firms.

**ECON 102: Principles of Macroeconomics (3)**

**Prerequisite:** None

Macroeconomics is primarily concerned with economic analysis and policy making at the national level. This course introduces the students to the basics of national income determination, measurements of inflation and unemployment rates, economic fluctuations, and economic growth. The course also covers the foundations of aggregate demand and aggregate supply, the basics of the classical and Keynesian models, the tools of fiscal and monetary policies, and an introduction to macroeconomic policy debates.

**ECON 207: Intermediate Microeconomics (3)**

**Prerequisite:** ECON 101 Principles of Microeconomics

**Internship / CPT Qualified**

In addition to an in-depth coverage of the core concepts covered in ECON 101, this course incorporates a number of intermediate microeconomic topics, including the general equilibrium model, game theory, and decision making under risk and uncertainty. The course applies algebra and extensive graphical analysis in presenting its main topics. It also involves problem-solving to demonstrate real-world applications of the theoretical microeconomic concepts.

**ECON 208: Intermediate Macroeconomics (3)**

**Prerequisite:** ECON 102 Principles of Macroeconomics

**Internship / CPT Qualified**

This course goes beyond the basic concepts presented in ECON 102 and provides an in-depth coverage of the core macroeconomic topics within an analytical framework. Furthermore, it introduces the students to a number of modern macroeconomic topics; including credit market imperfections,
new Keynesian economics, the monetarist counterrevolution, and international macroeconomics. The course applies algebra and extensive graphical analysis and also involves problem-solving to demonstrate the real-world applications of its theoretical concepts.

**STAT 200: Introduction to Statistics (3)**

*Prerequisite: None*

This course provides an introduction to data analysis, least-squares regression, data collection, sampling distributions and strategies, probability, confidence intervals, and hypothesis testing.
Description of Business Graduate Courses

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

ACCT 600: Cost Accounting (3)
Prerequisite: MBA 511 Managerial Accounting and Finance 
Internship/CPT Qualified
This course focuses on developing knowledge around the principles and practices related to providing management with cost information critical to decision making. Cost accounting is a process of collecting, analyzing, summarizing and evaluating cost of delivery (products or services) with the goal of informing management around alternative decision points. Topics covered include standard costing practices, activity based costing principles, cost-volume-profit analysis, and other key concepts relevant to the cost accounting discipline.

ACCT 601: Advanced Financial Accounting (3)
Prerequisite: MBA 511 Managerial Accounting and Finance 
Internship/CPT Qualified
This course focuses on understanding the available alternatives and correct accounting for complex business transactions and business models. Topics covered will include variable interest entities (e.g. joint venture accounting), merger and acquisition principles, accounting for multinational corporations, and other subject matter required in an increasingly complex business environment. Case studies will be used in a highly interactive classroom environment will allow students to explore topics in depth.

ACCT 602: International Accounting (3)
Prerequisite: MBA 511 Managerial Accounting and Finance 
Internship/CPT Qualified
As activities and interests of investors, lenders, and companies become increasingly global, accounting professionals are expected to understand and communicate to management the impact of these complexities. This course focuses on developing knowledge and understanding around issues such as international financial reporting standards (IFRS), translation of foreign currency financial statements, analysis of foreign financial statements, and contrasts in multinational auditing and corporate governance. At the end of the course, students will have gained a better understanding of the implications for the accounting professional where international influences impact the daily business transactions of an organization.

ACCT 603: Contemporary Topics in Accountancy (3)
Prerequisite: MBA 511 Managerial Accounting and Finance 
Internship/CPT Qualified
The focus of coursework will be current topics of interest in the technical accounting discipline and the general accounting, finance, and business environment. Students will explore hot button topics which impact the practice of the profession as well as the impact on business organizations. A combination of lecture, case studies, classroom interaction, and student project research and presentation will provide students the opportunity to explore contemporary topics of interest and interpret how issues may influence the practice of accounting.

**ACCT 650: CPA Exam Preparation (3)**
*Prerequisite: Completion of all core courses of MS in Accounting curriculum*
The focus of this course is to familiarize students with the CPA exam, as administered by the American Institute of Certified Public Accountants (AICPA). The overall exam administration process will be reviewed and each exam section (Auditing and Attestation, Financial Accounting and Reporting, Regulation, and Business Environment and Concepts) will be reviewed to help students understand the subject matter tested. Additionally, students will participate in practice exam sessions aimed at providing for a self-assessment of exam readiness.

**ACCT 698: Master Thesis I (3)**
*Prerequisite: Completion of at least five Core courses and Dean’s or academic advisor’s approval.*
The thesis work can comprise basic research or a practical project. Students are encouraged to start their thesis work as early as possible. Usually after completing two semesters of course work, the student will be asked to work with a faculty advisor to choose a suitable master’s thesis topic and prepare a thesis proposal. Thereafter, the student completes the project and writes a thesis. The master’s thesis will project will be conducted over a period of two semesters.

**ACCT 699: Master Thesis II (3)**
*Prerequisite: ACCT 698 Master Thesis II*
The thesis work can comprise basic research or a practical project. Students are encouraged to start their thesis work as early as possible. Usually after completing two semesters of course work, the student will be asked to work with a faculty advisor to choose a suitable master’s thesis topic and prepare a thesis proposal. Thereafter, the student completes the project and writes a thesis. The master’s thesis will project will be conducted over a period of two semesters.

**CAR 600: Career Planning and Development (3)**
*Prerequisite: None*
In-depth exploration and assessment of career values, occupational interests, skills, personality style, work environment preferences; concentration and career exploration; exposure to career and occupational information resources. Students learn and practice job search strategies and
tools, including resumes and interviewing skills; decision-making, goal-setting and action planning; and self-marketing techniques for effective career management.

COMM 600: Writing & Editing the News (Introduction to News Editorial Journalism) (3)
Prerequisite: None
Internship/CPT Qualified
This course is designed to teach students the craft of basic news writing and editing. Students will learn how to recognize and acquire news information, cultivate sources, conduct effective interviews, and write balanced news and feature stories. Students will also learn how a newsroom functions and how news is evaluated for consideration and use in a given news cycle. Students enrolled in this course will acquire the basic knowledge necessary for practicing journalism and evaluating news through tested and ethically sound practices.

COMM 605: Media Ethics (3)
Prerequisite: None
Internship/CPT Qualified
This course will cover a wide variety of ethics issues ranging from fairness in the presentation of news (objectivity versus advocacy), to the problems associated with state-sponsored and managed media, to the murky world of maintaining secrecy to hide from the public potentially embarrassing information, on the one hand, and leaking information to the public to further political goals, on the other hand. The course will also look at the manipulation of photo imagery, censorship, and the invasions of privacy that are a part of routine business activities or intrusive government spying. The course will help students develop a deeper, yet clearer, understanding of the complexities involved in the often unethical media practices of governments, businesses, news, and other mass media practitioners.

COMM 610: News Editing (3)
Prerequisite: COMM 600: Writing & Editing the News
Internship/CPT Qualified
Before or after all credible journalism is the editor. This course will examine the wide-ranging role of the editor in journalism and the editing techniques that result in award-winning products. Among their many roles, editors: set the editorial calendar for the year, determine content, dictate design, assign stories, provide guidance, critique and correct stories, select illustrations, and determine story placement. Students will not only become cognizant of the work editors do, but learn what editors expect from their writers and how to deliver on those expectations.

COMM 620: Politics, Journalism, & Business (3)
Prerequisite: None
A principal subject of journalism is politics, but much of the writing about politics involves the triangular relationship between government, business, and journalists. This course will examine those relationships and demonstrate how businesses may use journalism to mediate their interests in shaping public and legislative opinion. It will also examine how government officials use media in attempts to likewise control public opinion and affect control over business activities. This course will offer students a clear and pragmatic understanding of the relationship between journalists and government, allowing students to be better positioned to derive advantages in that relationship.

COMM 625: Media Relations (3)
*Prerequisite: None*
*Internship/CPT Qualified*
This course will provide an in-depth look at news media operations with a focus primarily on using news outlets to deliver, promote, and manage key business messages. Responding effectively to news media queries and crisis communications management will be principal content elements. All major mass communications media will be covered: print, radio, television, and the Internet, with an emphasis on proactivity. (If resources permit in a particular semester, the course will include a day of media training at a Washington, DC, communications facility.) In addition to learning how to effectively respond to news media queries, students will also be able to plan, deliver, and manage media campaigns.

COMM 630: International Journalism (3)
*Prerequisite: None*
This course will introduce the student to varying philosophical approaches, barriers, and ethical challenges to delivering news on a global basis. Emphasis will be placed on a regional approach to the news with a focus on Western and Eastern Europe; the Middle East; Northern and Sub-Saharan Africa; East, South and Central Asia; Latin America; North America; and the U.K. There will also be some discussion of journalism education and international media controversies.

COMM 635: Mass Media & Society (3)
*Prerequisite: None*
*Internship/CPT Qualified*
The psycho-social effects of mass media are deep and varied. This course will introduce the student to the theories and structures underlying mass communications operations and how those operations affect and shape individual perceptions and social values. Additionally, the clash between traditional and emerging media is changing how news is used, disseminated, and interpreted. The media role in education, propaganda, and the formation of public opinion will be among other topics receiving emphasis in this course, which is designed in part to help students develop a better
sense of how they may influence others through their own participations in traditional and emerging mass and social media outlets.

COMM 641: Media Economics (3)
Prerequisite: None
This course will provide a comprehensive introduction to the economic context and the current financial practices of mass media companies. Students will learn the economic factors that influence the success or failure of contemporary media operations, as well as the management issues relating to new product development, the development of global markets, and the challenges of business consolidation. Differentiation will be made between the following industry categories: radio, broadcast TV, cable and satellite TV, motion pictures, music recording, newspapers, magazines, books, and Internet-based outlets.

COMM 643: US Press History (3)
Prerequisite: None
The history of the US press (and, by extension, mass media) is in many ways a history of US cultural and intellectual development. This course will examine that history and show how the press has changed and developed through varying economic, political, and technological eras. Emphasis will be placed on how news organizations have managed to survive through changing times and economic conditions, and how intellectual freedom changed with them, especially between the cyclical antipodes of war and peace.

COMM 645: The Development & Use of New Media Technology (3)
Prerequisite: None
The clash between traditional and emerging media continues to alter how information and entertainment purveyors reach their audiences, but also how audiences may become active participants in the mass communications process. The development of mass communications technology has led not only to different ways to communicate with and shape audiences, but also to different expectations by the audiences themselves. This course will introduce the student to the technologies that have formed and continue to form the basis for mass media operations, from the development of printing to the emergence and ever-expanding development of electronic media. The course will also focus on helping students to better protect their privacy and the interests of their business activities.

COMM 647: The Movies: Film & Video Criticism (3)
Prerequisite: None
Movies – produced with film, video, or hybrid techniques incorporating various types of animation – represent what is arguably the most influential contemporary medium, whether measured in terms of its influence on public opinion, politics, sociology, or sheer entertainment. This course will
explore the history of the medium, the variety of its genres, and how films are made and convey meaning through scripting, production, final editing, marketing, and distribution. (Caveat: This is not a hands-on course in scriptwriting or film making.) The course will provide a comprehensive understanding of how movies are made, how to identify the intentions of movie makers, and how to critically review and evaluate movies. As part of the course, students will learn how to write and publish movie reviews.

COMM 649: Small Group & Team Communications (3)
Prerequisite: None
Most work today is accomplished through team work. That is as true for mass media organizations as it is for other business organizations. One look on any given day at a major news organization like The Washington Post makes it abundantly clear that teams of writers and editors work on a daily basis to deliver individual stories. This course will focus on the small group dynamics, team building, and structure that make such work successful.

MBA 500: Managerial Communication (3)
Prerequisite: None
This course focuses on the theory and practice of effective communications by managers. Managerial communication continuously ranks as the single most important skill for managers and executives to have. Emphasis is placed on both written and oral communications to make a student better, more effective leader and strategy implementer.

MBA 511: Managerial Accounting and Finance (3)
Prerequisites: ACCT 201 Principles of Financial Accounting, BUSS303 Principles of Finance
This course focuses on companies' sources and uses of financial resources and also accounting management. Students will focus on capital/debt structure decision and capital budgeting techniques, with particular emphasis on the impact of long-end short-term uses and sources of funds on the firm’s value.

MBA 512: Project & Cost Management (3)
Prerequisite: STAT 200 Introduction to Statistics
This course focuses on the planning, organizing, and managing of resources to bring about the successful completion of specific project goals and objectives, especially within specific start and completion dates. In addition, students will learn how to adhere to classic project constraints of scope, quality, time and budget while learning the tools and techniques necessary to minimize the risk of failure in achieving the organization’s goal and objectives.

MBA 513: Organizational Behavior & HR Management (3)
Prerequisite: None
This course focuses on how people behave in organizations and groups. Topics include leadership, motivation, organizational culture, and roles within groups.

**MBA 514: Marketing Management (3)**  
*Prerequisite: None*  
This course examines the methods and strategies used by corporations and firms in developing marketing efforts, strategy and policies. It focuses on the practical application of marketing techniques and the management of company's marketing resources and activities to create an effective, cost-efficient marketing strategy to succeed and become profitable, in particular, within rapidly emerging forces of globalization. Also, this course provides learning experiences and cultivates operational skills and knowledge on designing and facilitating marketing campaigns within the business environment.

**MBA 515: Business Statistics (3)**  
*Prerequisite: STAT 200 Introduction to Statistics*  
This course focuses on the use of statistics in business research. In addition to mastering common statistical tools, students will study the design and execution of typical business research projects using such methods as surveys, analysis of archival data, and direct observation.

**MBA 516: Strategic Management and Organizational Leadership (3)**  
*Prerequisite: None*  
The course focuses on the analyses, decisions, and actions that an organization undertakes in order to gain and maintain competitive advantage. The extensive use of case studies focuses students on diagnosis of problems and opportunities as well as the development of alternative courses of action and implementing organizational leadership.

**MBA 523: HR Law (3)**  
*Prerequisite: None*  
*Internship / CPT Qualified*  
This course lays the foundation for in-depth review of federal, state, and international human resource laws and regulations. Students will gain knowledge of employment laws, HR regulations, and international agreements that affect human resource decisions. The course will introduce students to legal issues addressing employee rights such as privacy, EU Data Privacy Directive, Safe Harbor Principles, HIPAA, etc. The students will use case studies to better understand the complexities and challenges of applying HR law to global situations. A focus on HR international activities will include applying HR laws in the international context, legal aspects of managing people across nations and cultures, and legal issues and policies that impact international HR managers. The course will provide a basic foundation of global HR legal regulations and standards.
MBA 536: Labor Relations (3)
Prerequisite: None
Internship / CPT Qualified
This course will introduce students to the history of the labor movement and the collective bargaining process. Case studies will be used to understand the relationship between labor and management. Students will gain practical knowledge of balancing employee needs with organizational goals. Students will learn how to effectively evaluate employee relations programs to ensure productive and positive organizational environments. Students will participate in collective bargaining activities and understand the contract negotiation process.

MBA 538: Compensation and Benefits (3)
Prerequisite: None
Internship / CPT Qualified
This course focuses on the design and implementation of compensation and benefit strategies to retain talented and qualified staff in an organization. The course covers the importance of financial and non-financial benefits when developing a compensation package for employees. The course will review legally required benefits as well as voluntary benefits offered by the employer. Students will learn how to evaluate compensation plans and systems to ensure they are compliant with government regulations, equitable to all staff in the organization, competitive to attract qualified employees and align with organizational goals and values. Students will gain knowledge of federal compensation tax laws, job pricing, various pay programs, and international compensation plans.

MBA 551: Conflict Resolution (3)
Prerequisite: None
Internship / CPT Qualified
This course gives students practical experience in resolving workplace disagreements and discourse. Students will learn how to use different models and theories on resolving conflict in the organization. Students will develop skills in negotiations, dispute resolution, communications, reconciliations and mediations.

MBA 552: Hospitality and Tourism Management (3)
Prerequisite: None
Internship / CPT Qualified
This course develops students’ competencies in managing people, processes, activities, and events involved in the hospitality and tourism industry. Students will learn the skills needed to be successful in managing hospitality and tourism for restaurants, hotels, casinos, travel agencies, and other core fields in the industry. The course will introduce students to topics and challenges of managing operational logistics including budgeting, sales, and communications of hospitality, hotel and tourism for the public and private sectors. This course will introduce students to the
skills, challenges and complexities of managing international, national and regional tourism.

**MBA 553: Event Planning and Management (3)**  
*Prerequisite: MBA 512 Project and Cost Management  
Internship/CPT Qualified*  
This course will prepare students for effective event and meeting planning coordination and implementation. The topics and case studies are based on the management’s view of organizing and planning events. Students will be introduced to skills required for coordinating meetings, conventions, small to large special events, exhibits, and conferences. Students will be introduced to all aspects of event planning including overseeing catering logistics, coordinating meeting and exhibit space, monitoring client expectations, organizing audio/visual logistics, staffing events and using consultants and contractors. Models and techniques for effective project management and budgeting will be included.

**MBA 554: Marketing for Hospitality and Tourism (3)**  
*Prerequisite: MBA 514 Marketing Management  
Internship/CPT Qualified*  
This course will apply marketing concepts and theories to the hospitality and tourism industry. Students will learn how develop, implement and apply marketing strategies to market targets such as corporate, government, nonprofits, educational as well as individuals. Students will learn how to lead or participate in marketing teams to generate new or repeat business. Students will learn how to make decisions and communicate value based on the marketing mix (product, price, place, and promotion). Other areas of marketing appropriate to the hospitality and tourism industry will be addressed including branding, customer loyalty, packaging, seasonal pricing, distribution channels, sales promotion, PR and advertising.

**MBA 555: Legal Aspects of Hospitality and Tourism (3)**  
*Prerequisite: None  
Internship/CPT Qualified*  
This course will give students knowledge of the different type of laws and legal regulations that govern the hospitality and tourism industries including: contract law, criminal law, travel regulations, employment/HR law, food law, and insurance regulations. Student will also learn about liability issues, guests’ rights, negligence, and food and alcohol laws as they relate to the hospitality and tourism industries. Student will also learn about ethics, preventative legal management and legal aspects of property management.

**MBA 556: Accounting, Budgeting and Cost Controls: Hospitality and Tourism (3)**  
*Prerequisite: MBA 511 Managerial Accounting and Finance  
Internship/CPT Qualified*
This course will apply accounting principles and processes to the hospitality and tourism industry. Students will learn how to use financial statements, budgets, and forecasting to make appropriate management decision relating to the hospitality and tourism industries. Students will be familiar with the Uniform Systems of Accounts for the Lodging Industry and Profit and Loss Statements. Student will be able to transfer this knowledge into a practical setting with the use of case studies, company profiles, and real life examples.

**MBA 557: Management of Information Technology in Hospitality and Tourism (3)**  
*Prerequisite: None*  
*Internship/CPT Qualified*  
Students will learn how to use information technology to manage operations and gain competitive advantages in the hospitality and tourism industries. Students will learn about the importance of information security, e-commerce, databases, and social Media in the hospitality and tourism industries. Students will learn how information technology impacts transportation, accommodation, vendor distribution, marketing, and customer service.

**MBA 558: Human Resource Management in the Hospitality and Tourism Industries (3)**  
*Prerequisite: MBA 513 Organizational Behavior and HR Management*  
*Internship/CPT Qualified*  
This course focuses on HR management from the Hospitality and Tourism industry’s perspective. The student will learn about general HR issues such as employment law, recruiting, compensation, social responsibility, and employee safety concerns. The course will also delve into very specific issues that are common to the industries such as: tip eligibility, working with unions in the industry, managing global employees in the hospitality and tourism industries, and compliance with US and international employment laws.

**MBA 560: Graduate Internship I (3)**  
*Prerequisite: None*  
This course provides practical learning experience and application for qualified graduate students in a business concentration area such as: finance, accounting, management, HR, marketing, international business, global logistics, hospitality & tourism, etc. The objective of the course is to provide hands-on and practical work experience in their business concentration that will give students a competitive advantage when they graduate. Students will have a chance to gain work experience in areas of their interest and gain exposure to the business environment, industry practices and key contacts for future employment opportunities. This three (3) credit hour internship is for students who are expected to work a minimum of 135 hours during the semester. Students are required to attend
two meetings/seminars with their faculty advisor to determine learning objectives and assess how well learning objectives are being accomplished.

**MBA 600: Business Residency (3)**
*Prerequisite: None*
This course is designed around local business residency and focuses on practical application of obtained business knowledge through site visits, advising and consultancy to organizations, agencies and business enterprises

**MBA 605: Auditing (3)**
*Prerequisite: MBA 511 Managerial Accounting and Finance*  
*Internship / CPT Qualified*
This course provides students with the knowledge of basic to complex auditing issues of businesses. It focuses on basic auditing concepts and principles including professional standards, planning an audit and auditing internal controls, evidence gathering, fraud, and sampling tools for audits, as well as review of audit procedures and audit reports.

**MBA 608: Financial Reporting and Decision Making (3)**
*Prerequisite: None*  
*Internship / CPT Qualified*
This course presents accounting reporting and decision making tools used in various businesses. Students will understand basic to complex financial reporting and decision making concepts and practices. Topics include the analysis of financial statements, ratio analysis, benchmarking, valuation concepts, risk, budgeting, investments, and taxes.

**MBA 610: Taxation of Business Entities (3)**
*Prerequisite: MBA 511 Managerial Accounting and Finance*  
*Internship / CPT Qualified*
This course provides students with the knowledge of basic to complex tax issues of businesses. The course includes a basic introduction to taxation, tax issues with investments, and other business transactions. The course will also cover taxation of various types of corporations and individuals including gift taxes and income.

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

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

MBA 613: Enterprise Resource Planning (3)
Prerequisite: MBA 512 Project and Cost Management
Internship / CPT Qualified

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

MBA 614: International Finance (3)
Prerequisite: MBA 511 Managerial Accounting and Finance
Internship / CPT Qualified

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

MBA 615: International Strategy (3)
Prerequisite: MBA 516 Strategic Management and Organizational Leadership
Internship / CPT Qualified

This course examines entry strategies to foreign markets for international and multinational firms as well as strategies for managing operations across borders.

MBA 616: International Marketing (3)
Prerequisite: MBA 513 Organizational Behavior and HR Management
Internship / CPT Qualified

This course examines the methods and strategies used by firms in international and multinational marketing efforts. Particular attention is paid to how companies decide whether to go global or remain local and how they engage in multi-level marketing opportunities.

MBA 617: Import/Export Management (3)
Prerequisite: None
Internship / CPT Qualified

For many organizations, the first step toward multinational operations begins with importing and exporting goods. This course focuses on the strategies and processes of import/export management.
MBA 618: International Economics and Trade (3)
Prerequisite: MBA 511 Managerial Accounting and Finance
Internship / CPT Qualified
This course is designed to provide students with the analytical tools and techniques required to manage financial assets across international borders. Employing modern decision and probability theory and statistical techniques, the students will investigate the concepts governing the economics of international trade, risk management, logistics, and international law.

MBA 620: Long-Term Financial Decisions (3)
Prerequisite: MBA 511 Managerial Accounting and Finance
Internship / CPT Qualified
This course places an emphasis on the optimal acquisition and allocation of long-term sources of capital. Topics include working capital, capital budgeting evaluation models, cash flow analysis, diversification, portfolio approaches to capital budgeting, capital structure, cost of capital, lease-purchase decisions, abandonment, and mergers.

MBA 621: Trading and Risk Management (3)
Prerequisite: MBA 511 Managerial Accounting and Finance
Internship / CPT Qualified
This course will cover the different financial markets and trading theories that different market participants use to profit from moves in the market. Unlike an investments course, this class will focus more on the economic and psychological factors that move secondary markets instead of advanced calculations based on efficient market theory.

MBA 622: Marketing Research (3)
Prerequisite: MBA 515 Business Statistics
Internship / CPT Qualified
This course examines the theory and practice of marketing research. Use of various statistical tools and study designs is an integral part of the course as is the design and execution of a research project.

MBA 623: Sales Management (3)
Prerequisite: MBA 513 Organizational Behavior and HR Management
Internship / CPT Qualified
The course focuses on the management of a professional sales force. Particular emphasis is placed on managing the sales force through recruiting, training, motivating, evaluating, and compensating sales force members.

MBA 624: Advertising & Promotion (3)
Prerequisite: None
Internship / CPT Qualified
Advertising and promotion form the means by which organizations communicate the distinctive characteristics of their offerings to potential buyers. This course examines the theory and practice of promotions and advertising. The primary focus is on how advertising and promotions contribute to the overall marketing plan.

MBA 625: Effective Negotiations (3)
Prerequisite: None
Internship / CPT Qualified
This course examines the theory and practice of negotiations, including strategies, legal issues, methods, and approaches.

MBA 626: Consumer Behavior (3)
Prerequisite: MBA 513 Organizational Behavior and HR Management
Internship / CPT Qualified
Effective marketing lies in understanding the needs and motivations of buyers. This course focuses on what is known about how human behavior influences the purchase decision as well as how to apply this knowledge to specific firms and industries.

MBA 627: Advanced Business Project (3)
Prerequisite: All Core Courses and first-semester Concentration Courses
Internship / CPT Qualified
This capstone course gives MBA students the opportunity to pull together and build upon what has been learned in separate business fields and to utilize this knowledge in the analysis of complex business problems. It is designed to aid the student in synthesizing and applying knowledge gained in earlier courses and will apply these skills through actual business cases, preferably with local Northern Virginia-based companies.

MBA 628: Global Sourcing and Logistics (3)
Prerequisite: None
Internship / CPT Qualified
This course is designed to examine the complex issues that corporate executives must address in the decision-making process when considering whether or not to outsource internationally. It also examines the equally complex issues that arise once the decision is made to outsource, including how to reduce risk, thereby minimizing exposure while maximizing the opportunities for favorable outcomes and more competitive landed costs.

MBA 630: Entrepreneurship (3)
Prerequisite: MBA 516: Strategic Management & Organizational Leadership
Internship/CPT Qualifies
In this course students will understand the role of an entrepreneur in running his or her own business, acting as a business consultant, and serving as a governmental entrepreneur or a consultant. Students will explore strategies of successful entrepreneurs and understand the role of entrepreneurship in economic developments. Students will walk through
the initial thought process and groundwork for starting, financing, and managing a new business. Students will be exposed to other topics such as social entrepreneurship, microfinance, and global entrepreneurship.

**MBA 631: Current Topics in Business (3)**
*Prerequisite: None*

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

**MBA 632: Business Innovation (3)**
*Prerequisite: MBA 516: Strategic Management & Organizational Leadership Internship/CPT Qualified*

This course is focused on novel technological developments and ways to produce innovative products. Innovations are crucial to the business venture growth and gaining competitive advantages. The course also analyzes the risks of designing new products, issues arising in competition, and the requirements of the marketplace to novel trends. In a practical classroom environment the students will forecast market demands, study market segmentation, rate new product ideas, map customer perceptions, and review product positioning and design, as well as advertising and product testing, in order to recognize the methods employed in bringing a new product to market and eventually gaining sustainable profits from it.

**MBA 633: Business Planning and Development (3)**
*Prerequisite: MBA 516: Strategic Management and Organizational Leadership Internship / CPT Qualified*

This course focuses on the development of new ventures and on strategic planning for new and existing organizations.

**MBA 634: Operations Management (3)**
*Prerequisite: MBA 515: Business Statistics Internship / CPT Qualified*

This course examines the use of mathematical models in managing the operations of organizations. Techniques examined include queuing, facility planning, distribution network, and transportation models.

**MBA 635: Entrepreneurial Finance & Venture Capital (3)**
*Prerequisite: MBA 516: Strategic Management & Organizational Leadership*

This course explores investment strategy, financial valuation, and strategic financial decisions from the start-ups phase, through the mature business phase, and eventually exiting the business by either becoming a public company or merging with or selling to other corporations. The course also analyzes different approaches to obtaining initial funding and demonstrates ways to follow the financial plan. The venture capitalists system is also discussed and examined to validate the ways for entrepreneurs to grow and create strong and substantial private ventures.
MBA 636: Managerial Accounting (3)
Prerequisite: MBA 511 Managerial Accounting and Finance
Internship / CPT Qualified
This course is an introduction to the concepts and practices of the managerial and cost accounting. Specifically, students will be introduced to the concepts used to develop financial information for the purposes of planning, resource allocation, and financial control.

MBA 640: The Health Services System (3)
Prerequisite: None
Internship / CPT Qualified
This course provides an overview of the evolution, structure and current issues in the health care system. It examines the unique features of health care as a product and the changing relationships between patients, physicians, hospitals, insurers, employers, communities, and government.

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

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

MBA 643: Legal Aspects of Health Care (3)
Prerequisite: None
Internship / CPT Qualified
This course offers a current and historical overview of the regulation of health care delivery in the US. It examines principles and practical applications of laws that affect the operational decisions of health care providers, health plans, and third party payers and managers that impact development of markets for health care products and services.

MBA 653: Nations, Politics, & Markets: A Cost Benefit Analysis (3)
Prerequisite: MBA 511 Managerial Accounting and Finance
Internship / CPT Qualified
This course is designed to introduce students to the role of risk assessment, risk perception, and risk management in non-traditional markets by studying the tools for policy evaluations in the public sector. Cost benefit analysis is the principal tool for measuring government “products” that are rarely sold. The valuation of costs and benefits by alternative means to market prices is necessary to provide guidance in avoiding wasteful projects and undertaking those that are worthwhile.

**MBA 654: Accounting Information Systems (3)**
*Prerequisite: None*
*Internship / CPT Qualified*

This course focuses on the analysis and design of systems that facilitate the accounting process. The students will learn how to evaluate, develop, implement and apply accounting models, processes, and internal controls used in the accounting processes. The course introduces the use of simple to complex data flow diagrams for evaluation and decision making.

**MBA 660: Graduate Project Internship II (3)**
*Prerequisite: None*

This course provides work exposure to qualified graduate students in their area of interest for their advanced research project. The objective of the course is to give students access to information and individuals that would help in the concept and/or development of their area of interest for their graduate research project. This three (3) credit hour project internship is for students who are expected to work a minimum of 135 hours during the semester. Students are required to attend two meetings/seminars with their faculty advisor to determine learning objectives and assess how well learning objectives are being accomplished.

**PMP 605: Project Management Systems (3)**
*Prerequisite: None*
*Internship / CPT Qualified*

This course is emphasizes planning and introduces project management fundamentals and principles from the standpoint of the manager who must organize, plan, implement, and control non-routine activities to achieve schedule, budget and performance objectives. Topics include project life cycles, project organization, project charters, work breakdown structures, responsibility matrixes, as well as basic planning, budgeting and scheduling systems. Planning and control methods such as PERT/CPM, Gantt charts, earned value systems, project management software applications, and project audits are introduced.

**PMP 610: Quality Project Management Practices (3)**
*Prerequisite: None*

This course focuses on the quality function, its implementation, and cost as well as management in both the manufacturing and service industries. The course provides students with a set of quality concepts and tools and the
knowledge required for their application in quality planning, quality improvement, and quality control.

**PMP 615: Risk Project Management (3)**
Prerequisite: None
This course exposes students to a variety of ways to identify, analyze, and mitigate the full range of project risks. The course also explores the six risk-management processes as outlined in the PMBOK® Guide: risk management planning, risk identification, qualitative risk analysis, quantitative risk analysis, risk-response planning, and risk monitoring and control. Using a practitioner approach, students learn risk-management techniques by applying them to problems raised in case studies.

**PMP 620: Contract and Procurement (3)**
Prerequisite: None
Internship/CPT Qualified
This course examines processes through which goods and services are acquired in the project management environment. Topics include contract and procurement strategies; legal issues; contract pricing alternatives; technical, management and commercial requirements; RFP development; source selection; invitations to bid; bid evaluation; risk assessment; and contract negotiation and administration. By the end of the course, students will have a broad overview and understanding of the procurement cycle and how it relates to contracts, projects and management.

**PMP 623: Leading Projects Across Cultural, Corporate, and Global Boundaries (3)**
Prerequisite: None
Internship/CPT Qualified
Emerging and evolving economies, world circumstances, and global competition require that project managers be able to lead and manage project in this challenging arena. Project Managers must operate within environments that contain diverse cultures and projects including multiple corporations crossing international boundaries. Sensitive issues surrounding multinational and multicultural environments will be addressed and discussed as factors that shape project outcomes.

**PMP 625: Advanced Project Management Practices (3)**
Prerequisite: PMP 605 Project Management Systems
Internship/CPT Qualified
This course examines current topics in the project management field and provides a comprehensive review of the Project Management Body of Knowledge (PMBOK® Guide). Topics may include global project management, leadership, virtual teams, and project information systems. In addition, the general overview of principles and practices of the Project Management Professional (PMP) certification exam, administered by the Project Management Institute (PMI) will be introduced.
PMP 650: PMP Exam Preparation (3)
Prerequisite: PMP 605 Project Management Systems, PMP 610 Quality Project Management Practices and PMP 615 Risk Project Management
The focus of this course is to familiarize students with both the CAMP (Certified Associate in Project Management) and PMP (Project Management Professional) exams, as administered by the Project Management Institute (PMI). The overall exam administration processes will be reviewed and each of the knowledge areas (Integration Management, Scope Management, Time Management, Cost Management, Quality Management, Risk Management, Human Resource Management, Communication Management and Procurement & Contract Management) as aligned with the process groups (Initiating, Planning, Executing, Controlling & Monitoring and Closing phases) will also be reviewed to help students understand both the application and implication concepts tested in the exams. Additionally, students will participate in practice exam sessions for CAMP & PMP aimed at providing for self–assessment of exam readiness.

PMP 698: Master Thesis I (3)
Prerequisite: Completion of at least five Core courses and Dean or academic advisor’s approval.
The thesis work can comprise basic research or a practical project. Students are encouraged to start their thesis work as early as possible. Usually after completing two semesters of course work, the student will be asked to work with a faculty advisor to choose a suitable master’s thesis topic and prepare a thesis proposal. Thereafter, the student completes the project and writes a thesis. The master’s thesis will project will be conducted over a period of two semesters.

PMP 699: Master Thesis II (3)
Prerequisite: PMP 698 Master Thesis II
The thesis work can comprise basic research or a practical project. Students are encouraged to start their thesis work as early as possible. Usually after completing two semesters of course work, the student will be asked to work with a faculty advisor to choose a suitable master’s thesis topic and prepare a thesis proposal. Thereafter, the student completes the project and writes a thesis. The master’s thesis will project will be conducted over a period of two semesters.
1. Bachelor of Science in Computer Science (BCS)

The curriculum for the Bachelor of Science in Computer Science degree is designed to give a student a state of the art education in both the theory and practice of Computer Science. Upper-level courses involve students in team projects that emphasize industrial processes and practices.

The program provides a blend of theory and applications, preparing students for a variety of Computer Science and Software Engineering positions in scientific and business fields, and lays the foundation for graduate studies employment in a wide range of industrial and technological environments.

BCS Program Objective

VIU’s BCS program educates and trains students to create and implement solutions for information systems-based needs and problems in research, commercial, financial, governmental, or other types of organizations. The approach of this degree program is to integrate theoretical and practical aspects of the computing science and technology.

VIU’s BCS program emphasizes the design and use of computer technology to develop information processing systems. The program provides students with broad range of computer knowledge and practical skills required in most of business and industry areas today. Successful graduates are awarded a Bachelor of Science in Computer Science degree. No concentration is associated with this degree.

Specifically, the BCS program graduates will be able to:

- Use a variety of sources and means to maintain currency with the principal categories of computing tools and frameworks;
- Design appropriate software system and service structures in response to application needs, and organizational environment based on the available pool of components, tools and services;
- Make appropriate design choices as the result of analysis regarding system and service properties;
- Select appropriately among competing technologies and technical approaches on the basis of sound evaluation;
- Analyze social and other external impacts along with relevant legal, regulatory, ethical and professional issues in business and technical decision-making; and
• Selectively develops depth of expertise, exercising a conscious process of critical reflection and learning.

**BCS Degree Requirements**

The Bachelor of Science in Computer Science requires 40 courses: twelve (12) General Education Courses (GEC), eighteen (18) Professional Core Courses and ten (10) Elective Courses.

<table>
<thead>
<tr>
<th>Area</th>
<th>Number of Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education Courses</td>
<td>12</td>
<td>36</td>
</tr>
<tr>
<td>Professional Core Courses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fundamental Courses (7 courses – 21 credit hours)</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>Programming Courses (4 courses – 12 credit hours)</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Application Courses (7 courses – 21 credit hours)</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>Elective Courses</td>
<td>10</td>
<td>30</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>40</strong></td>
<td><strong>120</strong></td>
</tr>
</tbody>
</table>

**Professional Core Courses**

The eighteen (18) Professional Core Courses belong to three categories: Fundamental Courses (7 courses), Programming Courses (4 courses) and Application Courses (7 courses).

**Professional Core Courses: Fundamental Courses**

(7 courses – 21 Credit Hours)

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMP 110</td>
<td>Introduction to Computing</td>
<td>3</td>
</tr>
<tr>
<td>CMP 120</td>
<td>Programming Logic</td>
<td>3</td>
</tr>
<tr>
<td>CMP 130</td>
<td>Ethical, Societal and Legal Aspects of Computing</td>
<td>3</td>
</tr>
<tr>
<td>CMP 230</td>
<td>Discrete Mathematical Methods for Computing</td>
<td>3</td>
</tr>
<tr>
<td>CMP 250</td>
<td>Computer Architecture</td>
<td>3</td>
</tr>
<tr>
<td>CMP 260</td>
<td>Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>CMP 270</td>
<td>Essentials of Networking</td>
<td>3</td>
</tr>
</tbody>
</table>
Professional Core Courses: Programming Courses
(4 Courses – 12 Credit Hours)

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMP 210</td>
<td>Programming I</td>
<td>3</td>
</tr>
<tr>
<td>CMP 220</td>
<td>Programming II</td>
<td>3</td>
</tr>
<tr>
<td>CMP 330</td>
<td>Data Structures and Algorithm Analysis</td>
<td>3</td>
</tr>
<tr>
<td>CMP 340</td>
<td>Principles of Programming Languages</td>
<td>3</td>
</tr>
</tbody>
</table>

Professional Core Courses: Application Courses
(7 Courses – 21 Credit Hours)

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMP 343</td>
<td>Computer Security Principles</td>
<td>3</td>
</tr>
<tr>
<td>CMP 350</td>
<td>Database Concepts</td>
<td>3</td>
</tr>
<tr>
<td>CMP 360*</td>
<td>Web Development Methods</td>
<td>3</td>
</tr>
<tr>
<td>CMP 375</td>
<td>Human-Computer Interaction</td>
<td>3</td>
</tr>
<tr>
<td>CMP 440</td>
<td>Software Engineering</td>
<td>3</td>
</tr>
<tr>
<td>CMP 498</td>
<td>Capstone Project I</td>
<td>3</td>
</tr>
<tr>
<td>CMP 499</td>
<td>Capstone Project II</td>
<td>3</td>
</tr>
</tbody>
</table>

*Internship CPT qualified / course.

Elective Courses: (10 courses – 30 Credit Hours)
Students are also required to take ten (10) Elective Courses from the following list:

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMP 353*</td>
<td>Application Software Security</td>
<td>3</td>
</tr>
<tr>
<td>CMP 355</td>
<td>Programming with C/C++</td>
<td>3</td>
</tr>
<tr>
<td>CMP 365</td>
<td>Information Technology Project and Service Management</td>
<td>3</td>
</tr>
<tr>
<td>CMP 373</td>
<td>Operating Systems Security</td>
<td>3</td>
</tr>
<tr>
<td>CMP 389</td>
<td>Independent Study</td>
<td>3</td>
</tr>
<tr>
<td>CMP 391</td>
<td>Internship Level I</td>
<td>3</td>
</tr>
<tr>
<td>CMP 392</td>
<td>Internship Level II</td>
<td>3</td>
</tr>
<tr>
<td>CMP 420*</td>
<td>Usability Evaluation and Interface Development</td>
<td>3</td>
</tr>
<tr>
<td>CMP 443*</td>
<td>Network Security</td>
<td>3</td>
</tr>
<tr>
<td>CMP 445*</td>
<td>Distributed Systems</td>
<td>3</td>
</tr>
<tr>
<td>CMP 463*</td>
<td>Computer Forensics</td>
<td>3</td>
</tr>
<tr>
<td>CMP 465</td>
<td>Theory of Computation</td>
<td>3</td>
</tr>
<tr>
<td>CMP 466*</td>
<td>Programming for Mobile Devices</td>
<td>3</td>
</tr>
</tbody>
</table>
2. Master of Science in Computer Science (MCS) with Specializations

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

MCS Program Objective

The main objective of VIU’s MCS program is to provide a deep understanding of computer science theory and applications. The program aims to equip the student with the knowledge and skills that enable her/him to identify and solve problems in specific areas using analytical and critical thinking skills; communicate effectively using visual, mathematical and/or language skills in the modes of oral and/or written presentation; develop a macro-vision understanding that the world is a set of related systems and that problem solving contexts do not exist in isolation; and contribute to cross-functional teams, including geographically dispersed teams. Each MCS specialization will have its own specialization-specific objective, which is given in the relevant part of this document.

The curriculum design provides all MCS degree holders with a core set of knowledge. Furthermore, to make students more employable, the program offers students a set of courses (reinforced with practical experience) in a particular area within Computer Science (CS) as a specialization. A particular MCS specialization allows a student to concentrate in a specific
area for which there is demand and to achieve mastery of in the area. These graduates will have the following skills, knowledge, and values:

- A core of CS and technology knowledge
- Integration of CS concepts, principles and applications to solve real-world problems
- Communication, interpersonal, and team skills
- Analytical and critical thinking skills
- Specific skills leading to a career depending on the specialization studied
- Make ethical professional decisions and practice ethical professional behavior

In the MCS program, a student must opt to pursue one specialization from the choice of the following seven specializations available:

1. Networking
2. Data Management
3. Software Engineering
4. Cybersecurity
5. Intelligent Systems
6. Computer Animation and Gaming
7. Software Applications Development

Students graduating from the MCS program should be prepared to provide leadership in the Computer Science field. The MCS program prepares students for productive long-term careers in industry, government, and academia; and to develop the foundation for continuing education and growth in the field of Computer Science. MCS graduates will become key contributors to Computer Science research and applied Computer Science and can further their education by entering a doctoral degree program. Graduates of the MCS program can anticipate the following types of computer science professional careers:

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

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMP 220</td>
<td>Programming II</td>
<td>3</td>
</tr>
<tr>
<td>CMP 230</td>
<td>Discrete Mathematical Methods for Computing</td>
<td>3</td>
</tr>
<tr>
<td>CMP 250</td>
<td>Computer Architecture</td>
<td>3</td>
</tr>
<tr>
<td>CMP 260</td>
<td>Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>CMP 270</td>
<td>Essentials of Networking</td>
<td>3</td>
</tr>
<tr>
<td>CMP 330</td>
<td>Data Structures and Algorithm Analysis</td>
<td>3</td>
</tr>
<tr>
<td>CMP 350</td>
<td>Database Concepts</td>
<td>3</td>
</tr>
</tbody>
</table>

These program prerequisites are co-requisites and may be taken simultaneously with the master's degree courses. Some or all of these prerequisites may be waived at the Academic Advisor’s discretion.

MCS Degree Requirements

The MCS degree will be earned by completing the program course requirements of 36 credit hours, beyond the program prerequisite courses. To qualify for the MCS degree, students must meet all credit requirements, as described below.

VIU’s MCS program is generally completed within two years of full time study. It consists of seven (5) core courses (15 credits), five (5) specialization elective courses (15 credits) and two (2) other electives. The specialization electives allow a student to concentrate in a specific area for which there is demand and to achieve knowledge depth in that area. The two other (exit) electives give a student the opportunity to integrate and apply the knowledge and skills studied so far to real-world situations/problems through a capstone project, internship or a master’s thesis. The specialization elective courses provide an opportunity for students to develop and fine-tune specific computing skills according to their areas of interest.

<table>
<thead>
<tr>
<th>Area</th>
<th>Number of Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core courses</td>
<td>5</td>
<td>15</td>
</tr>
<tr>
<td>Specialization Elective courses</td>
<td>5</td>
<td>15</td>
</tr>
<tr>
<td>General Electives</td>
<td>2</td>
<td>6</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>12</strong></td>
<td><strong>36</strong></td>
</tr>
</tbody>
</table>
MCS Core Courses: (5 Courses – 15 Credits)
Each candidate must satisfactorily complete the following seven (5) core courses (15 credits):

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMP 511</td>
<td>Computer Architecture and Implementation</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: None</td>
<td></td>
</tr>
<tr>
<td>CMP 556</td>
<td>Database Management Systems I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: None</td>
<td></td>
</tr>
<tr>
<td>CMP 560</td>
<td>Software Engineering</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: None</td>
<td></td>
</tr>
<tr>
<td>CMP 561</td>
<td>Design and Analysis of Algorithms</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: None</td>
<td></td>
</tr>
<tr>
<td>CMP 641</td>
<td>Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: None</td>
<td></td>
</tr>
</tbody>
</table>

Please refer to the Graduate Computing Courses section in the Academic Catalog for all course descriptions.

MCS Specialization Courses: (15 Credit Hours)
Students must select one of the specializations listed below during the second year of their study. Students must choose five (5) courses (15 credit hours) from the Specializations Elective Courses.

1. MCS: Networking
The objective of this specialization is to equip the students with a comprehensive understanding of the network and Internet architecture, network design and implementation, network performance analysis, network management, network security, and emerging trends in networking technology. The program is designed to equip students with extensive hands-on experience in order to analyze, design, procure, manage, and implement state-of-the-art computer networking solutions and technologies.

In addition to the Core Courses, students are required to choose five (5) Networking specialization elective courses (15 credits) from the following:

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMP 558</td>
<td>Network and Information Security</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: CMP 550 or CMP 562</td>
<td></td>
</tr>
<tr>
<td>CMP 562</td>
<td>Computer Networks</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: None</td>
<td></td>
</tr>
<tr>
<td>CMP 602</td>
<td>Network Design and Implementation</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Prerequisites: CMP 562</td>
<td></td>
</tr>
<tr>
<td>Code</td>
<td>Course Name</td>
<td>Credits</td>
</tr>
<tr>
<td>--------</td>
<td>----------------------------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>CMP 603</td>
<td>Network management</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><em>Prerequisites: CMP 558</em></td>
<td></td>
</tr>
<tr>
<td>CMP 604</td>
<td>Cloud Computing</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><em>Prerequisites: CMP 558</em></td>
<td></td>
</tr>
<tr>
<td>CMP 608</td>
<td>Special Topics Networking</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><em>Prerequisite: Dean’s approval</em></td>
<td></td>
</tr>
<tr>
<td>CMP 609</td>
<td>Networking Capstone Project</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><em>Prerequisites: All the core courses and four specialization courses.</em></td>
<td></td>
</tr>
<tr>
<td>CMP 647</td>
<td>Wireless and Mobile Security</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><em>Prerequisites: CMP 558</em></td>
<td></td>
</tr>
<tr>
<td>CMP 665</td>
<td>Virtualization Technologies</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><em>Prerequisites: CMP 558, and CMP 641</em></td>
<td></td>
</tr>
</tbody>
</table>

2. **MCS: Data Management**

The objective of this specialization is to equip the student with the knowledge and skills to collect, organize, store, manipulate, analyze, secure, and communicate structured and unstructured data; in order to integrate information technology solutions and business processes to meet the information needs of businesses and other enterprises.

In addition to the core courses, students are required to choose five (5) Data Management specialization elective courses (15 credits) from the following:

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMP 622</td>
<td>Database Management Systems II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><em>Prerequisites: CMP 556</em></td>
<td></td>
</tr>
<tr>
<td>CMP 624</td>
<td>Data Warehousing</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><em>Prerequisites: CMP 556</em></td>
<td></td>
</tr>
<tr>
<td>CMP 625</td>
<td>Text Analytics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><em>Prerequisites: CMP 556</em></td>
<td></td>
</tr>
<tr>
<td>CMP 626</td>
<td>Distributed Databases</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><em>Prerequisites: CMP 556</em></td>
<td></td>
</tr>
<tr>
<td>CMP 627</td>
<td>Data Mining</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><em>Prerequisites: CMP 556</em></td>
<td></td>
</tr>
<tr>
<td>CMP 628</td>
<td>Special topics in Data Management</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><em>Prerequisites: Dean’s approval</em></td>
<td></td>
</tr>
<tr>
<td>CMP 629</td>
<td>Data Management Capstone Project</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><em>Prerequisite: All core courses and four specialization courses.</em></td>
<td></td>
</tr>
<tr>
<td>CMP 643</td>
<td>Database Security and Data Protection</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><em>Prerequisite: CMP 556 or CMP 553</em></td>
<td></td>
</tr>
</tbody>
</table>
3. **MCS: Software Engineering**

The objective of this specialization is to equip the student with the knowledge and skills to effectively carry out requirements engineering, design and construct high quality software, software testing, maintenance, configuration and management to meet the business needs of an enterprise in a highly dynamic and competitive business environment.

In addition to the core courses, students are required to choose five (5) Software Engineering specialization elective courses (15 credits) from the following:

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMP 632</td>
<td>Requirements Engineering</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>*Prerequisites: CMP 560</td>
<td></td>
</tr>
<tr>
<td>CMP 635</td>
<td>Software Quality and Process Improvement</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>*Prerequisites: CMP 560</td>
<td></td>
</tr>
<tr>
<td>CMP 637</td>
<td>Software Engineering Management</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>*Prerequisite: CMP 560</td>
<td></td>
</tr>
<tr>
<td>CMP 638</td>
<td>Special Topics in Software Engineering</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>*Prerequisite: Dean’s approval</td>
<td></td>
</tr>
<tr>
<td>CMP 639</td>
<td>Software Engineering Capstone Project</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>*Prerequisite: All the core courses and four specialization courses</td>
<td></td>
</tr>
<tr>
<td>CMP 650</td>
<td>Software Design and Construction</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>*Prerequisite: CMP 560</td>
<td></td>
</tr>
<tr>
<td>CMP 661</td>
<td>Software Testing</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>*Prerequisites CMP 561, and CMP 650</td>
<td></td>
</tr>
<tr>
<td>CMP 662</td>
<td>Software Maintenance &amp; Configuration Management</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>*Prerequisites: CMP 650</td>
<td></td>
</tr>
</tbody>
</table>

4. **MCS: Cybersecurity**

The objective of this specialization is to equip the students with in-depth knowledge skills that will enable them to identify, develop, and implement effective and efficient defense mechanisms to secure organization networks and information resources to support organizational goals.

In addition to the core courses, students are required to choose five (5) Cybersecurity specialization elective courses (15 credits) from the following:

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMP 558</td>
<td>Network and Information Security</td>
<td>3</td>
</tr>
</tbody>
</table>
5. **MCS: Intelligent Systems**
The objective of this specialization is to equip students with in-depth knowledge skills that will enable them to apply artificial intelligence (AI), machine learning and intelligent systems techniques to solve real-world problems.

In addition to the core courses, students are required to choose five (5) Intelligent Systems specialization elective courses (15 credits) from the following:

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMP 621</td>
<td>Artificial Intelligence</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><em>Prerequisite: None</em></td>
<td></td>
</tr>
<tr>
<td>CMP 652</td>
<td>Natural Language Processing</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><em>Prerequisite: CMP 561 and CMP 621</em></td>
<td></td>
</tr>
<tr>
<td>CMP 653</td>
<td>Machine Learning</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><em>Prerequisites: CMP 621</em></td>
<td></td>
</tr>
<tr>
<td>CMP 654</td>
<td>Adaptive Learning Systems</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><em>Prerequisites: CMP 621</em></td>
<td></td>
</tr>
<tr>
<td>CMP 655</td>
<td>Intelligent Agents</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><em>Prerequisite: CMP 621</em></td>
<td></td>
</tr>
<tr>
<td>CMP 658</td>
<td>Special Topics Intelligent Systems</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><em>Prerequisite: Dean's approval</em></td>
<td></td>
</tr>
<tr>
<td>CMP 659</td>
<td>Intelligent Systems Capstone Project</td>
<td>3</td>
</tr>
</tbody>
</table>
6. MCS: Computer Animation and Gaming

The objective of this specialization is to equip students with in-depth knowledge and skills that will enable them to conceptualize, design and implement computer graphics and animation programs that meet certain objective criteria.

In addition to the core courses, students are required to choose five (5) Computer Animation and Gaming specialization elective courses (15 credits) from the following:

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
</table>
| CMP 582 | Computer Graphics  
           *Prerequisite: CMP 561*                               | 3       |
| CMP 583 | Computer Animation  
           *Prerequisite: CMP 561*                               | 3       |
| CMP 584 | Human-Computer Interface Design  
           *Prerequisite: CMP 561*                               | 3       |
| CMP 585 | Design of Interactive Multimedia  
           *Prerequisite: None*                                    | 3       |
| CMP 586 | Computer Vision  
           *Prerequisite: CMP 582*                                | 3       |
| CMP 587 | Game Design and Programming  
           *Prerequisite: CMP 582*                                | 3       |
| CMP 588 | Special Topics Computer Animation and Gaming  
           *Prerequisite: Dean’s approval*                        | 3       |
| CMP 589 | Computer Animation and Gaming Capstone Project  
           *Prerequisite: All the core and four specialization elective courses* | 3       |

7. MCS: Software Applications Development

The objective of this specialization is to equip the students with a comprehensive understanding of advanced software applications development using modern program paradigms and tools. The program is designed to equip students with extensive hands-on experience in order to analyze, design, implement and test software applications that meet the business objectives of an organization using techniques such as design patterns, component-based architectures, web services, service-oriented architectures and emerging technologies.
In addition to the core courses, students are required to choose five (5) Software Applications development specialization elective courses (15 credits) from the following:

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMP 573</td>
<td>Compiler Construction</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><em>Prerequisite: CMP561</em></td>
<td></td>
</tr>
<tr>
<td>CMP 632</td>
<td>Requirements Engineering</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><em>Prerequisites CMP560</em></td>
<td></td>
</tr>
<tr>
<td>CMP 636</td>
<td>Trends in Software Applications Development</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><em>Prerequisite: CMP632</em></td>
<td></td>
</tr>
<tr>
<td>CMP 650</td>
<td>Software Design and Construction</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><em>Prerequisites: CMP 560</em></td>
<td></td>
</tr>
<tr>
<td>CMP 661</td>
<td>Software Testing</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><em>Prerequisites CMP561, CMP650</em></td>
<td></td>
</tr>
<tr>
<td>CMP 663</td>
<td>Web Applications Development</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>*Prerequisite: CMP553 or CMP561.</td>
<td></td>
</tr>
<tr>
<td>CMP 664</td>
<td>Mobile Applications Design &amp; Development</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>*Prerequisite: CMP553 or CMP561.</td>
<td></td>
</tr>
<tr>
<td>CMP 618</td>
<td>Special Topics in Software Applications Development</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><em>Prerequisite: Dean’s approval</em></td>
<td></td>
</tr>
<tr>
<td>CMP 619</td>
<td>Software Applications Development Capstone Project</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>*Prerequisite: All the core and four specialization elective courses</td>
<td></td>
</tr>
</tbody>
</table>

**MCS Other Elective Courses: (2 Courses – 6 Credits)**
The student must select two courses from the list of courses below or from any other specialization electives.

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMP 551</td>
<td>Research Methods</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><em>Prerequisite: None</em></td>
<td></td>
</tr>
<tr>
<td>CMP xxx</td>
<td>Elective from any specialization</td>
<td>3</td>
</tr>
<tr>
<td>CMP 591</td>
<td>Graduate Internship Level I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>*Prerequisite: All the core courses and Dean’s approval.</td>
<td></td>
</tr>
<tr>
<td>CMP 691</td>
<td>Graduate Internship Level II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>*Prerequisite: All the core courses and Dean’s approval.</td>
<td></td>
</tr>
<tr>
<td>CMP 696</td>
<td>Independent Study I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><em>Prerequisite: Dean’s approval</em></td>
<td></td>
</tr>
<tr>
<td>CMP 697</td>
<td>Independent Study II</td>
<td>3</td>
</tr>
<tr>
<td>Course</td>
<td>Title</td>
<td>Prerequisite</td>
</tr>
<tr>
<td>------------</td>
<td>------------------------------------</td>
<td>-------------------------------</td>
</tr>
<tr>
<td>CMP xx9</td>
<td>Capstone Project</td>
<td>Prerequisite: Dean’s approval</td>
</tr>
<tr>
<td>CMP 698</td>
<td>Master’s Thesis I</td>
<td>Prerequisite: All core, one specialization course and Dean’s approval</td>
</tr>
<tr>
<td>CMP 699</td>
<td>Master’s Thesis II</td>
<td>Prerequisite: CMP 698</td>
</tr>
<tr>
<td>CAR 600</td>
<td>Career Planning and Development</td>
<td>Prerequisite: None</td>
</tr>
</tbody>
</table>

Pre-MCS Program

Students who have earned their bachelor’s degree with less than 120 undergraduate credits can be given conditional admission to the MCS program, provided they enroll in and successfully complete the remaining credits by selecting from the bachelor of computer science (BCS) undergraduate courses offered at VIU. Among the 120 required credits, the MCS program prerequisite courses must be fulfilled. Students must consult their academic advisor before choosing the pre-MCS courses who will advise them on the appropriate course selections from VIU’s BCS program while complying with MCS program prerequisites. Successful completion of the pre-MCS courses will allow these students to complete the undergraduate credits requirement of 120, and enter into the MCS program.

3. Master of Science in Information Systems (MIS) with Specializations

The Master of Science in Information Systems (MIS) is designed to prepare students for positions in Information Systems and related fields. The curriculum is focused on gaining a better understanding of the use of information systems to enhance business processes and the decision-making process associated with them. Business theory is merged with information systems theory to prepare leaders for success in public and private business environments. Practical applications are emphasized throughout the curriculum.

MIS Program Objective

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

The main objective of the MIS program is to provide a comprehensive understanding of information systems in organizations. The program aims to equip the student with the knowledge and skills that enable her/him to focus on integrating information technology solutions and business processes to meet the information needs of businesses and other enterprises, enabling them to achieve their objectives in an effective and efficient way. The program also aims to equip students with the knowledge and skills to identify and solve problems using analytical and critical thinking skills; communicate effectively using visual, mathematical and/or language skills in the modes of oral and/or written presentation; develop a macro-vision understanding that the world is a set of related systems and that problem solving contexts do not exist in isolation; and contribute to cross-functional teams, including geographically dispersed teams.

The curriculum design provides all MIS degree holders with a core set of knowledge. Furthermore, to make students more employable, the program offers students a related set of courses (reinforced with practical experience) in a particular focus area within information systems as a specialization. A particular MIS specialization allows a student to concentrate in a specific area for which there is demand and to achieve breadth and depth in that area. Each MIS specialization has its own specific objective, which is given in the relevant section of this catalog. Students graduating from the MIS program should be prepared to provide leadership in the information systems field. These graduates will have the following skills, knowledge, and values:

- A core of IS management and technology knowledge
- An understanding of the integration of IS and business foundations
- A broad business and real world perspective
- Communication, interpersonal, and team skills
- Analytical and critical thinking skills
- Specific skills leading to a career depending on the specialization studied
- Make ethical professional decisions and practice ethical professional behavior

In the MIS program, a student must opt to pursue one specialization from the following seven specializations available:

1. Knowledge Management
2. Data Management
3. Business Intelligence and Data Analytics
4. Cybersecurity
5. Enterprise Project Management
6. Information Assurance
7. Health Informatics

The MIS program is designed to support both traditional and emerging career opportunities. The Career paths for the MIS graduates include:

- Data administration
- Systems integration
- Networking, telecom, and infrastructure
- Management of sourcing and global projects
- IT project management
- Analysis of information systems development projects
- Cybersecurity
- IT consulting for projects that include a substantial dependence on information systems
- Academia as an instructor at a college or university teaching information systems-related courses
- Research and development of information technologies and related products and services

VIU’s MIS program is generally completed within two years of full time study. It consists of seven (5) core courses (15 credits), five (5) specialization elective courses (15 credits) and two (2) other electives. The specialization electives allow a student to concentrate in a specific area for which there is demand and to achieve breadth and depth in that area. The two other electives give a student the opportunity to integrate and apply the knowledge and skills studied so far to real-world situations/problems through a capstone project, internship or a master's thesis. The specialization elective courses provide an opportunity for students to develop and fine-tune specific computing skills according to their areas of interest.

**MIS Program Prerequisites**

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMP 330*</td>
<td>Data Structures and Algorithm Analysis</td>
<td>3</td>
</tr>
<tr>
<td>CMP 340*</td>
<td>Principles of Programming Languages</td>
<td>3</td>
</tr>
<tr>
<td>CMP 355*</td>
<td>Programming with C/C++</td>
<td>3</td>
</tr>
</tbody>
</table>
**MIS Degree Requirements**

The MIS degree will be earned by completing the program course requirements of 36 credit hours, beyond the program prerequisite courses.

<table>
<thead>
<tr>
<th>Area</th>
<th>Number of Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Courses</td>
<td>5</td>
<td>15</td>
</tr>
<tr>
<td>Specialization Elective Courses</td>
<td>5</td>
<td>15</td>
</tr>
<tr>
<td>Other Electives</td>
<td>2</td>
<td>6</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>12</strong></td>
<td><strong>36</strong></td>
</tr>
</tbody>
</table>

**MIS Core Courses: (5 Courses – 15 Credits)**

The MIS core courses provide students with the skills and knowledge needed by all information systems professionals. Along with the knowledge of the specific technical areas of information systems, these courses are designed to improve communication and other skills relevant to working in cross-functional teams.

Each candidate must satisfactorily complete the following five (5) core courses (15 credits):

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
</table>
| CMP 550 | IT Infrastructure  
*Prerequisite: None*            | 3       |
| CMP 553 | Analysis, Modeling and Design  
*Prerequisite: None*             | 3       |
| CMP 570 | Enterprise Information Systems  
*Prerequisite: CMP 550*          | 3       |
| CMP 612 | IT Project Management  
*Prerequisite: None*             | 3       |
| CMP 620 | IT Governance  
*Prerequisite: None*             | 3       |
Please refer to the Graduate Computing Courses section in the Academic Catalog for course descriptions.

**MIS Specialization Courses: (15 Credit Hours)**

Students must select one of the specializations listed below during the second year of their study. Students must choose five (5) courses (15 credit hours) from the Specializations Elective Courses.

1. **MIS: Knowledge Management**

   The objective of this specialization is to equip the student with the knowledge and skills to collect, organize, store, manipulate, analyze, secure, and communicate structured and unstructured organizational knowledge to meet the businesses needs of an organization and for the organization to remain competitive.

   In addition to the core courses, students are required to choose five (5) Knowledge Management specialization elective courses (15 credits) from the following:

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMP 556</td>
<td>Database Management Systems I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: None</td>
<td></td>
</tr>
<tr>
<td>CMP 624</td>
<td>Data Warehousing</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Prerequisites: CMP 556</td>
<td></td>
</tr>
<tr>
<td>CMP 625</td>
<td>Text Analytics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Prerequisites: CMP 556</td>
<td></td>
</tr>
<tr>
<td>CMP 640</td>
<td>Decision Support and BI</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Prerequisites: CMP 556</td>
<td></td>
</tr>
<tr>
<td>CMP 675</td>
<td>Knowledge Management and the Learning Organization</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: None</td>
<td></td>
</tr>
<tr>
<td>CMP 676</td>
<td>Digital Document Analysis</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: None</td>
<td></td>
</tr>
<tr>
<td>CMP 678</td>
<td>Special Topics Knowledge Management</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: Dean’s approval</td>
<td></td>
</tr>
<tr>
<td>CMP 679</td>
<td>Knowledge Management Capstone Project</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: All the core and four specialization courses.</td>
<td></td>
</tr>
<tr>
<td>CMP 680</td>
<td>Organization and Social Dimensions of Computing</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: None</td>
<td></td>
</tr>
</tbody>
</table>
2. **MIS: Data Management**

The objective of this specialization is to equip the student with the knowledge and skills to collect, organize, store, manipulate, analyze, secure, and communicate structured and unstructured data; in order to integrate information technology solutions and business processes to meet the information needs of businesses and other enterprises.

In addition to the core courses, students are required to choose five (5) Data Management specialization elective courses (15 credits) from the following:

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
</table>
| CMP 556 | Database Management Systems I  
Prerequisite: None | 3       |
| CMP 622 | Database Management Systems II  
Prerequisites: CMP 556 | 3       |
| CMP 624 | Data Warehousing  
Prerequisites: CMP 556 | 3       |
| CMP 625 | Text Analytics  
Prerequisites: CMP 556 | 3       |
| CMP 626 | Distributed Databases  
Prerequisites: CMP 556 | 3       |
| CMP 627 | Data Mining  
Prerequisites: CMP 556 | 3       |
| CMP 628 | Special Topics in Data Management  
Prerequisites: Dean’s approval | 3       |
| CMP 629 | Data Management Capstone Project  
Prerequisite: All the core and four specialization courses. | 3       |
| CMP 643 | Database Security and Data Protection  
Prerequisite: CMP 556 or CMP 553 | 3       |

3. **MIS: Business Intelligence and Data Analytics**

The objective of this specialization is to equip the student with the knowledge and skills to collect, organize, store, manipulate, analyze, and mine very large volumes of structured and unstructured data using information technology tools in order to support marketing, financial decision making and to give an enterprise a competitive advantage.

In addition to the core courses, students are required to choose five (5) Business Intelligence and Data Analytics specialization elective courses (15 credits) from the following:

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMP 556</td>
<td>Database Management Systems I</td>
<td>3</td>
</tr>
</tbody>
</table>
**MIS: Cybersecurity**

The objective of this specialization is to equip the students with in-depth knowledge skills that will enable them to identify, develop, and implement effective and efficient defense mechanisms to secure organization networks and information resources to support organizational goals.

In addition to the core courses, students are required to choose five (5) Cybersecurity specialization elective courses (15 credits) from the following:

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMP 558</td>
<td>Network and Information Security</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><em>Prerequisite: CMP 550 or CMP 562</em></td>
<td></td>
</tr>
<tr>
<td>CMP 562</td>
<td>Computer Networks</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><em>Prerequisite: None</em></td>
<td></td>
</tr>
<tr>
<td>CMP 630</td>
<td>Network Security Audit &amp; Forensics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><em>Prerequisite: CMP 558</em></td>
<td></td>
</tr>
<tr>
<td>CMP 643</td>
<td>Database Security and Data Protection</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><em>Prerequisite: CMP 553 or CMP 556</em></td>
<td></td>
</tr>
<tr>
<td>CMP 644</td>
<td>Intrusion Detection and Prevention Systems</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><em>Prerequisite: CMP 558</em></td>
<td></td>
</tr>
<tr>
<td>CMP 645</td>
<td>Security Management</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><em>Prerequisite: CMP 558</em></td>
<td></td>
</tr>
<tr>
<td>CMP 647</td>
<td>Wireless and Mobile Security</td>
<td>3</td>
</tr>
</tbody>
</table>
5. MIS: Health Informatics
The objective of this specialization is to equip the students with in-depth knowledge skills that will enable them to efficiently and effectively collect, organize, store, manipulate, analyze, and secure healthcare information systems and delivery systems, using information technology tools in order to support the organizational goals of healthcare systems.

In addition to the core courses, students are required to choose five (5) Health Informatics specialization elective courses (15 credits) from the following:

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMP 554</td>
<td>Healthcare Information Systems</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: CMP 550 or CMP 570.</td>
<td></td>
</tr>
<tr>
<td>CMP 555</td>
<td>Healthcare Data Management</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: CMP 553.</td>
<td></td>
</tr>
<tr>
<td>CMP 557</td>
<td>Healthcare Delivery Models</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: CMP 570.</td>
<td></td>
</tr>
<tr>
<td>CMP 670</td>
<td>Legal, Ethical and Social Issues in Healthcare</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: None</td>
<td></td>
</tr>
<tr>
<td>CMP 666</td>
<td>Healthcare Economics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: None</td>
<td></td>
</tr>
<tr>
<td>CMP 667</td>
<td>Biostatistics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: None</td>
<td></td>
</tr>
<tr>
<td>CMP 668</td>
<td>Special Topics Health Informatics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: Dean’s approval</td>
<td></td>
</tr>
<tr>
<td>CMP 509</td>
<td>Health Informatics Capstone Project</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: All core, four specialization elective courses.</td>
<td></td>
</tr>
</tbody>
</table>

6. MIS: Enterprise Project Management
The objective of this specialization is to equip the student with the knowledge and skills to manage the time, budget, personnel and other resources required in IT projects in large enterprises.

In addition to the core courses, students are required to choose five (5) Enterprise Project Management specialization elective courses (15 credits) from the following:
<table>
<thead>
<tr>
<th>Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMP 513</td>
<td>Risk Management and Control</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><em>Prerequisite: CMP 612</em></td>
<td></td>
</tr>
<tr>
<td>CMP 514</td>
<td>Virtual Organizations</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><em>Prerequisite: CMP 612</em></td>
<td></td>
</tr>
<tr>
<td>CMP 515</td>
<td>Enterprise Program Management</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><em>Prerequisite: CMP 612</em></td>
<td></td>
</tr>
<tr>
<td>CMP 516</td>
<td>IT Investment Economics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><em>Prerequisite: CMP 513</em></td>
<td></td>
</tr>
<tr>
<td>CMP 518</td>
<td>Special Topics Enterprise Project Management</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><em>Prerequisite: Dean’s approval</em></td>
<td></td>
</tr>
<tr>
<td>CMP 680</td>
<td>Organization and Social Dimensions of Computing</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><em>Prerequisite: None</em></td>
<td></td>
</tr>
<tr>
<td>CMP 519</td>
<td>Enterprise Project Management Capstone Project</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><em>Prerequisite: All the core and four specialization courses</em></td>
<td></td>
</tr>
</tbody>
</table>

7. **MIS: Information Assurance**

The objective of this specialization is to equip the students with in-depth knowledge skills that will enable them to identify, develop, and implement effective and efficient defense mechanisms to secure organization networks and information resources to support organizational goals.

In addition to the core courses, students are required to choose five (5) Information Assurance specialization elective courses (15 credits) from the following:

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMP 558</td>
<td>Network and Information Security</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><em>Prerequisite: CMP 550 or CMP 562</em></td>
<td></td>
</tr>
<tr>
<td>CMP 559</td>
<td>Introduction to Information Assurance</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><em>Prerequisite: CMP 550</em></td>
<td></td>
</tr>
<tr>
<td>CMP 593</td>
<td>Security Policy, Law, and Ethics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><em>Prerequisite: None</em></td>
<td></td>
</tr>
<tr>
<td>CMP 594</td>
<td>Risk Management and Disaster Recovery Planning</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><em>Prerequisite: None</em></td>
<td></td>
</tr>
<tr>
<td>CMP 598</td>
<td>Special Topics Information Assurance</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><em>Prerequisite: Dean’s approval</em></td>
<td></td>
</tr>
<tr>
<td>CMP 599</td>
<td>Information Assurance Capstone Project</td>
<td>3</td>
</tr>
<tr>
<td>Code</td>
<td>Course Name</td>
<td>Credits</td>
</tr>
<tr>
<td>--------</td>
<td>--------------------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>CMP 630</td>
<td>Network Security Audit &amp; Forensics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><em>Prerequisite: CMP 558</em></td>
<td></td>
</tr>
<tr>
<td>CMP 643</td>
<td>Database Security and Data Protection</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><em>Prerequisite: CMP 553 or CMP 556</em></td>
<td></td>
</tr>
<tr>
<td>CMP 644</td>
<td>Intrusion Detection and Prevention Systems</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><em>Prerequisite: CMP 558</em></td>
<td></td>
</tr>
</tbody>
</table>

**MIS: Other Elective Courses: (2 Courses – 6 Credits)**

The student must select two courses from the list below or from any other specialization.

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMP 551</td>
<td>Research Methods</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><em>Prerequisite: None</em></td>
<td></td>
</tr>
<tr>
<td>CMP xxx</td>
<td>Elective from any specialization</td>
<td>3</td>
</tr>
<tr>
<td>CMP 591</td>
<td>Graduate Internship Level I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><em>Prerequisite: All the core courses and Dean’s approval</em></td>
<td></td>
</tr>
<tr>
<td>CMP 691</td>
<td>Graduate Internship Level II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><em>Prerequisite: All the core courses and Dean’s approval</em></td>
<td></td>
</tr>
<tr>
<td>CMP 696</td>
<td>Independent Study I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><em>Prerequisite: Dean’s approval</em></td>
<td></td>
</tr>
<tr>
<td>CMP 697</td>
<td>Independent Study II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><em>Prerequisite: Dean’s approval</em></td>
<td></td>
</tr>
<tr>
<td>CMP xx9</td>
<td>Capstone Project</td>
<td>3</td>
</tr>
<tr>
<td>CMP 698</td>
<td>Master’s Thesis I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><em>Prerequisite: All the core, one specialization course and Dean’s or academic advisor approval.</em></td>
<td></td>
</tr>
<tr>
<td>CMP 699</td>
<td>Master’s Thesis II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><em>Prerequisite: CMP 698</em></td>
<td></td>
</tr>
<tr>
<td>CAR 600</td>
<td>Career Planning and Development</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><em>Prerequisite: None</em></td>
<td></td>
</tr>
</tbody>
</table>

**Pre-MIS Program**

Students who have earned their Bachelor’s degree with less than 120 undergraduate credits can be given conditional admission to the MIS program, provided they enroll in and successfully complete the remaining credits by selecting from the bachelor of computer science (BCS) undergraduate courses offered at VIU. Among the 120 required credits, the MIS program prerequisite courses must be fulfilled. Students must consult their academic advisor or the Dean before choosing the pre-MIS courses who will advise them on the appropriate course selections from VIU’s BCS.
program while complying with MIS program prerequisites. Successful completion of the pre-MIS courses will allow these students to complete the undergraduate credit requirement of 120, and enter into the MIS program.

4. Master of Science in Information Systems Management (MISM)

The Master of Science in Information Systems Management (MISM) has been designed to address the urgent needs of hiring managers in the information systems area with regard to the skill sets of information systems managers. The graduates will be able to manage the in-house and outsources development of information systems and perform effectively as both producer and consumer of information systems services. Program graduates will demonstrate professional competencies that will make them valuable contributors in cross-functional teams, able to keep their skills fresh as the industry develops, with a clear understanding of their roles as responsible professionals in a complex business, policy and social context. Program graduates will be responsible and ethical professionals who understand the economic, organizational, policy and social dimensions of their work in this dynamic and complex field.

MISM Program Objectives

The program objectives of the Master of Science in Information Systems Management fall in three general categories: Technical, organizational and cross-cutting knowledge, skills and dispositions. Upon completion of the program, the graduates will be able to:

I. Technical Domain

- Use a variety of sources and means to maintain currency with the principal categories of business information systems and software infrastructure tools and frameworks.
- Design appropriate software system and service structures in response to application needs, organizational environment and the available components, tools or services.
- Make appropriate design choices as the result of analysis regarding system and service properties

II. Organizational Domain

- Manage the in-house and outsources development of information systems and perform effectively as both producer and consumer of information systems services.
- Manage business processes through a process of analysis, design and optimization in response to organizational needs.
• Employ best practices in planning, budgeting, scheduling and leading information systems projects and programs.
• Employ best practices in evaluating, engaging and managing third party providers.

III. Crosscutting Domain
• Analyze social and other external impacts along with relevant legal, regulatory, ethical and professional issues in business and technical decision-making.
• Communicate effectively with technical, business and user/customer audiences.
• Develop depth in a selected area of expertise.

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMP 120</td>
<td>Programming Logic</td>
<td>3</td>
</tr>
<tr>
<td>CMP 350</td>
<td>Database Concepts</td>
<td>3</td>
</tr>
<tr>
<td>BUSS 301</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>BUSS 210</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
</tbody>
</table>

MISM Degree Requirements
The program consists of seven (7) Core Courses and five (5) Elective courses. The elective courses provide the opportunity for the students to develop further competencies covered in the core courses, based on their area of interest.

<table>
<thead>
<tr>
<th>Area</th>
<th>Number of Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core courses</td>
<td>7</td>
<td>21</td>
</tr>
<tr>
<td>Elective courses</td>
<td>5</td>
<td>15</td>
</tr>
<tr>
<td>Total</td>
<td>12</td>
<td>36</td>
</tr>
</tbody>
</table>

MISM Core Courses

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMP 551</td>
<td>Research Methods</td>
<td>3</td>
</tr>
<tr>
<td>CMP 552</td>
<td>Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>CMP 553</td>
<td>Analysis, Modeling and Design</td>
<td>3</td>
</tr>
<tr>
<td>CMP 610</td>
<td>Managing IS Development</td>
<td>3</td>
</tr>
<tr>
<td>CMP 611</td>
<td>Global Information System Development</td>
<td>3</td>
</tr>
</tbody>
</table>
MISM Elective Courses

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMP 556</td>
<td>Database Systems</td>
<td>3</td>
</tr>
<tr>
<td>CMP 558</td>
<td>Information Systems Security</td>
<td>3</td>
</tr>
<tr>
<td>CMP 560</td>
<td>Software Engineering</td>
<td>3</td>
</tr>
<tr>
<td>CMP 570</td>
<td>Enterprise Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>CMP 591</td>
<td>Graduate Internship Level I</td>
<td>3</td>
</tr>
<tr>
<td>CMP 612*</td>
<td>IT Project Management</td>
<td>3</td>
</tr>
<tr>
<td>CMP 613*</td>
<td>Technology and Development of E-Business</td>
<td>3</td>
</tr>
<tr>
<td>CMP 614*</td>
<td>Management Information Systems in Supply - Chain Management</td>
<td>3</td>
</tr>
<tr>
<td>CMP 630*</td>
<td>Information Technology Audit and Forensics</td>
<td>3</td>
</tr>
<tr>
<td>CMP 650*</td>
<td>Software Architectures</td>
<td>3</td>
</tr>
<tr>
<td>CMP 672*</td>
<td>Special Topics in Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>CMP 691</td>
<td>Graduate Internship Level II</td>
<td>3</td>
</tr>
<tr>
<td>CMP 696</td>
<td>Independent Study</td>
<td>3</td>
</tr>
<tr>
<td>CMP 697</td>
<td>Independent Study</td>
<td>3</td>
</tr>
<tr>
<td>CMP 698</td>
<td>Master Thesis I</td>
<td>3</td>
</tr>
<tr>
<td>CMP 699</td>
<td>Master Thesis II</td>
<td>3</td>
</tr>
<tr>
<td>CAR 600</td>
<td>Career Planning and Development</td>
<td>3</td>
</tr>
</tbody>
</table>

*Internship / CPT qualified course. All 600-level CMP elective courses in the MISM program are CPT eligible for the students enrolled in the MISM program.

Pre-MISM Program

Students who have earned their Bachelor’s degree with less than 120 undergraduate credit hours can be given conditional admission to the MISM program, provided they enroll in and successfully complete the remaining credit hours by selecting from the bachelor of computer science (BCS) undergraduate courses offered at VIU. Among the 120 required credit hours, the MISM program prerequisite courses must be fulfilled. Students must consult their academic advisor before choosing the Pre-MISM courses who will advise them on the appropriate course selections from VIU’s BCS program while complying with MISM program prerequisites. Successful completion of the Pre-MISM courses will allow these students to complete the undergraduate credit hour requirement of 120, and enter into the program.
5. Master of Science in Information Technology (MIT)

The Master of Science in Information Technology (MIT) program prepares individuals for leadership roles in the IT industry. The program provides knowledge and skills across an entire range of topics in the industry – computer networking, software development, database technologies, computer architecture, IT governance and strategy, Web development, information assurance, ethics, etc.

The core of the program is focused on building a foundation of critical thinking skills with which to make professional judgments and design and implement solutions aligned with business needs. The MIT program builds these skills through a solid understanding of theoretical methods, principles, and tools and an examination of fundamental information technology issues and processes.

Faculty with both academic and industry backgrounds also provide practical perspective. Real-world problems and opportunities with software intensive systems are explored, and methods to evaluate, adopt and take advantage of emerging technologies are studied. MIT students will also be working closely with fellow IT professionals, completing applicable assignments and projects within teams.

MIT Program Objectives

The program objectives fall in two general categories: technical and organizational. Upon completion of the program, graduates will be able to:

1. In the technical domain:
   - Utilize a methodological approach to system design and implementation.
   - Develop architectural solutions for computer systems and associated technologies
   - Develop applications using database technologies
   - Implement and maintain networking & system infrastructure
   - Apply problem solving skills in web site development, web-database integration, and network and system administration
   - Develop depth in a selected area of expertise.

2. In the organizational domain:
   - Contribute to business processes through a process of analysis, design and optimization in response to organizational needs.
   - Interact Effectively within the organization
   - Communicate effectively in oral, written and graphical modes

MIT Program Prerequisites

All new MIT students need certain basic skills to succeed in the MIT program. Students who do not have the requisite background in computing
need to take some or all of the prerequisite courses before they begin work on the Core Courses. In some cases, additional prerequisite courses may be required to be taken before enrolling in the courses of the MIT program.

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMP 220</td>
<td>Programming II</td>
<td>3</td>
</tr>
<tr>
<td>CMP 230</td>
<td>Discrete Mathematical Methods for Computing</td>
<td>3</td>
</tr>
<tr>
<td>CMP 250</td>
<td>Computer Architecture</td>
<td>3</td>
</tr>
<tr>
<td>CMP 260</td>
<td>Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>CMP 270</td>
<td>Essentials of Networking</td>
<td>3</td>
</tr>
</tbody>
</table>

**MIT Degree Requirements**
The program consists of seven (7) Core Courses and five (5) Elective courses. The elective courses provide the opportunity for the students to develop further competencies covered in the core courses, based on their area of interest.

<table>
<thead>
<tr>
<th>Area</th>
<th>Number of Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core courses</td>
<td>7</td>
<td>21</td>
</tr>
<tr>
<td>Elective courses</td>
<td>5</td>
<td>15</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>12</strong></td>
<td><strong>36</strong></td>
</tr>
</tbody>
</table>

**MIT Core Courses**

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMP 511</td>
<td>Computer Architecture and Implementation</td>
<td>3</td>
</tr>
<tr>
<td>CMP 540</td>
<td>Information Technology Fundamentals and Management</td>
<td>3</td>
</tr>
<tr>
<td>CMP 553</td>
<td>Analysis, Modeling and Design</td>
<td>3</td>
</tr>
<tr>
<td>CMP 556</td>
<td>Database Systems</td>
<td>3</td>
</tr>
<tr>
<td>CMP 559</td>
<td>Information Assurance</td>
<td>3</td>
</tr>
<tr>
<td>CMP 562</td>
<td>Systems Communication and Networking</td>
<td>3</td>
</tr>
<tr>
<td>CMP 663*</td>
<td>Web Applications Development</td>
<td>3</td>
</tr>
</tbody>
</table>

*Internship / CPT qualified course.

**MIT Elective Courses**

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMP 570</td>
<td>Enterprise Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>CMP 620</td>
<td>Information Technology Governance</td>
<td>3</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credits</td>
</tr>
<tr>
<td>------------</td>
<td>--------------------------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>CMP 630</td>
<td>Information Technology Audit and Forensics</td>
<td>3</td>
</tr>
<tr>
<td>CMP 641</td>
<td>Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>CMP 650*</td>
<td>Software Architectures</td>
<td>3</td>
</tr>
<tr>
<td>CMP 664*</td>
<td>Mobile Applications Design and Development</td>
<td>3</td>
</tr>
<tr>
<td>CMP 665*</td>
<td>Virtualization Technologies</td>
<td>3</td>
</tr>
<tr>
<td>CMP 674*</td>
<td>Special Topics in Information Technology</td>
<td>3</td>
</tr>
<tr>
<td>CMP 680</td>
<td>Organizational and Social Dimensions of Computing</td>
<td>3</td>
</tr>
<tr>
<td>CMP 591</td>
<td>Graduate Internship Level I</td>
<td>3</td>
</tr>
<tr>
<td>CMP 691</td>
<td>Graduate Internship Level II</td>
<td>3</td>
</tr>
<tr>
<td>CMP 696</td>
<td>Independent Study</td>
<td>3</td>
</tr>
<tr>
<td>CMP 697</td>
<td>Independent Study</td>
<td>3</td>
</tr>
<tr>
<td>CMP 698</td>
<td>Master Thesis I</td>
<td>3</td>
</tr>
<tr>
<td>CMP 699</td>
<td>Master Thesis II</td>
<td>3</td>
</tr>
<tr>
<td>CAR 600</td>
<td>Career Planning and Development</td>
<td>3</td>
</tr>
</tbody>
</table>

* Internship / CPT qualified course.

**Pre-MIT Program**

Students who have earned their Bachelor’s degree with less than 120 undergraduate credit hours can be given conditional admission to the MIT program, provided they enroll in and successfully complete the remaining credit hours by selecting from the bachelor of computer science (BCS) undergraduate courses offered at VIU. Among the 120 required credit hours, the MIT program prerequisite courses must be fulfilled. Students must consult their academic advisor before choosing the Pre-MIT courses who will advise them on the appropriate course selections from VIU’s BCS program while complying with MIT program prerequisites. Successful completion of the Pre-MIT courses will allow these students to complete the undergraduate credit hour requirement of 120, and enter into the program.

**6. Master of Science in Software Engineering (MSE)**

The Master of Science in Software Engineering (MSE) program prepares students to become Software Engineering professionals. Graduates are prepared to address the global need for professionals that apply computer science, engineering, and mathematical principles to design, develop, test and maintain software. The core of the program is focused on building a foundation of critical thinking skills on which to make professional judgments.

This program builds these thinking skills through a solid understanding of theoretical concepts, principles, and tools; and coverage of the fundamental software development issues and processes. Topics covered include:
requirements engineering, software design and construction, verification, testing, maintenance, software process improvement, project management, quality assurance, etc. Faculty with both academic and industry backgrounds also provide practical perspectives. Real-world problems and opportunities with software intensive systems are explored, and methods to evaluate, adopt and take advantage of emerging technologies are learned. Students of the Master of Science in Software Engineering program will also be working closely with fellow software professionals, completing applicable assignments and projects within teams.

MSE Program Objectives
The program objectives fall in three general categories: Technical, organizational and cross-cutting knowledge, skills and dispositions. Upon completion of the program, the graduates will be able to:

I. In the technical domain:
- Apply emerging software development technologies to build robust software solutions.
- Understand the relationship between software engineering and systems engineering and be able to apply systems engineering principles and practices in the engineering of software.
- Reconcile conflicting project objectives, finding acceptable compromises within limitations of cost, time, knowledge, risk, existing systems, and organizations.
- Analyze a current significant software technology, articulate its strengths and weaknesses, compare it to alternative technologies, and specify and promote improvements or extensions to that technology.

II. In the organizational domain
- Manage the in-house and outsource development of software projects.
- Contribute to business processes through a process of analysis, design and optimization in response to organizational needs.

III. In the cross-cutting domains:
- Analyze social and other external impacts along with relevant legal, regulatory, ethical and professional issues in business and technical decision-making.
- Communicate effectively with technical, business and user/customer audiences.
- Develop depth in a selected area of expertise.

MSE Program Prerequisites
All new MSE students need certain basic skills to succeed in the MSE program. Students who do not have the requisite background in computing
concepts or programming need to take some or all of the prerequisite courses before they begin work on the Core Courses. In some cases, additional prerequisite courses may be required to be taken before enrolling in the courses of the MSE program.

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CMP 220</td>
<td>Programming II</td>
<td>3</td>
</tr>
<tr>
<td>CMP 230</td>
<td>Discrete Mathematical Methods for Computing</td>
<td>3</td>
</tr>
<tr>
<td>CMP 330</td>
<td>Data Structures and Algorithm Analysis</td>
<td>3</td>
</tr>
<tr>
<td>CMP 340</td>
<td>Principles of Programming Languages</td>
<td>3</td>
</tr>
</tbody>
</table>

**MSE Degree Requirements**
The program consists of seven (7) Core Courses and five (5) Elective courses. The elective courses provide the opportunity for the students to develop further competencies covered in the core courses, based on their area of interest.

<table>
<thead>
<tr>
<th>Area</th>
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<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>Core courses</td>
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<td>21</td>
</tr>
<tr>
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</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>12</strong></td>
<td><strong>36</strong></td>
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</tbody>
</table>

**MSE Core Courses**

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>CMP 551</td>
<td>Research Methods</td>
<td>3</td>
</tr>
<tr>
<td>CMP 553</td>
<td>Analysis, Modeling and Design</td>
<td>3</td>
</tr>
<tr>
<td>CMP 560</td>
<td>Software Engineering</td>
<td>3</td>
</tr>
<tr>
<td>CMP 610</td>
<td>Managing Information System Development</td>
<td>3</td>
</tr>
<tr>
<td>CMP 650</td>
<td>Software Architectures</td>
<td>3</td>
</tr>
<tr>
<td>CMP 660</td>
<td>Issues and Trends in Software Engineering</td>
<td>3</td>
</tr>
<tr>
<td>CMP 669</td>
<td>Software Engineering Project</td>
<td>3</td>
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</tbody>
</table>

**MSE Elective Courses**

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMP 556</td>
<td>Database Systems</td>
<td>3</td>
</tr>
<tr>
<td>CMP 558</td>
<td>Information Systems Security</td>
<td>3</td>
</tr>
<tr>
<td>CMP 611*</td>
<td>Global Information System Development</td>
<td>3</td>
</tr>
<tr>
<td>CMP 621</td>
<td>Artificial Intelligence</td>
<td>3</td>
</tr>
<tr>
<td>CMP 627*</td>
<td>Data Mining</td>
<td>3</td>
</tr>
<tr>
<td>CMP 640*</td>
<td>Data Warehousing and Business Intelligence</td>
<td>3</td>
</tr>
<tr>
<td>CMP 661</td>
<td>Software Testing and Verification</td>
<td>3</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credits</td>
</tr>
<tr>
<td>------------</td>
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<tr>
<td>CMP 662</td>
<td>Software Maintenance</td>
<td>3</td>
</tr>
<tr>
<td>CMP 663*</td>
<td>Web Applications Development</td>
<td>3</td>
</tr>
<tr>
<td>CMP 664</td>
<td>Mobile Applications Design and Development</td>
<td>3</td>
</tr>
<tr>
<td>CMP 665*</td>
<td>Virtualization Technologies</td>
<td>3</td>
</tr>
<tr>
<td>CMP 673*</td>
<td>Special Topics in Software Engineering</td>
<td>3</td>
</tr>
<tr>
<td>CMP 680</td>
<td>Organizational and Social Dimensions of Computing</td>
<td>3</td>
</tr>
<tr>
<td>CMP 591</td>
<td>Graduate Internship Level I</td>
<td>3</td>
</tr>
<tr>
<td>CMP 691</td>
<td>Graduate Internship Level II</td>
<td>3</td>
</tr>
<tr>
<td>CMP 696</td>
<td>Independent Study</td>
<td>3</td>
</tr>
<tr>
<td>CMP 697</td>
<td>Independent Study</td>
<td>3</td>
</tr>
<tr>
<td>CMP 698</td>
<td>Master Thesis I</td>
<td>3</td>
</tr>
<tr>
<td>CMP 699</td>
<td>Master Thesis II</td>
<td>3</td>
</tr>
<tr>
<td>CAR 600</td>
<td>Career Planning and Development</td>
<td>3</td>
</tr>
</tbody>
</table>

*Internship / CPT qualified course.

**Pre-MSE Program**

Students who have earned their Bachelor’s degree with less than 120 undergraduate credit hours can be given conditional admission to the MSE program, provided they enroll in and successfully complete the remaining credit hours by selecting from the bachelor of computer science (BCS) undergraduate courses offered at VIU. Among the 120 required credit hours, the MSE program prerequisite courses must be fulfilled. Students must consult their academic advisor before choosing the Pre-MSE courses who will advise them on the appropriate course selections from VIU’s BCS program while complying with MSE program prerequisites. Successful completion of the Pre-MSE courses will allow these students to complete the undergraduate credit hour requirement of 120, and enter into the program.

**7. Graduate Certificate in Business Intelligence (BI)**

In a knowledge-intensive economy, success depends on an organization’s ability to understand trends in its data and exploit it to generate intelligence to gain and maintain competitive advantages. The Graduate Certificate in Business Intelligence (BI) program is designed to meet the overwhelming need of the industry to transform raw data and information into business intelligence that is used to drive efficiency, maximize the technology investment and strengthen customer relationships.

VIU’s Graduate Certificate in Business Intelligence enables managers and system/business analysts to understand how information can be accessed...
from corporate databases and data warehouses, and how models can be built for a broad variety of decision problems. The modeling techniques that are covered in the program range from traditional statistical models and optimization models to new techniques.

**Graduate Certificate in BI Program Objectives**

Graduates of this program will be able to:

- Understand the importance of business intelligence
- Identify factors that can impact organizational competitive capability
- Discuss how to manage information more effectively than competitors
- Identify the importance of informational quality and timeliness
- Use business analytics to improve business processes

**Graduate Certificate in BI Program Prerequisites**

All new students in this certificate program need certain basic skills before they can enroll in the program. Students who do not have the requisite background in business administration and information technology need to take some or all of the prerequisite courses before they begin studying the courses in the program.

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMP 120</td>
<td>Programming Logic</td>
<td>3</td>
</tr>
<tr>
<td>CMP 350</td>
<td>Database Concepts</td>
<td>3</td>
</tr>
<tr>
<td>BUSS 301</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>BUSS 210</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
</tbody>
</table>

**Graduate Certificate in BI Degree Requirements**

The program consists of four (4) Core Courses and two (2) Elective courses. The elective courses provide the opportunity for the students to develop further competencies covered in the core courses, based on their area of interest.

<table>
<thead>
<tr>
<th>Area</th>
<th>Number of Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core courses</td>
<td>4</td>
<td>12</td>
</tr>
<tr>
<td>Elective courses</td>
<td>2</td>
<td>6</td>
</tr>
<tr>
<td>Total</td>
<td>6</td>
<td>18</td>
</tr>
</tbody>
</table>

**Graduate Certificate in BI Core Courses**

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMP 553</td>
<td>Analysis, Modeling and Design</td>
<td>3</td>
</tr>
<tr>
<td>CMP 556</td>
<td>Database Systems</td>
<td>3</td>
</tr>
<tr>
<td>CMP 614</td>
<td>Management Information Systems in Supply Chain Management</td>
<td>3</td>
</tr>
</tbody>
</table>
Graduate Certificate in BI Elective Courses

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMP 558</td>
<td>Information Systems Security</td>
<td>3</td>
</tr>
<tr>
<td>CMP 591</td>
<td>Graduate Internship Level I</td>
<td>3</td>
</tr>
<tr>
<td>CMP 620</td>
<td>IT Governance</td>
<td>3</td>
</tr>
<tr>
<td>CMP 630</td>
<td>IT Audit and Forensics</td>
<td>3</td>
</tr>
</tbody>
</table>

8. Graduate Certificate in Information Systems (IS)

The Graduate Certificate in Information Systems (IS) is designed to prepare students for positions in the information systems field. The curriculum is focused on gaining a better understanding of the use of information systems to enhance business processes and the decision-making process associated with them.

Information systems professionals design, implement and deploy software solutions that are the driving force in every organization. This program accommodates students just beginning to explore the field and those with a thorough understanding of computerized information systems. Practical applications are emphasized throughout the program.

VIU’s Graduate Certificate in IS is the study of information systems, including their design, development, deployment, and usage in various organizations. Research in this field covers a wide range of topics including design and architecture, deployment and execution, and management of information systems and the underlying technology in organizations.

Graduate Certificate in IS Program Objectives

VIU’s Graduate Certificate in Information Systems teaches students the significance of an effective information system for any organization and the creation and execution of an information system for achieving an organization’s objectives. Students will be able to use technology as a competitive advantage and understand how technology helps to achieve the key business goals of an organization. Upon the completion of the program, the students will be able to:

- Enable IT process automation from problem detection through resolution
- Select and implement methodologies and techniques to solve business problems
- Support the organizational decision making process
- Evaluate technologies for suitability in the business context
• Integrate technologies, products and services into cohesive systems

Graduates of this program can anticipate the following types of careers:
• System/Programmer/Business Analyst
• Database designer
• Systems manager
• Information systems director

VIU’s Graduate Certificate in IS program is generally completed within two years full time. It consists of four (4) Core Courses (12 credit hours) and two (2) Elective Courses (6 credit hours).

**Graduate Certificate in IS Program Prerequisites**
All new students of IS Graduate Certificate program, need certain basic skills in order to succeed in the program. Students who do not have the requisite background in business administration and information technology need to take some or all of the prerequisite courses before they begin studying the Core Courses.

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMP 330*</td>
<td>Data Structures and Algorithm Analysis</td>
<td>3</td>
</tr>
<tr>
<td>CMP 340*</td>
<td>Principles of Programming Languages</td>
<td>3</td>
</tr>
<tr>
<td>CMP 355*</td>
<td>Programming with C/C++</td>
<td>3</td>
</tr>
<tr>
<td>CMP 350</td>
<td>Database Concepts</td>
<td>3</td>
</tr>
</tbody>
</table>

*At least one of the requirements (CMP 330 or CMP 340 or CMP 355) must be satisfied.

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

**Graduate Certificate in IS Program Degree Requirements**
This certificate will be earned by completing the program course requirements of 18 credit hours, beyond the program prerequisite courses.

<table>
<thead>
<tr>
<th>Area</th>
<th>Number of Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core courses</td>
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<td>12</td>
</tr>
<tr>
<td>Elective courses</td>
<td>2</td>
<td>6</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>6</strong></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

**Graduate Certificate in IS Core Courses:**
The Core Courses provide students with the essential skills and knowledge needed by all information systems professionals. Each candidate must
satisfactorily complete the following four (4) Core Courses (12 credit hours):

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMP 552</td>
<td>Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>CMP 553</td>
<td>Analysis, Modeling and Design</td>
<td>3</td>
</tr>
<tr>
<td>CMP 556</td>
<td>Database Systems</td>
<td>3</td>
</tr>
<tr>
<td>CMP 570</td>
<td>Enterprise Information Systems</td>
<td>3</td>
</tr>
</tbody>
</table>

**Graduate Certificate in IS Elective Courses**

In addition to Core Courses, students are required to choose two (2) additional Elective Courses according to their interests from the following:

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMP 558</td>
<td>Information Systems Security</td>
<td>3</td>
</tr>
<tr>
<td>CMP 591</td>
<td>Graduate Internship Level I</td>
<td>3</td>
</tr>
<tr>
<td>CMP 640</td>
<td>Data Warehousing and Business Intelligence</td>
<td>3</td>
</tr>
<tr>
<td>CMP 680</td>
<td>Organizational and Social Dimensions of Computing</td>
<td>3</td>
</tr>
</tbody>
</table>

9. **Graduate Certificate in Information Systems Management (ISM)**

The Graduate Certificate in Information Systems Management (ISM) develops students' abilities to conceptualize and manage the design and implementation of high-quality information systems. The curriculum focuses on the concepts, methods and practical applications of information systems in the global workplace.

Graduates of the Graduate Certificate in ISM will be able to manage the in-house and outsourced development of information systems and perform effectively as both producer and consumer of information systems services. Program graduates will demonstrate professional competencies that will make them valuable contributors and managers of cross-functional global teams working together in implementing change processes and innovation in the organizations by introducing, managing, and updating new and existing information systems.

**Graduate Certificate in ISM Program Objectives**

The program objectives of the Graduate Certificate in ISM fall in two general categories: technical, and organizational. Upon completion of the program, the graduates will be able to:

I. Technical Domain
• Use a variety of sources and means to maintain currency with the principal categories of business information systems and software infrastructure tools and frameworks.

• Make appropriate design choices as the result of analysis regarding system and service properties

II. Organizational Domain

• Manage the in-house and outsources development of information systems and perform effectively as both producer and consumer of information systems services.

• Manage business processes through a process of analysis, design and optimization in response to organizational needs.

• Employ best practices in planning, budgeting, scheduling and leading information systems projects and programs.

• Employ best practices in evaluating, engaging and managing third party providers.

Graduate Certificate in ISM Program Prerequisites

All new students in this certificate program need certain basic skills in order to succeed in the program. Students who do not have the requisite background in business administration and information technology need to take some or all of the prerequisite courses before they begin studying the courses in the program.

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMP 120</td>
<td>Programming Logic</td>
<td>3</td>
</tr>
<tr>
<td>CMP 350</td>
<td>Database Concepts</td>
<td>3</td>
</tr>
<tr>
<td>BUSS 301</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>BUSS 210</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
</tbody>
</table>

Graduate Certificate in ISM Degree Requirements

The program consists of four (4) Core Courses and two (2) Elective courses. The elective courses provide the opportunity for the students to develop further competencies covered in the core courses, based on their area of interest.

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Graduate Certificate in ISM Core Courses

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
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</tr>
</thead>
<tbody>
<tr>
<td>CMP 552</td>
<td>Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>CMP 553</td>
<td>Analysis, Modeling and Design</td>
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</tr>
</tbody>
</table>
10. Graduate Certificate in Information Technology Audit & Compliance

Businesses today operate in complex technology-based environments. To ensure efficiency and accuracy in information systems and for prevention of fraudulent practices, businesses require their information systems and processes to be audited. Stakeholders need assurance of confidentiality, integrity and availability of data. VIU’s Graduate Certificate in Information Technology Audit and Compliance (ITAC) courses enables students to learn security concepts and understand how IT-related risks can be minimized through security and control measures. Students will also develop an understanding of major regulatory requirements.

Graduate Certificate in ITAC Program Objectives

Upon completion of the program, the graduates will be able to:

- Assess risks to information and information systems
- Perform audit planning, information collection techniques and forms of evidence
- Understand nature and frameworks on corporate governance for IT
- Evaluate the applicability of the components and processes of miscellaneous regulatory documents, and methodologies
- Perform access controls, process controls and internal audits

Graduate Certificate in ITAC Program Prerequisites

All new students in this certificate program need certain basic skills in order to succeed in the program. Students who do not have the requisite background in business administration and information technology need to
take some or all of the prerequisite courses before they begin studying the courses in the program.

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</tr>
<tr>
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<td>Introduction to Business</td>
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</table>

**Graduate Certificate in ITAC Degree Requirements**
The program consists of four (4) Core Courses and two (2) Elective courses. The elective courses provide the opportunity for the students to develop further competencies covered in the core courses, based on their area of interest.

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**Graduate Certificate in ITAC Core Courses**

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<td>Information Systems Security</td>
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</tr>
<tr>
<td>CMP 620</td>
<td>Information Technology Governance</td>
<td>3</td>
</tr>
<tr>
<td>CMP 630</td>
<td>Information Technology Audit and Forensics</td>
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**Graduate Certificate in ITAC Elective Courses**

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<td>CMP 591</td>
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</tr>
<tr>
<td>CMP 640</td>
<td>Data Warehousing and Business Intelligence</td>
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</tbody>
</table>
Description of Computing Undergraduate Courses

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

**CMP 110: Introduction to Computing (3)**
*Prerequisite: None*
This course introduces computer systems, their capabilities, limitations, and applications. Students survey computer concepts with an emphasis on the personal computer and its practical use, including hardware, application and system software, the Internet and World Wide Web, communications, database management, e-commerce, and computers in society.

**CMP 120: Programming Logic (3)**
*Prerequisite: None*
This course introduces algorithmic thinking and problem solving without focusing on any particular language. Students will learn the basic constructs of programming, including variables, constants, expressions, control structures, functions, pointers and arrays, and are introduced to functional, decision-based and iterative processing of data.

**CMP 130: Ethical, Societal and Legal Aspects of Computing (3)**
*Prerequisite: CMP 110 Introduction to Computing*
This course provides the introduction to the impacts of technology on society and to the responsibilities of technical professionals as the principal agents in developing and applying new technology. Various important and controversial issues will be discussed, such as computers and privacy, effects of communications technology on the democratic process, environmental problems, intellectual property, and technology and war. Several different ethics codes will be used as the basis for discussion of professional obligations.

**CMP 210: Programming I (3)**
*Prerequisite: CMP 120 Programming Logic*
This course examines the fundamental data structures and analyzes algorithms such as files, sets, strings, and linked lists. It introduces searching and sorting algorithms and algorithm analysis. This course also covers abstract data types and essential data structures such as arrays, stacks, queues, and trees. The major emphasis of this course is on program development through various programming projects.

**CMP 220: Programming II (3)**
*Prerequisite: CMP 210 Programming I*
This course concentrates on the concepts of object oriented programming (OOP) paradigm. Concepts presented are exemplified using a selected object oriented programming language. Topics include: fundamental abstraction, modularity and encapsulation mechanisms in OOP, classes, inheritance, polymorphism, exception handling, concurrent programming,
data structures. Students complete a term project that utilizes object oriented programming.

**CMP 230: Discrete Mathematical Methods for Computing (3)**  
*Prerequisite: MATH 151 Calculus I*  
This course is intended to be a college-level introductory Discrete Mathematics course for either undergraduate or graduate students. The course focuses on the following seven key topics: Combinatorial Problems and Techniques, Sets, Relations and Functions, Coding Theory, Graphs, Matching, Counting Techniques, Recurrence Relations and Generating Functions.

**CMP 250: Computer Architecture (3)**  
*Prerequisite: CMP 110 Introduction to Computing*  
This course is an introduction to the architecture of computer systems. Topics include: computer hardware organization; floating-point arithmetic; central processing units; instructions set design issues; micro-programmed control; addressing and memory hierarchies; bus control and timing; hardwired control; parallelism, pipelining; input/output mechanisms, peripheral devices; interrupt systems; software versus hardware trade-offs.

**CMP 260: Operating Systems (3)**  
*Prerequisite: CMP 110 Introduction to Computing*  
The course is an introduction to the fundamentals of operating systems. Topics included: concurrent processes and synchronization mechanisms; processor scheduling; memory management, virtual memory; paging, file management; input/output management; deadlock management; interrupt structures, interrupt processing; device management; performance of operating systems; synchronization in a multi-programmed operating systems and with virtual memory management. Formal principles are illustrated with examples and case studies of one or more contemporary operating systems.

**CMP 270: Essentials of Networking (3)**  
*Prerequisite: CMP 110 Introduction to Computing*  
This course includes the fundamentals of network standards, concepts, topologies and terminologies including LANs, WANs, Internet Protocol addressing, subnet masking and network design, and various protocols. This course teaches concepts from the Open Systems Interconnection Networking Reference Model, developed by the International Standards Organization to describe the function and structure of network communications protocols.

**CMP 330: Data Structures and Algorithm Analysis (3)**  
*Prerequisite: CMP 220 Programming II*  
This course introduces the analysis of algorithms and the effects of data structures on them. Topics include algorithms selected from areas such as
sorting, searching, shortest paths, greedy algorithms, backtracking, divide and conquer, and dynamic programming. Data structures include heaps and search, splay, and spanning trees. Analysis techniques include asymptotic worst case, expected time, amortized analysis, solution of recurrence relation and reductions between problems.

**CMP 340: Principles of Programming Languages (3)**
*Prerequisite: CMP 210 Programming I*
This course covers the fundamental concepts of programming language design and implementation. Topics include: language paradigms, syntax and semantics; names, binding, allocation, data structures, data types; scopes; control structures, data flow, concurrency; exception handling; subprograms; comparison of imperative, functional, logical, and object-oriented programming languages.

**CMP 343: Computer Security Principles (3)**
*Prerequisite: CMP 270 Essentials of Networking*
The course is an introduction to computer security. Course topics include: computer security incident response process; computer criminal evidence collection, analysis and handling, email investigation, malicious code investigation, network traffic analysis and router investigation, hacker tools analysis, and computer/network forensic report writing. The course identifies and examines information security threats, information security methods, and implementation approaches used in information technology industry.

**CMP 350: Database Concepts (3)**
*Prerequisite: CMP 120 Programming Logic*
This course introduces the fundamental concepts for design and development of database systems. Topics include: review of relational data model and the relational manipulation languages SQL and QBE; integrity constraints; logical database design, dependency theory and normalization; query processing and optimization; transaction processing, concurrency control, recovery, and security issues in database systems; object-oriented and object-relational databases; distributed databases; emerging database applications.

**CMP 353: Application Software Security (3)**
*Prerequisite: CMP 343 Computer Security Principles*
*Internship / CPT Qualified*
This course studies the security concepts in developing software applications. Topics include design principles for secure software development, and some of the security issues in current programming and scripting languages, database systems Web servers, as well as issues in web applications security.
**CMP 355: Programming with C/C++ (3)**

*Prerequisite: CMP 120 Programming Logic*

This course covers the fundamental concepts of C/C++ programming language. Topics include variables, expressions and interactivity, relational and logical operators, looping, functions, arrays, pointers, classes, file operations, inheritance, polymorphism and virtual functions. Student completes a term project that utilizes C/C++.

**CMP 360: Web Development Methods (3)**

*Prerequisite: CMP 120 Programming Logic
Internship / CPT Qualified*

This course introduces web development technologies. The topics include: webpage design techniques, using web design editors, designing graphical user interface with image processing tools, client and server side scripting, and development of database applications. Upon completion, students should be able to employ advanced design techniques to create high impact and highly functional webpages and have hands-on experience in designing a website.

**CMP 365: Information Technology Project and Service Management (3)**

*Prerequisite: The Program Core courses*

This course introduces the fundamentals of project management, beginning with project definition and culminating in the post-project review. Students learn techniques, terms and guidelines that are used to manage costs, schedules, risk, group dynamics and technical aspects throughout the life cycle of the project. The course also investigates peculiarities of projects when services are outsourced in another department in the organization, domestically, and internationally.

**CMP 373: Operating System Security (3)**

*Prerequisite: CMP 343 Computer Security Principles*

This course discusses security concepts and issues relative to a wide range of operating systems, as well as existing tools and technologies for setting up a secure system. Topics include vulnerabilities and risk assessment in operating systems, secure passwords, and trusted operating systems.

**CMP 375: Human-Computer Interactions (3)**

*Prerequisite: CMP 130 Ethical, Societal and Legal Aspects of Computing*

Topics that this course covers include effective, productive information systems, design and evaluation of interactive computer systems, input and output devices, screen layouts, machine design, health issues and ergonomics, and organizational impacts.

**CMP 389: Independent Study (3)**

*Prerequisites: The Program Fundamental Core courses, and permission of the Dean*
This course offers the opportunity and challenge of self-directive, independent study; develops the individual's ability as an independent student; and enables the student to pursue needed study in a field in which appropriate courses are not being offered during a given term.

**CMP 391: Internship Level I (3)**  
*Prerequisite: Permission of the Dean*  
This course provides practical experience through hands-on activities for undergraduate students in direct connection with the core courses taken in their program. Students will have the ability to apply theoretical concepts in real life applications, and to extend their knowledge base examples of real life applications. Students are expected to work at least 135 hours per semester. Students are required to attend two meetings/seminars with their faculty advisor to determine learning objectives and assess how well learning objectives are being accomplished.

**CMP 392: Internship Level II (3)**  
*Prerequisite: Permission of the Dean*  
This course provides practical experience through hands-on activities for undergraduate students in direct connection with the core courses taken in their program. Students will have the ability to apply theoretical concepts in real life applications, and to extend their knowledge base examples of real life applications. Students are expected to work at least 135 hours per semester. Students are required to attend two meetings/seminars with their faculty advisor to determine learning objectives and assess how well learning objectives are being accomplished.

**CMP 420: Usability Evaluation and Interface Development (3)**  
*Prerequisite: CMP 375 Human-Computer Interaction*  
*Internship /CPT Qualified*  
This course surveys methods for evaluating user interfaces. For projects, students will perform a heuristic evaluation, a cognitive walkthrough, a usability test and a comparison study. Class meetings will also introduce, discuss and occasionally practice additional methods such as user modeling and questionnaires.

**CMP 440: Software Engineering (3)**  
*Prerequisite: CMP 220 Programming II*  
This course covers the techniques in software design and development. Topics include: modern software engineering practice for long-term, large-scale programming projects; methods for requirements, specification, design, analysis, implementation, verification, and maintenance of large software systems; advanced software development techniques and large project management approaches; project planning, scheduling, resource management, accounting, configuration control, and technical documentation. Students organize, manage and develop a software engineering project.
CMP 443: Network Security (3)
Prerequisite: CMP 343 Computer Security Principles
Internship / CPT Qualified
This course discusses the network security principles and applications, including authentication applications, IP security, Web security, network management security, wireless security and system security.

CMP 445: Distributed Systems (3)
Prerequisites: CMP 250 Computer Architecture
Internship / CPT Qualified
This course introduces the fundamentals of distributed systems and algorithms. Topics include: distributed systems architecture; input/output subsystems; distributed shared memory; load-balancing; cache coherency; message passing; remote procedure calls; group communication; naming and membership problems; asynchrony, logical time and consistency; fault-tolerance and recovery.

CMP 453: Information Assurance and Privacy (3)
Prerequisite: CMP 343 Computer Security Principles
Internship / CPT Qualified
This course is an introduction to the various technical and administrative aspects of information security and assurance. This course provides the foundation for understanding the key issues associated with protecting information assets, determining the levels of protection and response to security incidents, and designing a consistent, reasonable information security system, with appropriate intrusion detection and reporting features.

CMP 463: Computer Forensics (3)
Prerequisite: CMP 343 Computer Security Principles
Internship / CPT Qualified
This course surveys the processes of performing computer crime investigations. The course examines three key areas: the computer technology, investigative techniques and the legal aspects. Students learn how to investigate crime scenes, intrusions, and hacker attacks; gathering and analyzing digital evidence to discover the truth; the technical expertise needed to gather, filter, and authenticate e-evidence for use in court or legal actions with knowledge of relevant laws regarding civil rights, search warrants, and rules of evidence; computer and email forensics, PDA and Blackberry forensics, cell phone and IM forensics.

CMP 465: Theory of Computation (3)
Prerequisites: CMP 330 Data Structures and Analysis
This course covers theoretical frameworks of computing and their relations to formal grammars and languages. Topics include: finite state machines; regular languages and their limitations; tape automata, pushdown automata;
context free languages, normal form grammars; Turing machines, halting problem; unsolvable decision problems.

CMP 466: Programming for Mobile Devices (3)
Prerequisite: CMP 360 Web Development Methods
Internship / CPT Qualified
This programming course is designed to introduce and familiarize the student to programming mobile devices using current platforms and mobile device emulators. An overview of the most common tools and techniques for writing mobile applications are examined, with focus on the development of the user interface and the usability of the application.

CMP 467: Database Systems for Web Applications (3)
Prerequisite: CMP 350 Database Concepts
Internship / CPT Qualified
The student explores the software development life cycle for Web applications. It provides an in-depth coverage on critical Web application development topics combined with technical foundations and hands-on experiences, and implementation of real-world Web applications and secure Web transactions.

CMP 471: Special Topics in Computer Science (3)
Prerequisites: The Program Fundamental Core courses
Internship / CPT Qualified
This course will cover topics of current interest selected by the faculty. Subjects will be announced before each semester.

CMP 472: Special Topics in Information Technologies and Systems (3)
Prerequisites: The Program Fundamental Core courses
Internship / CPT Qualified
This course will cover topics of current interest selected by the faculty. Subjects will be announced before each semester.

CMP 489: Independent Study (3)
Prerequisites: The Program Fundamental Core courses and permission of the Dean
This course offers opportunity and challenge of self-directive, independent study; develops the individual's ability as an independent student; and enables the student to pursue needed study in a field in which appropriate courses are not being offered during a given term.

CMP 491: Internship Level III (3)
Prerequisite: Permission of the Dean
This course provides practical experience through hands on activities for undergraduate students in direct connection with the core courses taken in their program. Students will have the ability to apply theoretical concepts in real life applications, and to extend their knowledge base examples of real life applications. Students are expected to work at least 135 hours per
Students are required to attend two meetings/seminars with their faculty advisor to determine learning objectives and assess how well learning objectives are being accomplished.

**CMP 492: Internship Level IV (3)**

*Prerequisite: Permission of the Dean*

This course provides practical experience through hands on activities for undergraduate students in direct connection with the core courses taken in their program. Students will have the ability to apply theoretical concepts in real life applications, and to extend their knowledge base examples of real life applications. Students are expected to work at least 135 hours per semester. Students are required to attend two meetings/seminars with their faculty advisor to determine learning objectives and assess how well learning objectives are being accomplished.

**CMP 498: Capstone Project I (3)**

*Prerequisite: All 300-Level core courses*

This is the first phase of a technical project that emphasizes engineering design principles on a specific topic in any field of computer science or engineering. It will be carried out by the senior student under the supervision of a faculty member. The first phase of the project includes identification of a topic and completion of the preliminary work. A progress report must be submitted at the end of the semester detailing the problem description, proposed solution approach, and a list of deliverables.

**CMP 499: Capstone Project II (3)**

*Prerequisite: CMP 498 Capstone Project I*

This is the second phase of the technical project that emphasizes engineering design principles on a specific topic in any field of computer science or engineering. It will be carried out by the senior student under the supervision of a faculty member. The first phase of the project must be completed in CMP 498. A written report summarizing the accomplishments of the project and an oral presentation are required in this course.

**CAR 100: Career Planning and Development (3)**

*Prerequisite: None*

In-depth exploration and assessment of career values, occupational interests, skills, personality style, work environment preferences; concentration and career exploration; exposure to career and occupational information resources. Students learn and practice job search strategies and tools, including resumes and interviewing skills; decision-making, goal-setting and action planning; and self-marketing techniques for effective career management.
Description of Computing Graduate Courses

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

CMP 509: Health Informatics Capstone Project (3)
Prerequisite: Completion of all core courses and four specialization elective courses
A capstone project that integrates knowledge gained in the classroom with real-world problems that consists of practical work and research in a major area of Health Informatics; including emerging trends and their potential effect on health informatics. Potential areas of work include design or analysis of health informatics systems, programs, or applications; program planning; and policy development.

CMP 511: Computer Architecture and Implementation (3)
Prerequisite: None
This course surveys architecture and organization of modern computing systems including: CPU design, instruction sets, memory hierarchy, pipelined machines, and multiprocessors. The emphasis is on the major component subsystems of high performance computers: pipelining, instruction level parallelism, thread-level parallelism, memory hierarchies, input/output, and network-oriented interconnections. This course introduces techniques and tools for quantitative analysis, evaluation, and implementation of modern computing systems and their components.

CMP 513: Risk Management and Control (3)
Prerequisite: CMP 612
This course examines in detail the planning, organizing, and managing of resources to bring about the successful completion of specific project goals and objectives, within time, budget and scope. Topics covered include scope control, resources management, adhering to project constraints of scope, quality, time and budget; risk assessment and identification, handling and monitoring risks, the tools and techniques for risk mitigation and control; using project management tools to facilitate scheduling, estimating, tracking and controlling the project schedule and costs; communicating project status, developing contingency plans, and incorporating risk and quality factors into project cost and schedules. This course emphasizes a hands-on approach in using project management tools.

CMP 514: Virtual Organizations (3)
Prerequisite: CMP 612
This course examines virtual teams and collaborative technologies. The topics covered include the process of virtual teaming, group psychology, group communication theories, group behaviors, design and leadership of meetings, meeting types; information briefing, document writing, focus group, decision making, requirements gathering, and training; leading, participating in and maintaining geographically distributed development
(GDD) projects; survey of current collaboration technologies, and selecting appropriate collaboration technologies.

**CMP 515: Enterprise Program Management (3)**  
*Prerequisite: CMP 612*  
This course examines how an enterprise coordinates and effectively manages all its IT projects and programs. The topics covered include IT project and program management, the IT program management office, the role of program management, managing stakeholder expectations, program and project governance, organizational change and business process reengineering, global, ethics, and security management.

**CMP 516: IT Investment Economics (3)**  
*Prerequisite: CMP 513*  
This course discusses the application of financial analysis and decision-making approaches to assist in making IT investment decisions. The topics covered include break-even analysis, present value (PV) analysis, profitability index (PI), and return on investment (ROI) for different IT investment decisions, cost benefit analysis, outsourcing including off-shoring, offshore management, acquisition management and global perspectives, balanced scorecard, and multi-factor scoring, benchmarking, and IT investment portfolio methods.

**CMP 518: Special Topics in Enterprise Project Management (3)**  
*Prerequisite: Dean's approval*  
This course will cover topics of current interest, emerging topics and technologies in IT project management selected by the faculty. Topics will be announced before each semester.

**CMP 519: Enterprise Project Management Capstone Project (3)**  
*All core courses and four specialization courses*  
This course consists of a capstone project that integrates and applies concepts previously studied. Best practices in enterprise project management including emerging trends and their potential effect on enterprise project management will be studied. *Prerequisite:*

**CMP 540: Information Technology Fundamentals and Management (3)**  
*Prerequisite: None*  
This course provides in-depth coverage of the role of information systems in business organizations, with a focus on their applications and current issues facing managers and users. Lectures, discussions, presentations and student project work will promote an understanding of the strategic importance of information systems, their impact on people and organizations, the many ways they can improve work practices, and the ways they can improve products and services.
CMP 550: IT Infrastructure (3)
Prerequisite: None
This course provides a holistic overview of the IT infrastructure in large enterprises. The topics covered include telecommunications fundamentals including data, voice, image, and video, the concepts, models, architectures, protocols, standards, and security for the design, implementation, and management of digital networks, server architectures, server farms, cluster computing, grid computing and cloud computing; storage area networks and network attached storage, data center design and implementation; the development of an integrated technical architecture (hardware, software, networks, and data) to serve organizational needs in a rapidly changing competitive and technological environment; network, data and application architectures, and enterprise application integration, XML, Web Services (WS), and service oriented architectures (SOA).

CMP 551: Research Methods (3)
Prerequisite: None
This course provides knowledge of research methodologies used in management information systems, information systems, information technology, computer science, and other disciplines. The course includes experimental design, surveys, case studies, and fieldwork. It introduces students to applied research methodologies. The use of analytical tools, literature searches, and the application of VIU documentation style will result in a formal written proposal that may serve as the basis for each student’s special project.

CMP 552: Information Systems (3)
Prerequisite: None
This course explores the management of information systems and related information technologies (IS/IT) as a part of a broader socio-technical system and their impacts on people and processes that extend well beyond organizational boundaries. Also, subjective and debatable issues associated with IS/IT will be discussed. Accordingly, critical thinking is an important part of this course and is essential for an analysis and understanding of important issues associated with the management aspects of information systems.

CMP 553: Analysis, Modeling and Design (3)
Prerequisite: None
This course provides an overview of the systems development life-cycle. It introduces tools and methods for the analysis and design of information systems and the management and organizational skills needed for their implementation. Information analysis in entity-relationship modeling and process modeling in data flow diagrams will be covered as the key skills in structured system analysis and design.
CMP 554: Healthcare Information Systems (3)
Prerequisite: CMP 550 or CMP 570
This course examines information systems in the healthcare domain including information architectures, administrative and clinical applications, evidence-based medicine, information retrieval, decision support systems, security and confidentiality, bioinformatics, information system cycles, electronic health records (EHR), key health information systems and standards, and medical devices.

CMP 555: Healthcare Data Management (3)
Prerequisite: CMP 553
This course examines healthcare informatics standards for storing and exchanging data in healthcare technology systems. It explores the issues of data representation in healthcare systems, including patient and provider identification, audit trails, authentication, and reconciliation; the design of repositories for electronic health records (EHRs) and computerized provider order entry (CPOE) systems; privacy issues, legislation, regulations, and accreditation standards unique to healthcare. The course also examines the relational model, query formulation using SQL, database design using the entity relational model, normalization, transactions, optimization, backup and recovery, security issues, clinical data warehousing and mining, database administration, the JSON data interchange format, XML as a data model, and internet database environments.

CMP 556: Database Management Systems I (3)
Prerequisite: None
This course provides an introduction to relational models, normalization, query facilities, transactions, indexing, security issues, relational algebra, SQL database design stages, distributed databases, data warehousing, data and database administration, the JSON data inter-change format, and Internet database environments. Students will learn about various DBMS software products and multi-user database environments and how they are controlled.

CMP 557: Healthcare Delivery Models (3)
Prerequisite: CMP 570
The course examines systems of healthcare at a “macro” scale through a variety of readings and classroom discussions. The topics covered include healthcare delivery models, structure, organizations, policy, capital and operating budgets, the budget planning process, and infrastructure design and strategic planning, and the workforce. Other topics include: vendor evaluation and selection, clinical administration systems, the design and management of integrated delivery systems, and emerging trends in healthcare delivery systems. In addition, students are exposed to the processes of healthcare at a “micro” scale, through field experiences in a variety of healthcare settings such as inpatient wards, emergency department, and outpatient clinics.
CMP 558: Network and Information Security (3)
Prerequisite: CMP 562 or CMP 550
This course is an introduction to the key security concepts required for the design, use, and implementation of secure voice and data communications networks, including the Internet. The security topics covered include defense models, authentication and authorization controls including biometrics, firewalls, packet filtering, virtual private networks (VPNs), security policy development, introduction to wireless network security, cloud computing security, disaster planning, backups, and risks mitigation strategies.

CMP 559: Introduction to Information Assurance (3)
Prerequisite: CMP 550
The course provides an overview of several related topics in information security and assurance. The topics covered include: security architecture, security models, access control systems and methodology, applications and systems security, operation security, database security, cryptography, physical security, network and Internet security, business continuity planning, security management and law and ethics in information assurance.

CMP: 560 Software Engineering (3)
Prerequisite: None
The objective of this course is to familiarize students with software application development processes and underlying concepts. Topics covered include Object-Oriented Analysis & Design, Unified Modeling Language, Software Development Life Cycle, Models and Methodologies, Quality Assurance and Improvement, and the basics of tools used for application development such as requirement management tools, version control, modeling, and defect tracking.

CMP 561: Design and Analysis of Algorithms (3)
Prerequisite: None
This course provides a survey of computer algorithms, examines fundamental techniques in algorithm design and analysis, and develops problem-solving skills required in all programs of study involving computer science. Topics include advanced data structures, recursion and mathematical induction, algorithm analysis and computational complexity, sorting and searching, design paradigms, and graph algorithms. Advanced topics include randomized algorithms, information retrieval, string and pattern matching, and computational geometry.

CMP 562: Computer Networks (3)
Prerequisite: None
This course examines data communication and computer networks. Topics include interconnection of networks, network hardware and software, reference models, data communication services and network
standardization; the OSI and the Internet (TCP/IP) network models; encoding digital and analog signals, transmission media, protocols; circuit, packet, message, switching techniques, internetworking devices, topologies; routing algorithms, routers, switches, bridges, addressing and names; LANs/WANs, Ethernet, IP, TCP, UDP; the application layer protocols: HTTP, TELNET, SMTP, FTP, and SNMP; cloud computing architectures; and the domain name services. The course covers each network layer in details, starting from the physical layer towards the application layer, and includes an introduction to network security topics.

**CMP 570: Enterprise Information Systems (3)**
*Prerequisite: CMP 550*
This course provides a process-oriented view of the organization and its relationships with suppliers, customers, and competitors. The topics covered include: processes as vehicles for achieving strategic objectives and gaining a competitive advantage and transforming the organization; process analysis, design, implementation, control and monitoring; processes as a means of achieving compliance; impact of processes on work and work practices; the role and importance of management; the role of enterprise resource planning (ERP), supply chain management (SCM) systems, and customer relationship management (CRM) systems; the process continuum: from structured to unstructured processes; the role of systems in transforming organizations and markets; outsourcing, offshore management, acquisition management and global perspectives.

**CMP 571: Automata and Formal Languages (3)**
*Prerequisite: None*
This course introduces the fundamental concepts in automata theory and formal languages including grammar, finite automaton, regular expressions, formal language, pushdown automaton, and Turing machines. This course covers properties of these models and various rigorous techniques for analyzing and comparing them using both formalism and examples.

**CMP 573: Compiler Construction (3)**
*Prerequisite: CMP 561*
This course provides an introduction to compiler construction and covers stages of compilation including lexical analysis, parsing, code generation and code optimization, formal translation of programming languages, program syntax and semantics, finite state recognizers and regular grammars, context-free parsing techniques, attribute grammars syntax-directed translation schema, type checking, code generation, data flow analysis and code optimization.

**CMP 582: Computer Graphics (3)**
*Prerequisite: CMP 561*
This course is mainly a study of the design of graphic algorithms. Topics covered include graphics devices and graphics software, 2D primitives such
as lines and curves, algorithms for drawing 2D primitives, polygons, scan conversion and other fill methods, primitives attributes, filtering and aliasing, geometric transformations in 2D in homogeneous coordinates, viewing pipeline, hierarchical graphics modeling, the graphics user interfaces, input functions and interaction modes, 3D graphics: object representations through polygonal methods, spline techniques, and octrees, 3D transformations and the 3D viewing pipeline, and algorithms to detect the visible surfaces of a 3D object in both the object space and the image space.

**CMP 583: Computer Animation (3)**
*Prerequisite: CMP 561*
This course covers computer animation. Topics covered include character animation techniques: key-frame animation, inverse kinematics, facial animation, pd-control, flocking, crowd simulation; motion capture technologies: optical, magnetic, mechanical, gyro-sensors; interpolating values; interpolation-based animation; kinematic linkages; motion capture, physically based animation; fluids: liquids and gases; modeling and animating human figures; facial animation; behavioral animation; special models for animation and using commercial 3-D computer animation packages to create digital artistic works and visualizations.

**CMP 584: Human-Computer Interface Design (3)**
*Prerequisite: CMP 561*
This course examines some design issues for HCI. Topics covered include: the design of dialogues for interactive systems; widgets, windows, and input devices; client-server model; event-driven programming and callbacks; windowing systems and dialog control; psychological, physiological, linguistic, and perceptual factors; advantages and disadvantages of various interaction techniques, command language syntaxes, and data presentation; and design methodology and guidelines.

**CMP 585: Design of Interactive Multimedia (3)**
*Prerequisite: None*
This course examines the design of interactive multimedia. The topics covered include: multimedia development and theory concepts, hardware components, platforms, authoring tool; the scientific, technical, and cognitive foundations of various media including text; sound, graphics, and video; interface design.

**CMP 586: Computer Vision (3)**
*Prerequisite: CMP 582*
Topics covered in this course include: image formation, light and shading, color, linear filters, local Image features, texture, stereopsis, structure from motion, segmentation by clustering, grouping and model fitting, tracking, registration, smooth surfaces and their outlines, range data, learning to
classify, classifying images, detecting objects in images, image-based modeling and rendering, looking at people, and image search and retrieval.

**CMP 587: Game Design and Programming (3)**
*Prerequisite: CMP 582*
This course provides an in-depth study of the tools and techniques used in computer game design and development. Topics covered in this course include: games and video games, design components and processes, game concepts, game worlds, creative and expressive play, character development, storytelling and narratives, user interfaces, gameplay, core mechanics, game balancing, genre of games: action, strategy, adventure, and sports games, role-playing, vehicle simulations, online games, and artificial life and puzzle Games.

**CMP 588: Special Topics in Computer Animation and Gaming (3)**
*Prerequisite: Dean's approval*
This course will cover topics of current interest including emerging topics and technologies in computer animation and gaming. Topics will be announced before each semester.

**CMP 589: Computer Graphics and Animation Capstone Project (3)**
*Prerequisite: All core and four specialization elective courses*
This course consists of a capstone project that integrates and applies concepts previously studied. Best practices and appropriate technologies to design, and implement graphics and animation programs are explored, including emerging trends.

**CMP 591 Graduate Internship Level I (3, 135 contact hours)**
*Prerequisite: All core courses and one specialization elective course and Dean’s approval*
This course represents an opportunity for students to receive academic credit through supervised practical training and earn industry experience in an actual work environment. The internship course guides the learning contract established in the beginning of the term, on which students have to report at the end of term. Students are expected to work at least 135 hours per semester. Students are required to attend two meetings/seminars with their faculty advisor to determine learning objectives and assess how well learning objectives are being accomplished.

**CMP 593: Security Policy, Law, and Ethics (3)**
*Prerequisite: None*
This course is a study of policy, laws and ethics related to information assurance. The information security responsibilities of major domestic and international agencies (such as the NIST, FBI, NSA) are studied. The topics covered include: issues involving information security management within an organization, appropriate organizational policy, plans, and implementation strategies. The course also covers ethical issues, such as
monitoring employee computer usage in the workplace, and ethical usage of consumer data.

CMP 594: Risk Management and Disaster Recovery Planning (3)
*Prerequisite: None*
This course focuses on the identification of threats, risks and vulnerabilities in enterprise information systems, as well as disaster recovery planning for business continuity. The course also examines the safeguards and policies necessary to meet the requirements for the protection of data in enterprise systems. The topics covered include: gap analysis, gap closure and countermeasures, disaster recovery planning, incidence response, emergency response, event management, recovery time and recovery point objectives (RTO and RPO), and business continuity planning.

CMP 598: Special Topics in Information Assurance (3)
*Prerequisite: Dean’s approval*
This course will cover topics of current interest, emerging topics and technologies in information assurance selected by the faculty. Topics will be announced before each semester.

CMP 599: Information Assurance Capstone Project (3)
*Prerequisite: All core courses and four specialization courses*
This course consists of a capstone project that integrates and applies concepts previously studied. Best practices and appropriate technologies to design, implement, manage, evaluate, and further improve information assurance are explored, including emerging trends and their potential effect on information security and assurance.

CMP 602: Network Design and Implementation (3)
*Prerequisite: CMP 562*
This course focuses on the diverse quality of service (QoS) requirements associated with different types of data, application and business, and on designing networks and communication systems appropriately to ensure the high performance requirements that meet the business needs of an organization. Topics covered include: the specific quality of service requirements for different scenarios, the metrics for measuring quality of service, and the factors which affect the performance of a network, including the actual network design and choice of technologies, as well as the extent, patterns and mix of traffic types present. There is particular emphasis on: congestion control, traffic analysis and patterns, performance prediction and network simulation, evaluation of network performance, security, and their manageability.

CMP 603: Network Management (3)
*Prerequisite: CMP 558*
This course studies network management including configuration, performance, fault diagnosis and security management. The course has a
strong focus and emphasize on security management. Topics covered include: LAN and WAN network management, configuration, fault detection, security, performance, risk assessment and accounting management. The course also emphasizes problem-solving techniques and network management tools based on SNMP.

**CMP 604: Cloud Computing (3)**  
*Prerequisite: CMP 558*  
Cloud computing has become ubiquitous with many enterprises leveraging the World Wide Web to fulfill various computing needs using a number of models: SaaS, PaaS and IaaS. The topics covered in this course include: origin, enabling technology and key concepts in cloud computing; the unique set of problems and challenges in developing cloud computing applications; the platform, tools, technologies and processes for developing cloud computing applications using an example platform such as Hadoop; and proposing, developing, and running applications for the platforms covered.

**CMP 608: Special Topics in Computer Networks (3)**  
*Prerequisite: Dean's approval*  
This course will cover topics of current interest, specifically emerging topics and technologies in computer networking selected by the faculty. Topics will be announced before each semester.

**CMP 609: Networking Capstone Project (3)**  
*Prerequisites: All core courses and four specialization courses*  
This course consists of a capstone project that integrates and applies concepts previously studied. Best practices and appropriate technologies to design, implement, manage, evaluate, and further improve networks are explored; including emerging trends and their potential effect on networking.

**CMP 610: Managing Information System Development (3)**  
*Prerequisite: CMP 552 Information Systems or CMP 553 Analysis, Modeling and Design*  
This course overviews the processes, methods, and techniques to plan, analyze, and design complex Information Systems, within selected existing frameworks. It involves planning, gathering requirements, modeling business needs, creating blueprints for building the system, and managing and organizing resources in these challenging, difficult, complex and expensive activities.

**CMP 611: Global Information System Development (3)**  
*Prerequisite: CMP 552 Information Systems or CMP 553 Analysis, Modeling and Design*  
This course focuses on the organization of development projects in a the global service marketplace, based on key considerations and best practices
in outsourced and offshore development. Students learn the most important issues and practices for both clients and service providers. Topics include legal, economic, cultural and intellectual property issues; 24-hour development; strategic division of labor; quality and process standards, and global human resources.

**CMP 612: IT Project Management (3)**

*Prerequisite: None*

*Internship / CPT Qualified*

This course provides an in-depth study of project and change management. The topics covered include: managing projects within an organizational context, including the processes related to initiating, planning, executing, controlling, reporting, and closing a project; project integration, scope, time, cost, quality control, and risk management; software size and cost estimation; monitoring progress; version control; assigning work to programmer and other teams; change management, managing the organizational change process; identifying project champions, working with user teams, training, and documentation; the change management role of the IS specialist; the use of sourcing and external procurement; and contracts and managing partner relationships.

**CMP 613: Technology and Development of E-Business (3)**

*Prerequisite: None*

*Internship / CPT Qualified*

This course addresses the technological structure, architecture, development tools, and methods for constructing such web-based applications. It includes a project to develop an interactive web-based transaction processing system. With the emergence of e-Business, organizations are adapting their transaction processing systems to use web technology. Such systems may operate as Intranet applications within the business, as Extranet applications between the firm and its business partners, or to provide access to customers via the Internet.

**CMP 614: Management Information Systems in Supply Chain Management (3)**

*Prerequisite: None*

This course explores the following topics: Integrating information systems technology in manufacturing environments; the role of information systems in supporting manufacturing decision-making processes; manufacturing imposed issues in information processing; and emerging information systems technology affecting manufacturing operations.

**CMP 618: Special Topics in Software Applications Development (3)**

*Prerequisite: Dean's approval*
This course will cover topics of current interest, specifically emerging topics and technologies in software applications development selected by the faculty. Topics will be announced before each semester.

**CMP 619: Software Applications Development Capstone Project (3)**
*Prerequisite: All core courses and four specialization courses*
This course consists of a capstone project that integrates and applies concepts previously studied. These concepts include best practices and appropriate technologies to analyze, design, implement, test, evaluate, and further improve software applications development as well as emerging trends.

**CMP 620: Information Technology Governance (3)**
*Prerequisite: None*
*Internship / CPT Qualified*
This course presents an integrated approach to information technology (IT) governance. It discusses major roadmaps components and IT Governance strategies and frameworks. Topics include strategic alignment of IT with the business, use of assets and resources, delivering on plans and commitments, establishing and/or improving accountability of constituents, managing risk and contingencies, audits, compliance, performance measures and organizational maturity.

**CMP 621: Artificial Intelligence (3)**
*Prerequisite: None*
*Internship / CPT Qualified*
This course provides overview of the main thrusts in artificial intelligence, starting with the historically symbolic, logic-based approaches to knowledge representation, planning, reasoning and learning, leading into more recent directions of statistics-based probabilistic approaches (such as Bayesian approaches, belief nets, probabilistic reasoning, etc.). This course also touches on more recent developments in natural language processing, visual processing, robotics, machine learning, and philosophical foundations. This course covers search, constraint satisfaction, knowledge representation, probabilistic models, machine learning, neural networks, vision, robotics, and natural language understanding.

**CMP 622: Database Management Systems II (3)**
*Prerequisite: CMP 556*
This course covers file structures, indexing, hashing, algorithms for query processing and advanced normalization and denormalization, query optimization, database security, privacy, introduction to data mining and data warehousing, information retrieval, object-relational databases and XML, database performance tuning, spatial and temporal databases, advanced transaction processing and an introduction to distributed databases, introduction to big data and Hadoop, and database administration using Oracle.
**CMP 624: Data Warehousing (3)**
*Prerequisite: CMP 556*
This course examines the technical skills required to design, implement, and maintain a data warehouse using a DBMS such as Oracle Warehouse Builder. It covers basic data warehousing concepts, data warehousing system design and implementation, gathering data from primary data sources, transforming data, and loading data (ETL) into a DBMS. Students learn how to create a cube using OLAP and analyze cube data using client applications, the typical data warehouse components and architecture.

**CMP 625: Text Analytics (3)**
*Prerequisite: CMP 556*
This course covers the querying of unstructured textual data, statistical, syntactical, and logical analysis of natural language, thesaurus and dictionary systems, web corpus construction and web corpora, searching strategies and cataloguing, and large-scale file structures.

**CMP 626: Distributed Databases (3)**
*Prerequisite: CMP 556*
This course exclusively focuses on the design and system issues related to distributed database systems. Topics covered include distributed database architectures, design strategies for distributed databases, federated databases, query processing techniques and algorithms, transaction management and concurrency control concepts as well as reliability and fault tolerance mechanisms are used in such systems. Design and implementation issues related to multi-database systems are discussed as well.

**CMP 627: Data Mining (3)**
*Prerequisite: CMP 556 Database Systems*
*Internship / CPT Qualified*
This course is an introductory course on data mining. It covers concepts, algorithms, and applications in data warehousing and online analytical processing, mining frequent patterns and association rules, classification and predication, and cluster analysis, implementations and applications of mining sequential and structured data, stream data, text data, Web data, spatiotemporal data, biomedical data and other forms of complex data.

**CMP 628: Special Topics in Data Management (3)**
*Prerequisite: Dean’s approval*
This course covers advanced classification methods, cluster analysis, advanced cluster analysis, outlier detection, text analytics, big data and mining trends. It also covers emerging trends, research and developments in data management including data mining, data warehousing, text analytics, and big data. Topics will be announced before each semester.
CMP 629: Data Management Capstone Project (3)
Prerequisite: Completion of the all Core and four specialization courses
This course consists of a capstone project that integrates and applies concepts previously studied. Best practices and appropriate technologies to design, implement, manage, evaluate, and further improve databases are explored, including emerging trends and their potential effect on data management.

CMP 630: Network Security Audit & Forensics (3)
Prerequisite: CMP 558
Internship / CPT Qualified
This course examines computer network forensics. The topics covered include digital evidence concepts relating to a digital crime scene; the identification, preservation, collection, examination, analysis, and presentation of evidence for prosecution purposes; network forensics investigative methodology (OSCAR); sources of network-based evidence; evidence acquisition, packet analysis, statistical flow analysis, and wireless network forensics; network intrusion detection and analysis, event log aggregation, correlation and analysis; and malware forensics. The course also studies auditing and compliance requirements and standards, strategies for achieving and maintaining the same, and the laws and ethics related to computer forensics and challenges in computer forensics.

CMP 632: Requirements Engineering (3)
Prerequisite: CMP 560
The course is an introduction to requirements engineering. The topics covered in this course include domain understanding and requirements elicitation, requirements evaluation, requirements specification and documentation, use of diagrammatic notations, requirements quality assurance though inspections, reviews, validation and verification, requirements evolution, goal-orientation in requirements engineering, modeling system objectives with goal diagrams, risk analysis on goal models, modeling conceptual objects with class diagrams, modeling system agents and responsibilities, modeling system operations, modeling system behaviors, integrating multiple system views and a goal-oriented model-building method in action.

CMP 635: Software Quality and Process Improvement (3)
Prerequisite: CMP 560
This course is a study of software quality and software process improvement techniques. The topics covered in this course include: software reliability, software quality, verification and validation, ISO 9126 (quality characteristics), ISO 9000 software quality standard, Capability Maturity Models Integration (CMMI) 1 to 5; the Personal Software Process (PSP); and the Team Software Process (TSP) that covers: leadership, teams and team motivation, building teams, managing to plan, maintaining product focus, following the process, managing quality, management
support, reporting to management, protecting the team, developing the team, developing team members, and improving team performance.

**CMP 636: Trends in Software Applications Development (3)**
*Prerequisite: CMP 632*

The course covers the development of software applications using new paradigms and architectural styles as well as well-known paradigms. Topics covered in this course include: Component Based Software Engineering (CBSE): Domain engineering and Component-Based Design, Component Qualification, Component Adaptation, Component Composition and Component Update, the V-Model, the object models: OMG/CORBA, COM/DCOM, JavaBeans, CCM, Testing; Web Service (WS); Service-oriented architecture (SOA): benefits, design concept, principles, types, WS protocols, Programmatic Service Contract, Network Management Architecture, benefits and Challenges, SOA Extensions: SOA, Web 2.0, Services over the Messenger, Mashups, Digital Nervous Systems, etc.

**CMP 637: Software Engineering Management (3)**
*Prerequisite: CMP 560*

This course is a study of software engineering management issues. The topics covered in this course include: software project planning, project goals and objectives, project policies and standards, process planning, project assumptions and forecasts, project deliverables, project staffing, effort, schedule, and cost estimation, resource allocation, quality management and project plan/budget development and management; risk management: risk management concepts, risk management process, risk management tools, organizational risk management and joint supplier/customer risk management; software project organization and enactment: project organization, project directing, project control, reporting and supplier contract management; review and evaluation; determining closure and closure activities; software engineering measurement: establish and sustain measurement commitment, plan the measurement process, perform the measurement process, and evaluate measurement; and engineering economics: engineering economics fundamentals, for-profit decision-making, not-for-profit decision-making, estimation, risk, and uncertainty and multiple attribute decisions.

**CMP 638: Special Topics in Software Engineering (3)**
*Prerequisite: Dean’s approval*

This course will cover topics of current interest. It will cover emerging topics and technologies in software engineering selected by the faculty. Topics will be announced before each semester.

**CMP 639: Software Engineering Capstone Project (3)**
*Prerequisite: Completion of the all core and four specialization courses*
This course consists of a capstone project that integrates and applies concepts previously studied. It includes the best practices and emerging topics and technologies in software engineering.

**CMP 640: Decision Support and BI (3)**  
*Prerequisites: CMP 556*  
*Internship / CPT Qualified*  
This course is an introduction to decision support and Business Intelligence. These topics are combined with practical examples and methods from the real world. The topics covered in this course include: decision making, systems, modeling, and support, decision support systems concepts, methodologies, and technologies, modeling and analysis, business intelligence, data warehousing, data mining for business intelligence, business performance management, and text and web mining, collaboration, communication, group support systems, knowledge management, artificial intelligence and expert systems, and management support systems.

**CMP 641: Operating Systems (3)**  
*Prerequisite: None*  
This course discusses the design and implementation of computer operating systems. Topics include operating system structures, functions of the kernel, process management, central processing unit scheduling, deadlocks, memory management, input/output, file system facilities, concurrent processes, security, and integrity.

**CMP 643: Database Security and Data Protection (3)**  
*Prerequisite: CMP 556 or CMP 553*  
This course examines defense-in-depth strategies for securing database which are constantly under threat especially from SQL injection and other forms of attacks. It also covers mechanisms for securing data at rest and in transit. The topics covered in this course include: current protocols for the secure exchange of data; the Data Encryption Standard and the Advanced Encryption Standard and secure mechanisms for communication; the Public Key Infrastructure (PKI) and the use of digital signatures and certificates for protecting and validating data; firewalls, VPN, IDS/IPS, PKI, patch management, authentication and password security, application security, granular access control, securing database-to-database communications, encryption, privacy, fault tolerance, protection of personal identifiable information (PII), regulations and compliance (SOX, HIPAA, GLBA, etc.), logging, auditing and auditing architectures. Strategies for the physical protection of information assets are also studied.

**CMP 644: Intrusion Detection and Prevention Systems (3)**  
*Prerequisite: CMP 558*  
The course studies the theory and implementation of intrusion detection and prevention systems. The topics covered in this course include network-
based, host-based, and hybrid intrusion detection; intrusion prevention; attack pattern identification; deployment; response; surveillance; damage assessment; data forensics; attack tracing; system recovery; and continuity of operation (COP). The course also examines penetration testing methodologies, planning and scheduling; vulnerability analysis; penetration testing deliverables and documentation.

**CMP 645: Security Management (3)**
*Prerequisite: CMP 558*
This course focuses on the managerial aspects of information security and assurance. The topics covered in this course include planning for security and contingencies, information security policy, developing the security program, security management models and practices, risk management, protection mechanisms, personnel and security, law and ethics.

**CMP 647: Wireless and Mobile Security (3)**
*Prerequisite: CMP 558*
This course is a study of the wireless and mobile security. The topics in this course include: encryption and cryptographic protocols for wireless and specifications needed for 3GPP: AES, KASUMI, public-key and elliptic curve cryptography, MIMO/OFDMA-based for 4G systems such as Long Term Evolution (LTE), Ultra Mobile Broadband (UMB), Mobile WiMax or Wireless Broadband (WiBro); intrusion detection systems against worm/virus cyber-attacks; secure routing; authentication on wireless networks; security for handheld devices; real-time wireless security; and security measures for embedded devices.

**CMP 648: Special Topics in Cybersecurity (3)**
*Prerequisite: Dean’s approval*
This course will cover topics of current interest, emerging topics and technologies in Cybersecurity selected by the faculty. Topics will be announced before each semester.

**CMP 649: Cybersecurity Capstone Project (3)**
*Prerequisite: All core and four specialization courses*
This course consists of a capstone project that integrates and applies concepts previously studied. Best practices and appropriate technologies to design, implement, manage, evaluate, and further improve network security are explored; including emerging trends and their potential effect on cybersecurity.

**CMP 650: Software Design and Construction (3)**
*Prerequisite: CMP 560*
*Internship / CPT Qualified*
This course is an in-depth study of software design and construction. The topics covered in this course include: software design fundamentals; key issues in software design such as concurrency, control and handling of
events, distribution of components, error and exception handling and fault
tolerance, interaction and presentation, data persistence; architectural
structures and viewpoints, architectural styles (macro architectural
patterns), design patterns (micro architectural patterns), human computer
interface design, families of programs and frameworks; software design
quality analysis and evaluation; software structural descriptions (static) and
behavioral descriptions (dynamic); software design strategies and methods:
general strategies, function-oriented (structured) design, object-oriented
design, heuristic methods, formal methods, Component-Based Design
(CBD) and SOA; software construction fundamentals: minimizing
complexity, anticipating change, constructing for verification, standards in
construction; managing construction, construction methods, construction
planning, construction measurement; and practical considerations:
construction design, coding, construction testing, construction quality and
integration.

CMP 651: Advanced Topics in Database Management (3)
Prerequisite: CMP 556 Database Systems
Internship / CPT Qualified
This course provides an in-depth study of new developments in database
systems and intelligent information systems. The course covers internet
databases, data warehousing and online analytical processing, object-
relational, object-oriented, and deductive databases. Formal semantics of
relational database and systems, physical database tuning, advanced issued
in query optimization and transaction processing, advanced database
facilities such as triggers and materialized views, query caching, and
database mediation.

CMP 652: Natural Language Processing (3)
Prerequisites: CMP 561 and CMP 621
The course examines various issues relating to natural language processing.
The topics covered in this course include: state of the art in natural language
processing (parsing and semantic understanding); formal, context-free, and
transformational grammars and parsing; augmented transition networks:
problems of complexity, semantics, and context; and deterministic parsing
and semantic parsing.

CMP 653: Machine Learning (3)
Prerequisite: CMP 621
This course provides an introduction to machine learning and statistical
pattern recognition. Topics covered include: supervised learning: generative
and discriminative learning, parametric and non-parametric learning, neural
networks, and support vector machines; unsupervised learning: k-means
clustering, kernel methods, dimensionality reduction; learning theory: bias
and variance tradeoffs, and large margins; and adaptive control and
reinforcement learning. The course also discusses recent applications of
machine learning such as speech recognition, text and web data processing, robotics, autonomous navigation, bioinformatics, and data mining.

**CMP 654: Adaptive Learning Systems (3)**
*Prerequisite: CMP 621*
This course is a study of adaptive learning as an alternative to rule-based schemes for artificial intelligence. The topics covered in this course include: expert systems, fuzzy methods, neural net architectures, and genetic algorithms are examined and compared.

**CMP 655: Intelligent Agents (3)**
*Prerequisite: CMP 621*
This course discusses multi-agent systems concepts, theories, and applications. The topics in this course include: introduction to multi-agent systems (MAS), negotiation in MAS, agent learning, agent communication language (ACL), applications of MAS with examples, agent architectures, agent model and theory, coordination in MAS, agent oriented software engineering techniques, agent oriented programming, agent and grid computing and classification of agents.

**CMP 658: Special Topics in Intelligent Systems (3)**
*Prerequisite: Dean’s approval*
This course will cover topics of current interest, emerging topics and technologies in machine intelligence and cognitive science. Topics will be announced before each semester.

**CMP 659: Intelligent Systems Capstone Project (3)**
*Prerequisite: All core and four specialization courses*
This course consists of a capstone project that integrates and applies concepts previously studied. Best practices and appropriate technologies to design, implement, manage, evaluate, and deploy MAS are explored; including emerging trends.

*Prerequisite: CMP 560 Software Engineering*
This course is a study of software quality and software process improvement techniques. Topics covered include: software reliability, software quality, verification and validation, ISO 9126 (quality characteristics), ISO 9000 software quality standard, Capability Maturity Models Integration (CMMI) 1 to 5; the Personal Software Process (PSP); and the Team Software Process (TSP) that covers: leadership, teams and team motivation, building teams, managing to plan, maintaining product focus, following the process, managing quality, management support, reporting to management, protecting the team, developing the team, developing team members, and improving team performance.

**CMP 661: Software Testing (3)**
*Prerequisites: CMP 561 and CMP 650*
Internship / CPT Qualified
This course examines software testing issues in software engineering. The topics covered include program testing theory, unit testing, control flow testing, data flow testing, domain testing, system integration testing, system testing categories, functional testing, test generation from a Finite State Machine (FSM), system test design, system test planning and automation, system text execution, acceptance testing, and test team organization, and the IEEE standards for software testing and documentation.

**CMP 662: Software Maintenance & Configuration Management (3)**
*Prerequisite: CMP 650*
Internship / CPT Qualified
This course is an in-depth study of software maintenance & configuration management issues. Topics covered include software maintenance fundamentals; key issues in software maintenance: technical, management issues, maintenance cost estimation and software maintenance measurement; the maintenance process; techniques for maintenance; management of the configuration management (CM) process; configuration identification; configuration control; configuration status accounting and software release management and delivery.

**CMP 663: Web Applications Development (3)**
*Prerequisite: CMP553 or CMP561*
Internship / CPT Qualified
This course overviews the processes and techniques for developing software for web applications. The concepts of client-server computing in e-commerce theories of usable graphical user interfaces and models for web-based information retrieval and processing are covered. Students study approaches for evaluating and using various common software tools and languages.

**CMP 664: Mobile Applications Design and Development (3)**
*Prerequisite: CMP553 or CMP561*
Internship / CPT Qualified
This course looks at the quickly developing landscape of mobile applications. It focuses on Web-based mobile applications, and thus covers issues of Web service design, mobile platforms, and the specific constraints and requirements of user interface design for limited devices. The course combines a conceptual overview, design issues, and practical development issues.

**CMP 665: Virtualization Technologies (3)**
*Prerequisites: CMP 558 and CMP 641*
Internship / CPT Qualified
This course is a study of the virtualization concepts and technologies. The topics covered in this course include virtualization concepts, creating and building virtual machines, deploying virtual workstation software, building
guest operating systems, constructing a test environment, partitioning servers, managing virtual servers remotely, data center virtualization, implementing remote management tools, securing virtual machine deployments, and reducing the attack surface. The course emphasizes a hands-on approach to virtualization.

**CMP 666: Healthcare Economics (3)**
*Prerequisite: None*
This course examines the economic aspects of healthcare systems. Healthcare is studied as a commodity that has supply and demand dimensions. Microeconomic methods are used to study markets and resources in health care. The topics studied include: demand for health and medical care services, provider behavior, and function and behavior of insurance markets, government role, financing arrangements, insurance reform, rationing, price regulation, and provider competition. Case studies are used to understand the economic efficiency of example health care systems such as the U.S. health system, the UK National Health Service, etc.

**CMP 667: Biostatistics (3)**
*Prerequisite: None*
This course examines the fundamental statistical issues in the design of clinical research studies. Its primary emphasis is on understanding the design and analytical methods of clinical research from a statistical perspective. The topics studied include: exploratory data analysis, basic concepts of statistical analysis, construction of hypothesis tests and confidence intervals, the development of statistical methods for analyzing data, development of mathematical models used to relate a response variable to explanatory or descriptive variables, and an introduction to statistical analysis of microarray and genomic studies.

**CMP 668: Special Topics in Health Informatics (3)**
*Prerequisite: Dean’s approval*
This course will cover topics of current interest, emerging topics and technologies in Health Informatics selected by the faculty. Topics will be announced before each semester.

**CMP 669: Software Engineering Project (3)**
*Prerequisite: CMP 560 Software Engineering, CMP 610 Managing Information Systems Development, and CMP 650 Software Architectures
Internship / CPT Qualified*
This course provides experience in applying software-engineering techniques by giving the students an opportunity to produce software when working in teams under the schedule constraints commonly experienced in industry. Students utilize a software engineering methodology in a team environment in a real-world application. They are involved in all the phases of software development, including project planning, requirements analysis,
design, coding, testing, configuration management, quality assurance, documentation, and delivery.

**CMP 670: Legal, Ethical and Social Issues in Healthcare (3)**

*Prerequisite: None*

The course examines the legal principles, statutes, regulations, and case law related to managing health care organizations and health professionals’ practice. It also examines the ethical, and social issues arising in the use of computerized information systems in the delivery of healthcare. Case studies are used to discuss the role of law in the design and implementation of health informatics systems; the U.S. healthcare regulatory environment; and the structure, concepts, and process of decision making on health matters in legislative, administrative, and judicial bodies. Legal health care issues from international perspectives are also studied.

**CMP 671: Special Topics in Computer Science (3)**

*Prerequisite: Depends on topic*

*Internship / CPT Qualified*

Students may choose to further study the topics in the Computer Science field. Topics can be taken from the domain of Computer Science and should be of significance with respect to the computer science industry. The work can include literature survey, lectures/discussions with assigned faculty, project work, and detailed reports.

**CMP 672: Special Topics in Information Systems (3)**

*Prerequisite: Depends on topic*

*Internship / CPT Qualified*

Students may choose to study the topics further that are in accordance to the MIS program and their interests. Topics can be taken from the domain of information technology and should be of significance with respect to the information technology industry. The study work can comprise literature survey, lectures/discussions with assigned faculty, project work, and detailed reports.

**CMP 673: Special Topics in Software Engineering (3)**

*Prerequisite: Depends on Topic*

*Internship / CPT Qualified*

This course will cover topics of current interest selected by the faculty. Subjects will be announced before each semester.

**CMP 674: Special Topics in Information Technology (3)**

*Prerequisite: Depends on Topic*

*Internship / CPT Qualified*

This course will cover topics of current interest selected by the faculty. Subjects will be announced before each semester.
CMP 675: Knowledge Management and the Learning Organization (3)

Prerequisite: None
In today's increasingly competitive business environments, where new business practices and products are regularly introduced, organizations need to be innovative to survive. Knowledge management has been recognized as essential for achieving business success and maintaining an organization's competitiveness. This course explores the concept of knowledge and the means by which organizations seek to manage it through formal technological practices and informal social systems. The topics covered include: organizational strategy and knowledge: managing enterprise intelligence, assessing the strategic value of human capital; facilitating knowledge work flows: knowledge based systems for capturing, storing and distributing explicit and tacit knowledge; data governance; and learning and sharing knowledge: group learning, organizational learning, and knowledge transfer through communities of practice (COP).

CMP 676: Digital Document Analysis (3)

Prerequisite: None
With the ubiquitous use of computer technology and the worlds of paperwork and the web become ever more interdependent, it is becoming increasingly crucial for organizations to find a way to ensure capability, efficiency and security across the totality of their operations by managing the documents properly. This course examines the key issues in document management. The topics covered include: the best practices document management procedures based on ISO standards, application of industry-standard risk management principles related to document control, industry tools and techniques that optimize and streamline project document management, document management systems: capturing paper documents and other digital assets and providing secure storage, document privacy, easy retrieval and archiving, lifecycle administration, and record management.

CMP 678: Special Topics in Knowledge Management (3)

Prerequisite: Dean’s approval
This course will cover topics of current interest, emerging topics and technologies in knowledge management selected by the faculty. Topics will be announced before each semester.

CMP 679: Knowledge Management Capstone Project (3)

Prerequisite: All core and four specialization courses.
This course consists of a capstone project that integrates and applies concepts previously studied. Best practices in knowledge management; including emerging trends and their potential effect on knowledge management.
CMP 680: Organizational and Social Dimensions of Computing (3)
Prerequisite: None
This course discusses the organizational impact and the social implications, rights and duties related to the actions of computing professionals. It investigates the context in which professionals work, the laws and how they are created, human aspects of running a company, software contracts and liability, intellectual property rights, and the legislation that affects the way in which computers are used or misused. Topics include social, legal, financial, organizational and ethical issues in the context of the information technology industry; the role of professional codes of conduct and ethics; and, key legislation.

CMP 681: Enterprise Analytics (3)
Prerequisite: CMP 556
This course examines key issues relating to how an organization can optimize performance, processes, and decisions through big data. The topics covered include: decision making, systems modeling and analysis; decision support systems: concepts, methodologies, and technologies; business intelligence, data warehousing, data mining for business intelligence, return on investments in analytics, business performance management, text and web mining, collaboration, communication, group support systems, knowledge management, applying analytics at production scale, predictive analytics in the Cloud, analytical technology and the business user, organizing analysts, engaging analytical talent, analytics governance, and building a global analytical capability.

CMP 682: Big Data Analytics (3)
Prerequisite: CMP 556
This course aggregates several key technologies used in manipulating, storing, and analyzing big data. Over the years there has been an accumulation of very large volumes of structured, mostly relational data which has been mined using data warehousing technology for marketing, financial decision making and to gain a competitive advantage. The recent explosion of social media and the ubiquitous usage of computers have created the so called big data which mostly consists of unstructured data in the form of e-mails, web logs, videos, tweets, speech, photographs, and others. The topics covered include: a study of Hadoop and related tools that provide SQL-like access to unstructured data; Hive and Pig; analysis of NoSQL storage solutions like HBase, Oracle NoSQL and Cassandra, for their critical features: speed of reads and writes, data consistency, and ability to scale to extreme volumes; memory resident databases and streaming technologies; statistical analysis methods; and open source frameworks such as Mahout and Open R and other statistical tools. The main goal is to discover intelligence that could represents opportunities, and/or threats in a limited amount of time.
CMP 684: Management Decision Modeling (3)
Prerequisite: None
This course examines quantitative analysis for management. The topics covered include: probability concepts and applications, decision analysis, regression models and forecasting, inventory control models, linear programming models, transportation and assignment models, integer programming, goal programming, and nonlinear programming, network models, project management, queuing theory models, simulation modeling, Markov analysis, and statistical quality control.

CMP 685: Advanced Big Data Analytics (3)
Prerequisites: CMP 682
This course discusses advanced topics in big data analytics. The topics covered include: K-Means clustering, association rules, linear and logistic regression, Naïve Bayesian classifier, decision trees, time series analysis, text analysis, using mapReduce, Hadoop ecosystem tools, in-database analytics, and advanced SQL techniques.

CMP 688: Special Topics in BI & Data Analytics (3)
Prerequisite: Dean’s approval
This course covers emerging trends, research and developments in BI and big data analytics. Topics will be announced before each semester.

CMP 689: BI & Data Analytics Capstone Project (3)
Prerequisite: All the core and four specialization courses.
This course consists of a capstone project that integrates and applies concepts previously studied. Best practices and appropriate technologies for BI and big data analytics, including emerging trends and their potential effect on BI and big data analytics, are studied.

CMP 691 Graduate Internship Level II (3, 135 contact hours)
Prerequisite: All core courses and two specialization elective courses and Dean’s approval
This course offers hands-on experience to students enrolled in the MIS or MCS degrees in a domain close to their main career path intentions. Students are encouraged to pursue projects that would allow them to apply engineering design concepts gained in the classroom, going through all stages of system development, from analysis and design to implementation and testing. This three (3) credit hour project internship is for students who are expected to work a minimum of 135 hours during the semester. Students are required to attend two meetings/seminars with their faculty advisor to determine learning objectives and assess how well learning objectives are being accomplished.

CMP 696: Independent Study (3)
Prerequisite: Permission of the Dean
This course offers opportunity and challenge of self-directive, independent study; develops the individual's ability as an independent student; and enables the student to pursue needed study in a field in which appropriate courses are not being offered during a given term.

**CMP 697: Independent Study (3)**
*Prerequisite: Permission of the Dean*
This course offers opportunity and challenge of self-directive, independent study; develops the individual's ability as an independent student; and enables the student to pursue needed study in a field in which appropriate courses are not being offered during a given term.

**CMP 698 Master Thesis I (3, 135 contact hours)**
*Prerequisite: All core courses, two specialization courses and Dean’s or academic advisor approval*
The thesis work can comprise basic research or a practical project. Students are encouraged to start their thesis work as early as possible. Usually after completing two semesters of course work, the student will be asked to work with a faculty advisor to choose a suitable master's thesis topic and prepare a thesis proposal. Thereafter, the student completes the project and writes a thesis. The master's thesis project will be conducted over a period of two semesters.

**CMP 699 Master Thesis II (3, 135 contact hours)**
*Prerequisite: CMP 698 Master Thesis I*
CMP 699 is a continuation of the course CMP 698: Master Thesis I. The thesis work can comprise basic research or a practical project.

**CAR 600: Career Planning and Development (3)**
*Prerequisite: None*
In-depth exploration and assessment of career values, occupational interests, skills, personality style, work environment preferences; concentration and career exploration; exposure to career and occupational information resources. Students learn and practice job search strategies and tools, including resumes and interviewing skills; decision-making, goal-setting and action planning; and self-marketing techniques for effective career management.
1. Master of Education (M.Ed.)

Program Description and Objectives:
The School of Education at VIU is designed to prepare future educators for leading roles in the growing field of education. Graduates from the M.Ed. programs will be able to effectively address challenges and possibilities in their roles as successful teachers, educators, and leaders of their communities worldwide. The Master of Education degree at VIU can be completed in two academic years.

The outcomes of the program are to:
- Develop learner environments reflective of best practices for teaching and learning, secondary learners, and culturally responsive pedagogy creating optimal student achievement opportunities
- Serve as independent researchers with the ability to action research as well as assess and implement research and best practices associated with effective pedagogical practices for secondary learners.
- Effectively collaborate with others as well as lead the collaborative process for the purpose of better meeting the needs of their student population and the communities in which they serve.
- Serve as leaders in developing and designing teaching and learning opportunities which are effective and generate learner motivation and academic success
- Foster teaching and learning environments that are respectful and inclusive as well as reflective of the needs, feelings, and cultural values of the student population and communities they are serving
- Develop, design, and implement assessment and evaluation strategies which are authentic and encompass student characteristics such as their cognitive abilities, cultural values, academic abilities

Program Mission:
The Mission of the Education program at Virginia International University is to enable professional educators to effectively serve in culturally diverse and technologically enhanced educational environments by empowering them with the skills and attributes associated with problem solvers, critical thinkers, and scholars in order to facilitate learning and academic achievement for secondary students others they may serve.
Program-Specific Admission Requirements:
Admission to the program does not require any previous course work in pedagogy or education. A bachelor’s degree or equivalent in any field and evidence of sufficient English language proficiency are required for admission. Candidates are also required to submit a minimum of one official recommendation, an academic statement of purpose and a resume or curriculum vitae.

Program-Specific Graduation Requirements:
All candidates for graduation are required to submit a formal Comprehensive Action-Research Portfolio (CARP) and take a comprehensive exit examination prior to graduation.

Program Structure
Total 39 semester credit hours, 12 courses. 30 credit hours (9 courses) of Core Courses, 6 credit hours (2 courses) of Content Area Concentration courses, and 3 credit hours (1 course) of Specialization Area Elective courses make up the M.Ed. degree.

The M.Ed. program requires a Capstone: Educational Action Research Project/Portfolio within the subject area. This portfolio or research project is worth 6 credit hours of the core courses and is conducted in conjunction with the Virginia D.O.E. required Supervised Classroom Experience Course (EDUC 600).

The M.Ed. degree will be earned by completing the program course requirements of 39 credit hours. The program consists of nine (9) Core Courses, two (2) Content Area courses, and two (1) Elective course.

<table>
<thead>
<tr>
<th>Area</th>
<th>Number of Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core courses</td>
<td>9</td>
<td>30</td>
</tr>
<tr>
<td>Content Area courses</td>
<td>2</td>
<td>6</td>
</tr>
<tr>
<td>Elective courses</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>12</strong></td>
<td><strong>39</strong></td>
</tr>
</tbody>
</table>

M.Ed. Core Courses
VIU’s M.Ed. Program provides a comprehensive core, which is required for all students enrolled in the degree and certificate programs. The M.Ed. degree consists of nine courses (30 credit hours) in the core program.

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUC 500</td>
<td>Introduction to Education and Educational Research</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 510</td>
<td>Secondary Curriculum and Instruction</td>
<td>3</td>
</tr>
</tbody>
</table>
EDUC 520 | Educational Psychology for Secondary Students | 3
EDUC 530 | Diversity and Multicultural Education | 3
EDUC 540 | Instructional Methods for Special Education | 3
EDUC 550 | Motivational Theory and Classroom Management | 3
EDUC 560 | Approaches to Assessments for Teaching and Learning | 3
EDUC 570 | Content Area Reading and Writing | 3
EDUC 600 | Education Capstone Experience | 3

### Content Area Concentration Options

VIU’s M.Ed. Program will offer three Content Area Concentrations: Secondary Science, Secondary Mathematics, and English for Speakers of Other Languages (ESOL). Students enrolled in the M.Ed. Degree Program will be required to complete two courses (6 credit hours) in one of the three Content Area Concentrations.

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESOL Education Concentration</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EDUC 610</td>
<td>Methods of Teaching SLA (Also offered as: TSL 510)</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 615</td>
<td>Language Structure (Also offered as TSL 515)</td>
<td>3</td>
</tr>
<tr>
<td>Math Education Concentration</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EDUC 630</td>
<td>Effective Teaching and Learning for Secondary Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 635</td>
<td>Advanced Approaches for Teaching Secondary Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Science Education Concentration</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EDUC 650</td>
<td>Effective Teaching and Learning for Secondary Science</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 655</td>
<td>Advanced Approaches for Teaching Secondary Science</td>
<td>3</td>
</tr>
</tbody>
</table>

### Elective Course Options

VIU’s M.Ed. Program will offer three Specialization Area Electives: Educational Technology, Curriculum, Instruction and Assessment, and Educational Leadership and Policy. Students enrolled in the M.Ed. Degree Program will be required to complete one course (3 credit hours) in one of the three Specialization Area Electives.
2. Master of Science in Applied Linguistics (MSAPL)

Program Description and Objectives: The School of Education at VIU offers courses in the field of Education that are designed to prepare future educators for leading roles in the growing field of education. Graduates from the MS in Applied Linguistics (MS in APL) will be able to work as educators and consultants in a broad array of educational institutions that provide services to learners from differing linguistic and cultural backgrounds. Graduates of the MS in Applied Linguistics program can serve in these institutions as second language instructors, researchers, program administrators, intercultural communications specialists or second language technology specialists. All of these areas are increasingly in high demand and will continue to grow as the field of Linguistics expands into new areas of technology and intercultural interactions.

The outcomes of the program are to:

- Understand the theoretical nature of language and models of language acquisition
- Understand principles of language learning, including current conceptual and theoretical issues and trends
- Demonstrate the ability to develop technologically integrated courses and curricula focused on student learning outcomes and individual needs
- Understand second language teaching principles applicable across all languages of instruction and study
- Develop original research and address topics in the field based upon personal observation, reflection and research
- Utilize critical thinking skills to problem solve issues faced by language learner inside and outside of the classroom
- Demonstrate use of proper academic communication, ethics and professionalism
Program Mission: The Mission of the Master of Science in Applied Linguistics (MS Applied Linguistics) Degree Program is to enable professional educators and administrative leaders to effectively serve in culturally diverse and technologically enhanced educational environments by providing them with the theoretical knowledge and practical skills necessary in the modern-language program or school.

Program-Specific Admission Requirements: Admission to the program does not require any previous coursework in pedagogy or language studies. A bachelor’s degree or equivalent in any field and evidence of sufficient English language proficiency are required for admission. Candidates are also required to submit a minimum of one official recommendation, an academic statement of purpose and a resume or curriculum vitae.

Program-Specific Graduation Requirements: All candidates for graduation are required to submit a formal Summative Concentration Portfolio, the details of which include: Part A-Career Preparation; Part B-Two Writing Samples; Part C-Concentration Application; and Part D-Internship Experience. Additionally, students will take a comprehensive exit examination prior to graduation. Students must demonstrate proficiency in at least one other language other than English prior to graduation from the program. Proficiency can include a minimum of an intermediate level by demonstrating graduation from a secondary or post-secondary program whose primary language was a language other than English, taking a graduate course in a language other than English, proficiency as demonstrated by completion of a recognized proficiency exam (TOEFL, IELTS, etc.), obtaining an intermediate level in a foreign or second language as demonstrated by completion of coursework from an accredited institution, or as deemed by the Director of the School of Education.

Optional Master's Thesis Track: Students wishing to further explore research on an original area of interest should consider electing to complete an optional thesis. The thesis is not required of Applied Linguistic students but will serve as a personalized and distinguishing mark on the Graduate Degree from the University. Students intending to continue their education in a Ph.D. program should consider the thesis option as one of several ways to demonstrate their research potential. Students electing to take the Thesis Track must supply their fully developed thesis prior to the conferral of the degree.

Program Structure: This program can be completed within four (4) semesters of full-time study. A total of 36 credits (12 courses) are required for graduation. The required minimum cumulative GPA for this program is 3.0. The program consists of following group of courses.
### MS in APL Core Courses

VIU’s MS in Applied Linguistics Program provides a comprehensive core, which is required for all students enrolled in the degree program. The MS in Applied Linguistics degree consists of seven courses (21 credit hours) in the core program.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>LING 505</td>
<td>Introduction to Language and Linguistics</td>
<td>3</td>
</tr>
<tr>
<td>LING 510</td>
<td>Methods of Teaching SLA</td>
<td>3</td>
</tr>
<tr>
<td>LING 520</td>
<td>Language Acquisition Theories</td>
<td>3</td>
</tr>
<tr>
<td>LING 530</td>
<td>Curriculum Materials and Design for SLA</td>
<td>3</td>
</tr>
<tr>
<td>LING 535</td>
<td>Assessment for SLA</td>
<td>3</td>
</tr>
<tr>
<td>LING 625</td>
<td>Teaching with Technology</td>
<td>3</td>
</tr>
<tr>
<td>LING 660</td>
<td>Research Methods in SLA (40hrs Lecture+10hrs Lab)</td>
<td>3</td>
</tr>
</tbody>
</table>

### MS in APL Concentration Options

VIU’s MS in Applied Linguistics Program offers three Concentrations: Multilingual Education, Program Management, and Educational Technology. Students enrolled in the MS in Applied Linguistics Degree Program will be required to complete four courses (12 hours) in one of the Concentrations.

#### Concentration in Multilingual Education (Must take 4)

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>LING 515</td>
<td>Language Structure</td>
<td>3</td>
</tr>
<tr>
<td>LING 523</td>
<td>Introduction to Multilingualism</td>
<td>3</td>
</tr>
<tr>
<td>LING 600</td>
<td>Sociolinguistics</td>
<td>3</td>
</tr>
<tr>
<td>LING 670</td>
<td>Internship in Multilingual Education</td>
<td>3</td>
</tr>
</tbody>
</table>

#### Concentration in Program Management (Must take 4)

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>LING 605</td>
<td>Intercultural Communication</td>
<td>3</td>
</tr>
<tr>
<td>LING 645</td>
<td>Program Administration</td>
<td>3</td>
</tr>
<tr>
<td>Course Number</td>
<td>Course Title</td>
<td>Credit Hours</td>
</tr>
<tr>
<td>---------------</td>
<td>-----------------------------------------------------------</td>
<td>--------------</td>
</tr>
<tr>
<td>LING 650</td>
<td>Program Development and Evaluation</td>
<td>3</td>
</tr>
<tr>
<td>LING 671</td>
<td>Internship in Program Management</td>
<td>3</td>
</tr>
</tbody>
</table>

**Concentration in Educational Technology (Must take 4)**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>LING 631</td>
<td>Curriculum Development for Online Learning</td>
<td>3</td>
</tr>
<tr>
<td>LING 632</td>
<td>Online Teaching Principles and Practices</td>
<td>3</td>
</tr>
<tr>
<td>LING 633</td>
<td>Course Design for the Virtual Classroom</td>
<td>3</td>
</tr>
<tr>
<td>LING 672</td>
<td>Internship in Educational Technology</td>
<td>3</td>
</tr>
</tbody>
</table>

**MS in APL Elective Course Options**
The Program offers several elective options for students in the program. Students will be required to take 1 course (3 credit hours).

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>LING 515</td>
<td>Language Structure</td>
<td>3</td>
</tr>
<tr>
<td>LING 523</td>
<td>Introduction to Multilingualism</td>
<td>3</td>
</tr>
<tr>
<td>LING 550</td>
<td>Special Topics in SLA</td>
<td>3</td>
</tr>
<tr>
<td>LING 600</td>
<td>Sociolinguistics</td>
<td>3</td>
</tr>
<tr>
<td>LING 605</td>
<td>Intercultural Communication</td>
<td>3</td>
</tr>
<tr>
<td>LING 610</td>
<td>Teaching Pronunciation</td>
<td>3</td>
</tr>
<tr>
<td>LING 618</td>
<td>Teaching Second Language Reading and Writing</td>
<td>3</td>
</tr>
<tr>
<td>LING 631</td>
<td>Curriculum Development for Online Learning</td>
<td>3</td>
</tr>
<tr>
<td>LING 645</td>
<td>Program Administration</td>
<td>3</td>
</tr>
<tr>
<td>MBA 513</td>
<td>Organization Behavior and HR Management</td>
<td>3</td>
</tr>
<tr>
<td>MBA 514</td>
<td>Marketing Management</td>
<td>3</td>
</tr>
<tr>
<td>MBA 516</td>
<td>Strategic Management and Organizational Leadership</td>
<td>3</td>
</tr>
<tr>
<td>MBA 624</td>
<td>Advertising and Promotion</td>
<td>3</td>
</tr>
<tr>
<td>LING 699</td>
<td>Master’s Thesis Research</td>
<td>3</td>
</tr>
</tbody>
</table>

**Master's Thesis Track:** Students electing to complete the optional Thesis Track must be on track for successful completion and must meet all other program requirements prior to conferral of the degree. Students must be in good academic standing at the time of registration for the thesis and must remain in good standing throughout the time enrolled in the thesis course (typically the final semester of study). VIU’s MS in Applied Linguistics Program, with the optional thesis, requires completion of LING 699 as the Elective Course option for a minimum of three credits.
3. Master of Arts in TESOL (MATESOL)

VIU’s MA in TESOL (Teaching English to Speakers of Other Languages) program prepares students to work as English teachers in a world where the global need for English language skills is growing. Upon successful completion of the program, students will have a solid linguistic and pedagogical base for teaching English to speakers of other languages. Students will also gain valuable classroom experience through observation and supervised teaching. Graduates from VIU’s MATESOL will be qualified to teach English in a variety of educational settings in the US and abroad, such as intensive language programs, private language schools, adult education programs, and English as a foreign language programs in non-English speaking countries.

The outcomes of the program are to:

- Understand the theoretical nature and structure of human language
- Understand the principles of language learning including current conceptual and theoretical trends
- Understand Language teaching Principles, Curriculum and Program Design
- Utilize critical thinking skills to problem solve second language learner and classroom issue
- Demonstrate use of proper academic communication, ethics and professionalism

Program Mission:
The Mission of the MATESOL program at Virginia International University is to effectively educate and enable our students to be successful and knowledgeable language teachers in a wide variety of contexts and among diverse student populations in the US and abroad by equipping them with all the skills, knowledge, and experience to excel in a competitive work environment.

Program-Specific Admission Requirements:
Admission to the program does not require any previous course work in pedagogy or language studies. A bachelor’s degree or equivalent in any field and evidence of sufficient English language proficiency are required for admission. Candidates are also required to submit a minimum of one official recommendation, an academic statement of purpose and a resume or curriculum vitae.

Program-Specific Graduation Requirements:
All candidates for graduation are required to submit a formal Summative Teaching Portfolio (including a statement of teaching philosophy, CV,
cover letter, professional references, 300 minute sample lesson plan, two writing samples and a reflective statement on the Practicum experience) and take a comprehensive exit examination prior to graduation.

Program Structure
This program can be completed within four (4) semesters of full-time study. A total of 36 credit hours (12 courses) are required for graduation. The required minimum cumulative GPA for this program is 3.0. The program consists of seven (7) Core Courses (21 credit hours) and five Elective Courses (15 credit hours).

The Core Courses provide the students with the skills and knowledge needed by all TESOL professionals (a strong background in language teaching methodology, understanding of the nature of human language and the structure of English, and familiarity with the basic principles of language acquisition, testing, assessment, and curriculum design). The Practicum course (TSL 525) gives the students a chance to observe experienced teachers, to reflect on and formulate their ideas about teaching and learning, and to gain classroom experience through supervised teaching.

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>TSL 505</td>
<td>Introduction to Language and Linguistics</td>
<td>3</td>
</tr>
<tr>
<td>TSL 510</td>
<td>Methods of Teaching SLA</td>
<td>3</td>
</tr>
<tr>
<td>TSL 515</td>
<td>Language Structure</td>
<td>3</td>
</tr>
<tr>
<td>TSL 520</td>
<td>Language Acquisition Theories</td>
<td>3</td>
</tr>
<tr>
<td>TSL 525</td>
<td>Practicum</td>
<td>3</td>
</tr>
<tr>
<td>TSL 530</td>
<td>Curriculum Materials and Design for SLA</td>
<td>3</td>
</tr>
<tr>
<td>TSL 535</td>
<td>Assessment for SLA</td>
<td>3</td>
</tr>
</tbody>
</table>

*SLA=Second Language Acquisition

The Elective Courses provide an opportunity for students to develop specific skills and interests. The Practicum course gives the students an opportunity to practice and apply their newly acquired skills and knowledge, or to research an issue or a problem that arose from their teaching experience or prior course work. Students who plan to become language program administrators are strongly encouraged to take courses related to program administration or general business operations and principles. For this purpose students may choose to take up to two courses shared with the School of Business as program electives in addition to the Program Administration course offered by the department. These courses are open only to second-year MATESOL students; permission to register must be obtained from the deans of School of Education and School of Business, and all prerequisite regulations must be complied with. Students can only
register for those courses that are cross-listed for TESOL students in each given semester.

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>TSL 550</td>
<td>Special Topics in SLA</td>
<td>3</td>
</tr>
<tr>
<td>TSL 600</td>
<td>Sociolinguistics and the ESL Classroom</td>
<td>3</td>
</tr>
<tr>
<td>TSL 605</td>
<td>Intercultural Communication</td>
<td>3</td>
</tr>
<tr>
<td>TSL 610</td>
<td>Teaching Pronunciation</td>
<td>3</td>
</tr>
<tr>
<td>TSL 618</td>
<td>Teaching Second Language Reading and Writing</td>
<td>3</td>
</tr>
<tr>
<td>TSL 625</td>
<td>Teaching with Technology</td>
<td>3</td>
</tr>
<tr>
<td>TSL 645</td>
<td>Program Administration</td>
<td>3</td>
</tr>
<tr>
<td>TSLB 651</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>TSLB 652</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>TSLB 653</td>
<td>Organizational Theory &amp; HR Management</td>
<td>3</td>
</tr>
<tr>
<td>TSL 660</td>
<td>Research Methodologies in SLA</td>
<td>3</td>
</tr>
</tbody>
</table>

### 4. Graduate Certificate of Education Program

**Program Description and Objectives:**
The School of Education at VIU is designed to prepare future educators for leading roles in the growing field of education. Graduates from the Graduate Certificate of Education Program will be able to effectively address challenges and possibilities in their roles as successful teachers, educators, and leaders of their communities worldwide. The Graduate Certificate of Education Program at VIU can be completed in one academic year. Upon completion of the program, the graduates will be able to:

- Develop learner environments reflective of best practices for teaching and learning, secondary learners, and culturally responsive pedagogy creating optimal student achievement opportunities
- Serve as independent researchers with the ability to action research as well as assess and implement research and best practices associated with effective pedagogical practices for secondary learners.
- Effectively collaborate with others as well as lead the collaborative process for the purpose of better meeting the needs of their student population and the communities in which they serve.
• Serve as leaders in developing and designing teaching and learning opportunities which are effective and generate learner motivation and academic success
• Foster teaching and learning environments that are respectful and inclusive as well as reflective of the needs, feelings, and cultural values of the student population and communities they are serving
• Develop, design, and implement assessment and evaluation strategies which are authentic and encompass student characteristics such as their cognitive abilities, cultural values, academic abilities

Program Mission:
The Mission of the Education program at Virginia International University is to enable professional educators to effectively serve in culturally diverse and technologically enhanced educational environments by empowering them with the skills and attributes associated with problem solvers, critical thinkers, and scholars in order to facilitate learning and academic achievement for secondary students others they may serve.

Program-Specific Admission Requirements:
Admission to the program does not require any previous course work in pedagogy or education. A BA/BS degree in any field and evidence of sufficient English language proficiency are required for admission. Candidates are also required to submit a minimum of one official recommendation, an academic statement of purpose and a resume or curriculum vitae.

Program-Specific Graduation Requirements:
All candidates for graduation are required to submit a formal Comprehensive Action-Research Portfolio (CARP) and take a comprehensive exit examination prior to graduation.

Program Structure:
Total 30 semester credit hours, (9 courses) of Core Courses. The Graduate Certificate of Education Program requires a Capstone: Educational Action Research Project/Portfolio within the subject area. This portfolio or research project is worth 6 credit hours of the core courses and is conducted in conjunction with the Virginia D.O.E. required Supervised Classroom Experience Course (EDUC 600).

The Graduate Certificate of Education degree will be earned by completing the program course requirements of 30 credit hours. The program consists of the nine (9) Core Courses of the Master of Education Program.
Graduate Certificate of Education Core Courses:
VIU’s Graduate Certificate of Education provides a comprehensive core, which is required for all students enrolled in the certificate program. The Graduate Certificate of Education consists of nine courses (30 credit hours) in the core program.

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUC 500</td>
<td>Introduction to Education and Educational Research</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 510</td>
<td>Secondary Curriculum and Instruction</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 520</td>
<td>Educational Psychology for Secondary Students</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 530</td>
<td>Diversity and Multicultural Education</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 540</td>
<td>Instructional Methods for Special Education</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 550</td>
<td>Motivational Theory and Classroom Management</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 560</td>
<td>Approaches to Assessments for Teaching and Learning</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 570</td>
<td>Content Area Reading and Writing</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 600</td>
<td>Education Capstone Experience</td>
<td>6</td>
</tr>
</tbody>
</table>

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

The outcomes of the program are to:
- Understand the theoretical nature and structure of human language
- Understand the principles of language learning including current conceptual and theoretical trends
- Understand Language teaching Principles, Curriculum and Program Design
• Utilize critical thinking skills to problem solve second language learner and classroom issues
• Demonstrate use of proper academic communication, ethics and professionalism

Program Mission:
The Mission of the TESOL program at Virginia International University is to effectively educate and enable our students to be successful and knowledgeable language teachers in a wide variety of contexts and among diverse student populations in the US and abroad by equipping them with all the skills, knowledge, and experience to excel in a competitive work environment.

Program-Specific Admission Requirements:
Admission to the program does not require any previous course work in pedagogy or language studies. A bachelor’s degree or equivalent in any field and evidence of sufficient English language proficiency are required for admission. Candidates are also required to submit a minimum of one official recommendation, an academic statement of purpose and a resume or curriculum vitae.

Program-Specific Graduation Requirements:
All candidates for graduation are required to submit a formal Summative Teaching Portfolio (including a statement of teaching philosophy, CV, cover letter, professional references, 300 minute sample lesson plan, two writing samples and a reflective statement on the Practicum experience) and take a comprehensive exit examination prior to graduation.

Program Structure:
This program can be completed within two (2) semesters of full-time study. A total of 18 credit hours (6 courses) are required for graduation. The required minimum cumulative GPA for this program is 3.0. The program consists of four (4) Core Courses (12 credit hours) and two (2) Elective Courses (6 credit hours).

Graduate Certificate in TESOL students must take one in each of the following core areas, for a total of 12 credit hours:
• Language Structure (either TSL 505 or TSL 515)
• Language Acquisition (TSL 520)
• Language Teaching Methodology (TSL 510)
• Language Teaching Practice (TSL 525)

The courses listed below can be taken in any order with the exception of TSL 525 Practicum which must be taken either together with or after TSL 510 Methods of Teaching.
<table>
<thead>
<tr>
<th>Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>TSL 505</td>
<td>Introduction to Language and Linguistics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>OR</strong></td>
<td></td>
</tr>
<tr>
<td>TSL 515</td>
<td>Language Structure</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>AND ALL OF THE FOLLOWING</strong></td>
<td></td>
</tr>
<tr>
<td>TSL 510</td>
<td>Methods of Teaching SLA</td>
<td>3</td>
</tr>
<tr>
<td>TSL 520</td>
<td>Language Acquisition</td>
<td>3</td>
</tr>
<tr>
<td>TSL 525</td>
<td>Practicum</td>
<td>3</td>
</tr>
</tbody>
</table>

$SLA=\text{Second Language Acquisition}$

In addition, student must take two elective courses in the areas of particular interest to them, for a total of 6 credits. Any of the MA in TESOL courses can be taken to satisfy this requirement except for the courses listed with the course code corresponding to the shared business courses (codes including TSLB).

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>TSL 530</td>
<td>Curriculum Materials and Design for SLA</td>
<td>3</td>
</tr>
<tr>
<td>TSL 535</td>
<td>Assessment for SLA</td>
<td>3</td>
</tr>
<tr>
<td>TSL 550</td>
<td>Special Topics in SLA</td>
<td>3</td>
</tr>
<tr>
<td>TSL 600</td>
<td>Sociolinguistics and the ESL Classroom</td>
<td>3</td>
</tr>
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<td>TSL 605</td>
<td>Intercultural Communication</td>
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<td>Program Administration</td>
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<tr>
<td>TSL 660</td>
<td>Research Methodologies in SLA</td>
<td>3</td>
</tr>
</tbody>
</table>
Description of Education & Linguistics Graduate Courses

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

EDUC 500: Intro to Education and Educational Research (3)
Prerequisite: None
As the initial course in the Masters of Education program, this course provides students with a comprehensive understanding of public education in the U.S. Through this course students will review the inception of public education through the 21st century. Additionally, students enrolled in this course will be introduced to educational research and the role quantitative and qualitative research serves in shaping the educational landscape. Students are required to perform literature searches and conduct reviews of a variety of educational topics, demonstrating a thorough understanding of said topics, while simultaneously demonstrating their research capabilities.

EDUC 510: Secondary Curriculum and Instruction (3)
Prerequisite: None
Through this course students will be introduced to a variety of pedagogical practices specific to teaching and learning for secondary students. Students enrolled in this course will be exposed to the two major philosophies of teaching and learning, namely teacher-centered instruction and student-centered instruction. Each of these philosophies will be independently investigated, revealing the various methods and strategies associated with each philosophy. Additionally, students will be required to demonstrate their understanding of the various approaches to teaching and learning through their development of unique and specific teaching and learning scenarios, allowing them the opportunity to implement a combination of select and appropriate methods and strategies.

EDUC 520: Educational Psychology for Secondary Students (3)
Prerequisite: None
Through this course students will be presented with critical content regarding the human growth and development process. Content for this course includes information regarding genetics, heredity, conception, gestation, birth, and early development of young children. This course will also address cognition, motor skills, and the emotional, psychological, and social development of humans. Designed specifically for secondary teachers, a great deal of this course focuses on adolescence and the physical, emotional, psychological, and sexual development middle and high school students undergo as they move from youth to young adult. Other issues addressed in this course include brain development, male and female learner characteristics, and other important findings associated with
teaching youth and young adults during this major transitional period of their lives.

EDUC 530: Diversity and Multicultural Education (3)
Prerequisite: None
Through this course, students will be introduced to the issue of diversity and the implications of being a diverse learner in U.S. schools. Those enrolled in the class will be provided a clear and meaningful definition of diversity, which will serve as a major component of the operational paradigm for the course. Students will also be introduced to various aspects of diversity and educated regarding the complexity and nuances of these aspects, the ideas and ideals surrounding each aspect, and how these aspects are commonly made more challenging as they intersect and are commonly combined. Students enrolled in this course will be introduced to research-based strategies for teaching in a diverse setting.

EDUC 540: Instructional Methods for Special Education (3)
Prerequisite: None
Through this course, students will have the opportunity to explore the issues surrounding teaching students with identified exceptionalities. Initial content for this course includes a review of the history of special education, which leads to the inception of federal guidelines and practices protecting students with identified exceptionalities and ensuring equal access to education. This course provides an overview of the numerous exceptionalities currently identified and the traits and characteristics associated with each exceptionality, including intellectual, emotional, physical, social, and psychological diagnoses. Finally, this course provides students with a comprehensive understanding of their role as teachers in serving students with identified exceptionalities and provides research-based strategies for the inclusion and effective teaching of students with identified exceptionalities.

EDUC 550: Motivational Theory and Classroom Management (3)
Prerequisite: None
This course examines classroom-management models and theoretical and empirical approaches to classroom management. The course helps students develop appropriate classroom-management skills, including decision-making and problem solving, exploring the merits and limitations of each classroom-management model, and examines when each approach to classroom management is most appropriate. The course also presents concepts of extrinsic and intrinsic motivation; the concept of self-motivation; assertive, positive, and cooperative discipline; and examines the relationships among classroom environment, classroom behavior, and learning. In this course, students will focus on implementing interventions for preventing and managing routine and disruptive discipline problems in a practical manner to include establishing effective classroom rules and
procedures, relationships, role of parents, and helping students contribute to a positive learning environment relevant to their lives.

EDUC 560: Approaches to Assessments for Teaching and Learning (3)
Prerequisite: None
This course focuses on how to write, construct, and use assessments in the secondary classroom. The course provides a balanced approach to assessment, involving both traditional and innovative techniques. It includes the development and use of written tests, informal assessments, portfolios, and performance assessments. Prospective teachers will find this balanced approach to assessment incredibly useful once they enter the classroom. Additionally, this course provides students with the ability to review and select assessment strategies appropriate for the variety of learner characteristics commonly represented, including levels of cognition, learning styles, ability levels, and student interest, as well as culturally relevant assessment strategies. As a result, students in the course will have the ability to select and/or develop assessment strategies that motivate learners and increase the overall achievement for secondary learners.

EDUC 570: Content Area Reading and Writing (3)
Prerequisite: None
This course is designed to introduce and train students on how to provide effective reading and writing instruction within their content teaching areas. As pre-service teachers, it is critical that all teachers have a strong appreciation for the importance of teaching reading to secondary students in all disciplines as well as in English and language arts classes. Cross-curricular literacy approaches are often an important catalyst in secondary students’ engagement or disengagement in non-language-arts content areas and serve as a major indicator in their overall success in these classes. This course provides engagement strategies, various approaches to introducing challenging reading materials, and proven strategies for increasing literacy among secondary learners.

EDUC 600: Education Capstone Experience (6)
Prerequisite: All Core Courses
The supervised classroom experience course represents a Virginia State Department of Education requirement of all Masters of Education majors. Through this supervised classroom experience, students will have the opportunity to implement the theory and practical knowledge they have gained throughout the Masters program in a functioning classroom setting appropriate to the content area and/or grade level they anticipate teaching upon graduating.
A major component of the capstone course requires students to develop a Comprehensive Action-Research Portfolio (CARP) reflective of their coursework from the program, issues they have identified during their
supervised classroom experience, and plans of action for resolving the identified issues supported by empirical research associated with the issue. The CARP should encompass a minimum of 5 of the 9 course courses and 1 course each from the content major and elective specialization area, comprising a total of 7 individual topics. Students will present their CARP to the VIU campus community. Mandatory sessions designed to assist students with their Capstone CARP are held throughout the term.

**EDUC 610: Methods of Teaching for SLA (3)**

*Prerequisite: None*

*Also offered as: TSL 510: Methods of Teaching*

This course is an introduction to the modern theories and current practices of TESOL methodology. Students will learn methodologies of lesson planning, skill integration techniques, course and program development and classroom management. This course provides students with a framework to develop course and programmatic curriculum defined by outcomes centered on an integrated approach to language teaching.

**EDUC 615: Language Structure (3)**

*Prerequisite: EDUC 614*

*Also offered as: TSL 515: Structure of English*

This course provides an overview of the structure of language within the theoretical perspective of Generative Grammar. The course provides insight into the nature of the human capacity of language via means of a concentrated focus on the structure of language. Students will explore and analyze the internal structure of words, phrases and sentences as well as gain a foundation in understanding how language is structured but also how it is changeable over time.

**EDUC 610: Methods of Teaching SLA (3)**

*Prerequisite: None*

*Also offered as: TSL 510*

This course is an introduction to the modern theories and current practices of TESOL methodology. Students will learn methodologies of lesson planning, skill integration techniques, course and program development and classroom management. This course provides students with a framework to develop course and programmatic curriculum defined by outcomes centered on an integrated approach to language teaching.

**EDUC 630: Effective Teaching and Learning for Secondary Mathematics (3)**

*Prerequisite: None*

This course provides a comprehensive review of selected topics focusing on instructional methods and best practices in secondary mathematics education reflective of learner characteristics and learner needs. Through this course, students will explore content-specific pedagogical approaches
for teaching algebra, geometry, calculus, and trigonometry. Topics for this course focus on constructivist teaching and learning, including inquiry teaching and learning, concept mapping, scaffolding, student learning styles, authentic assessment, and a variety of approaches documented as effective strategies for increasing student achievement in secondary mathematics instruction.

**EDUC 635: Advanced Approaches for Teaching Secondary Mathematics (3)**

*Prerequisite: EDUC 630*

This course provides an advanced review of selected topics and the research focusing on the methods and theory for best practices in secondary mathematics education reflective of learner characteristics and learner needs. Through this course, students will explore content-specific pedagogical approaches for teaching algebra, geometry, calculus, and trigonometry. Topics for this course focus on constructivist teaching and learning including inquiry teaching and learning, concept mapping, scaffolding, student learning styles, authentic assessment, and a variety of approaches proven effective for increasing student achievement in secondary mathematics.

**EDUC 650: Effective Teaching and Learning for Secondary Science (3)**

*Prerequisite: None*

This course provides a comprehensive review of selected topics focusing on instructional methods and best practices in secondary science education reflective of learner characteristics and learner needs. Through this course, students will explore content-specific pedagogical approaches for teaching biology, chemistry, earth science, and physics. Topics for this course focus on constructivist teaching and learning, including inquiry teaching and learning, concept mapping, scaffolding, student learning styles, authentic assessment, and a variety of approaches documented as effective strategies for increasing student achievement in secondary science instruction.

**EDUC 655: Advanced Approaches for Teaching Secondary Science (3)**

*Prerequisite: EDUC 650*

This course provides an advanced review of selected topics and the research focusing on the methods and theory for best practices in secondary science education reflective of learner characteristics and learner needs. Through this course, students will explore content-specific pedagogical approaches for teaching biology, chemistry, earth science, and physics. Topics for this course focus on constructivist teaching and learning, including inquiry teaching and learning, concept mapping, scaffolding, student learning styles, authentic assessment, and a variety of research approaches.
documented as effective strategies for increasing student achievement in secondary science instruction.

**EDUC 680: Instructional Technologies for Learning (3)**

*Prerequisite: None*

This course provides an overview of the design, development, integration, and evaluation of instructional technologies and associated instructional strategies. Ethical and legal issues, communicating and accessing information, and evaluating hardware/software are reflected in course projects. This course provides students with opportunities to develop and use a wide variety of electronic resources in order to increase their understanding, knowledge, and skills with instructional technologies. This course ensures, through projects and discussions, that students are effective users of instructional technologies and are prepared to take leadership roles in various environments.

**EDUC 682: Emerging and Assistive Technologies (3)**

*Prerequisite: EDUC 680*

This course explores emerging and assistive technologies with appropriate application of learning theories. Students investigate and analyze innovative instructional technologies to determine their value in learning environments for all student populations. Assistive technology and its application within instructional programs to assist those with disabilities are examined in addition to emerging instructional technologies. Students identify, design and explore best practices associated with technology-based instruction and information as it relates to emerging and assistive technologies.

**EDUC 684: Contemporary Issues in Education (3)**

*Prerequisite: None*

The course provides a theoretical foundation and framework to promote academic rigor, relevance, and relationships that support student learning. Through this course students will explore curricula issues such as planning, implementation, and evaluation of curriculum at all levels of learning. The course comprehensively addresses philosophies of education, teaching and learning, pedagogical practices, teacher supervision, and educational policy. Students in this course are required to explore various philosophical and educational frameworks, which are regarded as traditional and controversial, as they reflect on the implications of each paradigm and develop their unique view of public education and its future.

**EDUC 686: Improving Instruction through Inquiry Practices (3)**

*Prerequisite: EDUC 684*

This course emphasizes the use of learning principles in developing strategies for creating and improving instruction through inquiry and assessments, while ensuring access and participation of all students to achieve high academic standards.
The purpose of this course is to develop students’ abilities to design and conduct classroom-based inquiry related to teaching and learning. It is also designed to make students knowledgeable consumers of academic research. Projects and class activities will enable students to narrow their research focus, formulate a research question, select an appropriate methodology, conduct a literature review, and begin to collect data as part of a pilot project designed to field-test their proposals. Emphasis will be given to different models for conducting research, research design, and the teacher’s role as researcher, investigator, and interpreter of educational research.

**EDUC 688: Introduction to Educational Policy (3)**

*Prerequisite: None*

This course provides a comprehensive examination of the policies, which shape, surround, and govern public education. Through this course, students will increase their understanding of the role politics and the various political constituents, including parents and students, play in the consistently changing educational arena. This course also provides insight into the correlations between educational policy and the financing of education.

Additionally, this course examines various policy systems such as the school districts themselves, administrators and their roles in policy development and implementation. Lastly, it delves into the trickle-down implications of federal, state, and local policy as they are implemented in the classroom, thus impacting the provision of academic programs, funding and resources, and the professional lives of teachers.

**EDUC 690: Partnerships for School Success (3)**

*Prerequisite: EDUC 688*

This course is designed to provide a comprehensive understanding of the critical role community and school partnerships play in building effective, productive, and high-achieving learning communities. This course emphasizes techniques of improving instruction through application of research on effective schools and models of schools and teachers developing meaningful and collaborative relationships with the communities their schools serve. Topics covered include community building and shared decision-making, consensus building, establishing group buy-in, collaborative professionalism, and intentionally creating schools that demonstrate respect and value for the students, their families, and the community. Additional topics include instruction regarding the foundations of leadership, collaborative curriculum and instructional design practices, authentic assessment strategies, professional development for leadership and supervision, leadership for communication and community partnerships, and leadership for organizational management.

**LING 505 Introduction to Language and Linguistics (3)**

*Prerequisite: None*
This course is designed to provide students with a general introduction to the scientific study of language. The goal is to familiarize students with linguistic terminology, teaching both the methods of linguistic analysis and how to apply them. The course focuses on an introduction to the nature of the language faculty, speech (including physical and mental aspects), the structure of language (including morphology and general syntax), and how language is used. The course also provides an introduction to language acquisition principles, language processing in the brain as well as language change and variation. For students studying a linguistic concentration, it provides the background needed to succeed in other linguistic courses.

LING 510 Methods of Teaching SLA (3)
Prerequisite: None
This course is an introduction to the modern theories and current practices of second language pedagogy. Students will learn methodologies of lesson planning, skill integration techniques, course and program development and classroom management. This course provides students with a framework to develop course and programmatic curriculum defined by outcomes centered on an integrated approach to language teaching.

LING 515 Language Structure (3)
Prerequisite: None
This course provides an overview of the structure of language drawing upon the theoretical perspective of generative grammar, cognitive sciences, systemic-functional, and corpus linguistics to illuminate how grammar operates at the morphological, syntactic, and discourse levels. The course provides insight into the nature of the human capacity of language via means of a concentrated focus on the structure of language. Students will explore and analyze the internal structure of words, phrases and sentences as well as gain a foundation in understanding how language is structured but also how it is changeable over time.

LING 520 Language Acquisition Theories (3)
Prerequisite: None
This course introduces students to the main theories of language acquisition and their relevance to language teaching. Students will become familiar with the key concepts that inform the study of L2 acquisition through the review of relevant literature on second language acquisition. The course will also develop students' ability to relate their understanding of how learners acquire second language to language pedagogy.

LING 523 Introduction to Multilingualism (3)
Prerequisite: None
This course provides an introduction to the linguistic theories and methods associated with multilingualism. Students gain perspectives on the similarities and differences between first and additional language acquisition
in children and adults. Key areas of the course include models of second language acquisition, multilingual development, sentence processing, aging and the multilingualism brain, social and cultural constraints, motivational constraints, communication disorders, identity and the education of bilinguals.

LING 530 Curriculum Materials and Design for SLA (3)
Prerequisite: None
This course introduces the students to a needs-based, learning-centered approach to designing courses. Through needs assessment, students identify curricular goals and course objectives. From these they determine an appropriate syllabus structure, develop a course unit outline, plan and create materials for lessons, determine training needs for course instructors and devise a system of evaluation.

LING 535 Assessment for SLA (3)
Prerequisite: None
This course examines in depth the major categories of language assessment. The main topics include approaches to evaluating language sub-skills (vocabulary, grammar, pronunciation) and communication skills (speaking, listening, reading, and writing); models of language assessment; examination of standardized tests and their appropriate application; and research-based framework linking assessment to instruction.

LING 550 Special Topics in SLA (3)
Prerequisite: Permission from the Academic Advisor
This course covers topics of current interest selected by the faculty before each semester. Special topics courses are developed to cover emerging issues or specialized content not represented in the main curriculum, but deemed to be of special interest to language teaching professionals.

LING 600 Sociolinguistics (3)
Prerequisite: None
This course introduces students to theoretical principles governing social and linguistic variation, the methodology used to study it, the patterns and systems that underlie language variation in use, and the ways in which alternations between different language varieties index personal style, social power, and national identity.

LING 605 Intercultural Communication (3)
Prerequisite: None
This course also serves to introduce students to key issues of intercultural communication, core American and foreign cultural concepts, and ways in which culture affects language teaching and learning.
LING 610 Teaching Pronunciation (3)
Prerequisite: None
This course is a comprehensive introduction to pronunciation pedagogy. This is a two part course including a theoretical look at the sound system and practical application of phonology/phonetics in the second language classroom and curriculum. Students will study the anatomy and mechanics of speech as well as principles/practices and realistic resources and technology for application in the classroom.

LING 618 Teaching Second Language Reading and Writing (3)
Prerequisite: None
This course introduces students to the pedagogical approaches to second language reading and writing in the framework of current theoretical perspectives on second language reading and writing processes, practices, and authors. Students gain practical knowledge in the areas of phonemic awareness, vocabulary and text comprehension, tactics for improving reading fluency and teaching writing in contextual exercise.

LING 625 Teaching with Technology (3)
Prerequisite: None
This course examines the use of technology as a teaching tool for the traditional classroom. Students explore methods of implementing technology into the classroom/curriculum and how to discern the efficacy of digital/online resources to provide an engaging and authentic learning environment.

LING 631 Curriculum Development for Online Learning (3)
Prerequisite: LING 625
This course emphasizes the theories and methods of course development specifically for the online environment. Students will learn methods of material creation, skill integration techniques, course and program development, adaptation of onground materials to the online environment and integrative-skill techniques. Students will also learn about the various methods of delivery including onground, online and hybrid courses/programs. Students will learn methods to adapt existing material to a hybrid course.

LING 632 Online Teaching Principles and Practices (3)
Prerequisite: LING 625
This course provides an in depth perspective on methods of teaching in the virtual classroom including virtual classroom management, online student engagement techniques, addressing learning modalities, discipline, methods of providing feedback, motivational theories, individual needs assessments. Students will be able to apply theories to practice in the virtual classroom in the roles of teacher, coach and motivator.
LING 633 Course Design for the Virtual Classroom (3)
**Prerequisite:** LING 625
Students will learn methodologies and principles associated with designing and implementing virtual classrooms. Students learn theoretical understandings and considerations of the authenticity of material, interaction among participants, practical learning scenarios and techniques to promote student learning outside of the virtual classroom. Students will also learn about instructional design models and the importance of selecting the appropriate model for lesson development. Additionally, students will be introduced to a needs-based approach to course development in order to identify curricular goals and course objectives. Students will use this needs-based approach to develop a syllabus, a course outline, lesson plans to develop and implement this material into a fully online course.

LING 645 Program Administration (3)
**Prerequisite:** LING 510 and successful completion of or concurrent enrollment in LING 530
This course provides an in-depth perspective of the administrative requirements of a language program including how to effectively lead and manage a program. Students gain a behind the scenes view of what occurs outside of the classroom environment including the areas of people management, curriculum and programmatic development, customer service and the logistics of managing a program. The course explores the lifecycle of the student from admission to graduation; the lifecycle of faculty members within the program; and the administrative role of managing a curriculum.

LING 650 Program Development and Evaluation (3)
**Prerequisite:** LING 510 and successful completion of or concurrent enrollment in LING 530
Successful educational programs require the development of curricula centered on student needs and ultimate goals. Additionally, language programs have an ethical and social duty to provide a quality, accessible, and relevant educational product for all stakeholders invested in and benefiting from the program. This course explores the need to examine and evaluate both the needs of the stakeholders and the effectiveness of the program by focusing on clear outcomes. Students will learn skills necessary to design evaluations at the course, programmatic, institutional, and societal levels. These skills provide students with the ability to develop, evaluate, and improve existing or new programs.

LING 660 Research Methods in SLA (3)
**Prerequisite:** LING 510 and LING 530
This course covers quantitative and qualitative methods of designing and implementing applied linguistic research in a classroom or institutional
setting. It prepares students to conduct and prepare independent research from design to publication.

**LING 670 Internship for Multilingual Education (3)**

*Prerequisite: Permission of the Academic Advisor and a minimum of 18 credits in the program*

This course provides supervised field experience in a setting appropriate to the student’s program and career goals. Examples of appropriate experience include (but are not limited to) teaching language courses; assisting a language instructor; developing language teaching materials or tests. The students are expected to work on-site for at least 135 hours; when the student is the primary instructor of a course, it may be appropriate to count 2 hours of prep and grading for each hour of face-to-face classroom instruction. Students are expected to communicate with the faculty advisor regularly and submit required documentation and projects on time.

**LING 671 Internship in Program Management (3)**

*Prerequisite: Permission of the Academic Advisor and a minimum of 18 credits in the program*

This course provides supervised field experience in a setting appropriate to the student’s program and career goals. Examples of appropriate experience include (but are not limited to) managing a writing center or a language learning resource center; assisting with language program administration; conducting language testing. The students are expected to work on-site for at least 135 hours. Students are expected to communicate with the faculty advisor regularly and submit required documentation and projects on time.

**LING 672 Internship in Educational Technology (3)**

*Prerequisite: Permission of the Academic Advisor and a minimum of 18 credits in the program*

This course provides supervised field experience in a setting appropriate to the student’s program and career goals. Examples of appropriate experience include (but are not limited to) teaching online or blended language courses; assisting a language instructor teaching online or in blended contexts; developing language teaching materials or tests for online or blended classrooms; conducting or contributing to online language testing; conducting or assisting with research into topics relevant to online language learning and teaching. The students are expected to work on-site for at least 135 hours; when the student is the primary instructor of a course, it may be appropriate to count 2 hours of prep and grading for each hour of classroom instruction. Students are expected to communicate with the faculty advisor regularly and submit required documentation and projects on time.
LING 699 Master's Thesis Research (3)
Prerequisite: Concurrently enrolled in or successful completion of LING 660, good academic standing, and permission of the Academic Advisor.
The Master's Thesis provides an opportunity for students to build upon and contribute considerably to existing knowledge in the field. Students shall formalize a specific and specialized topic of interest directly related to their field of study. This shall be done through independent research and empirical analysis on an area deemed to be a problem or needs more extensive consideration.
The purpose of the thesis is to incorporate and integrate knowledge learned throughout the courses in the program of study. Students will work closely with a core faculty member to identify a topic of interest and conduct rigorous review and analysis of the relevant theoretical, empirical and practical knowledge. Students are encouraged to choose topics related to their specific interests including previous experience and or future professional or academic goals.

TSL 505: Introduction to Language and Linguistics (3)
Prerequisite: Permission of the Dean
This course is designed to provide students with a general introduction to the scientific study of language. The goal is to familiarize students with linguistic terminology, teaching both the methods of linguistic analysis and how to apply them. The course focuses on an introduction to the nature of the language faculty, speech (including physical and mental aspects), the structure of language (including morphology and general syntax), and how language is used. The course also provides an introduction to language acquisition principles, language processing in the brain as well as language change and variation. For students studying a linguistic concentration, it provides the background needed to succeed in other linguistic courses.

TSL 510: Methods of Teaching SLA (3)
Prerequisite: Permission of the Dean
This course is an introduction to the modern theories and current practices of TESOL methodology. Students will learn methodologies of lesson planning/skill integration techniques, course and program development and classroom management. This course provides students with a framework to develop course and programmatic curriculum defined by outcomes centered on an integrated approach to language teaching.

TSL 515: Language Structure (3)
Prerequisite: Permission of the Dean
This course provides an overview of the structure of language within the theoretical perspective of Generative Grammar. The course provides insight into the nature of the human capacity of language via means of a concentrated focus on the structure of language. Students will explore and analyze the internal structure of words, phrases and sentences as well as...
gain a foundation in understanding how language is structured but also how it is changeable over time.

**TSL 520: Language Acquisition Theories (3)**  
*Prerequisite: Permission of the Dean*

This course introduces students to the main theories of language acquisition and their relevance to language teaching. Students will become familiar with the key concepts that inform the study of L2 acquisition through the review of relevant literature on second language acquisition. The course will also develop students’ ability to relate their understanding of how learners acquire second language to language pedagogy.

**TSL 525: Practicum (3)**  
*Prerequisite/Co-requisite: TSL 510 and Permission of the Dean*

This course is designed to provide an experiential exposure to an actual second language classroom setting. It serves as a practical experience to observe and provide personal and professional development for a student's actual teaching experience applying the skills learned in the program. The course provides opportunity for observation, cooperative planning with a language teaching professional and supervised teaching to an actual class. Additionally, students will fine tune existing skills learned while taking courses in the program through periodic seminars and journal assignments. Throughout the course, students will build a professional teaching portfolio used as the final requirement for graduation from the program.

**TSL 530: Curriculum Materials and Design for SLA (3)**  
*Prerequisite: Permission of the Dean*

This course introduces the students to a needs-based, learning-centered approach to designing courses. Through needs assessment, students identify curricular goals and course objectives. From these they determine an appropriate syllabus structure, develop a course unit outline, plan and create materials for lessons, determine training needs for course instructors and devise a system of evaluation.

**TSL 535: Assessment for SLA (3)**  
*Prerequisite: Permission of the Dean*

This course examines in depth the major categories of language assessment. The main topics include approaches to evaluating language sub-skills (vocabulary, grammar, pronunciation) and communication skills (speaking, listening, reading, and writing); models of language assessment; examination of standardized tests and their appropriate application; and research-based framework linking assessment to instruction.
TSL 550: Special Topics in SLA (3)
Prerequisite: Permission of the Dean
This course covers topics of current interest selected by the faculty before each semester.

TSL 600: Sociolinguistics and the ESL Classroom (3)
Prerequisite: Permission of the Dean
This course introduces students to theoretical principles governing social and linguistic variation, the methodology used to study it, the patterns and systems that underlie language variation in use, and the ways in which alternations between different language varieties index personal style, social power, and national identity.

TSL 605: Intercultural Communication (3)
Prerequisite: Permission of the Dean
This course also serves to introduce students to key issues of intercultural communication, core American and foreign cultural concepts, and ways in which culture affects language teaching and learning.

TSL 610: Teaching Pronunciation (3)
Prerequisite: Permission of the Dean
This course is a comprehensive introduction to pronunciation pedagogy. This is a two part course including a theoretical look at the sound system and practical application of phonology/pronunciation in the second language classroom and curriculum. Students will study the anatomy and mechanics of speech as well as principles/practices and realistic resources and technology for application in the classroom.

TSL 618: Teaching Second Language Reading and Writing (3)
Prerequisite: Permission of the Dean
This course introduces students to the pedagogical approaches to second language reading and writing in the framework of current theoretical perspectives on second language reading and writing processes, practices, and authors. Students gain practical knowledge in the areas of phonemic awareness, vocabulary and text comprehension, tactics for improving reading fluency and teaching writing in contextual exercise.

TSL 625: Teaching with Technology (3)
Prerequisite: Permission of the Dean
This course examines the use of technology as a teaching tool for the traditional classroom as well as methods of pedagogy for the virtual classroom. Students explore methods of implementing technology into the classroom/curriculum and how to discern the efficacy of digital/online resources to provide an engaging and authentic learning environment.
TSL 645: Program Administration (3)
Prerequisite: TSL510, TSL530 and TSL535
This course provides an in-depth perspective of the administrative requirements of a language program including how to effectively lead and manage a program. Students gain a behind the scenes view of what occurs outside of the classroom environment including the areas of people management, curriculum and programmatic development, customer service and the logistics of managing a program. The course explores the lifecycle of the student from admission to graduation; the lifecycle of faculty members within the program; and the administrative role of managing a curriculum.

TSLB 651: Principles of Management (3)
Prerequisite: Permission of SED & SB Deans and successful completion of 18 credits in the program.
This course surveys the theories and practices of management, including quantitative and behavioral approaches.

TSLB 652: Principles of Marketing (3)
Prerequisite: Permission of SED & SB Deans and successful completion of 18 credits in the program.
This course examines the role of marketing in society and the economy, the role of marketing in business operations, and the management of the firm's marketing effort.

TSLB 653: Organizational Theory & HR Management (3)
Prerequisite: Permission of SED & SB Deans and successful completion of 18 credits in the program.
This course examines how knowledge of individual and group behavior is applied in an organizational setting. Topics include motivation, leadership, group formation and behavior, dysfunctional behaviors, job/task behaviors, and job enrichment/enlargement. The course also examines the ways in which firms recruit, select, train, evaluate, and compensate employees. Current practices in industry are discussed as well as theories and labor law.

TSL 660: Research Methodologies in SLA (3)
Prerequisite: TSL510 and TSL530
This course covers quantitative and qualitative methods of designing and implementing applied linguistic research in a classroom or institutional setting. It prepares students to conduct and prepare independent research from design to publication.

TSL 625: Teaching with Technology (3)
Prerequisite: Permission of the Dean
This course examines the pedagogy of teaching digitally and the use of technology as a teaching strategy for the classroom. It demonstrates approaches to teaching English using computer technology.

**TSLB 651: Principles of Management (3)**
Prerequisite: Permission of SELS & SB Deans and successful completion of 18 credits in the program.
This course surveys the theories and practices of management, including quantitative and behavioral approaches.

**TSLB 652: Principles of Marketing (3)**
Prerequisite: Permission of SELS & SB Deans and successful completion of 18 credits in the program.
This course examines the role of marketing in society and the economy, the role of marketing in business operations, and the management of the firm's marketing effort.

**TSLB 653: Organizational Theory & HR Management (3)**
Prerequisite: Permission of SELS & SB Deans and successful completion of 18 credits in the program.
This course examines how knowledge of individual and group behavior is applied in an organizational setting. Topics include motivation, leadership, group formation and behavior, dysfunctional behaviors, job/task behaviors, and job enrichment/enlargement. The course also examines the ways in which firms recruit, select, train, evaluate, and compensate employees. Current practices in industry are discussed as well as theories and labor law.
1. Master of Science in International Relations (MIR)

Program Description and Objectives

In an increasingly interdependent world, it is important for professionals to have an understanding of the complex issues that go beyond our own borders. Virginia International University’s Master of Science in International Relations is a graduate-level degree that arms students with the tools to not only understand the implications of global issues in today’s world, but also trains graduates to work in a dynamic and fast-paced environment in a professional setting.

Graduates from VIU’s MIR Program will be able to build careers in a variety of settings including but not limited to international organizations such as the World Bank, IMF, or United Nations; Non-Profit organizations, Federal and Local Government Agencies, multi-national corporations, Non-Governmental Organizations, Intergovernmental Organizations, Humanitarian Organizations, News Outlets, and many more.

The program objectives of the MIR are designed to enable graduates to be successful in the multitude of employment positions that an MIR degree will garner including, government, international organizations, non-governmental organizations, and many more. Upon completion of the program, the graduates will be able to:

I. Exhibit global awareness & sensitivity to other cultures
II. Demonstrate a thorough knowledge of the theory and of international relations,
III. Exhibit ethical conduct while maintaining awareness of the large responsibilities of serving the global community
IV. Comprehend, critically analyze, and evaluate trends and developments in the fields of international politics, economics, culture, communication, and law.

Program Prerequisites

Applicants seeking admission to the MS in International Relations Program, who have no political science or international affairs background, and whose Bachelor’s Degrees did not include the following courses are required to take MIR program prerequisites.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEC 114</td>
<td>Comparative Government</td>
<td>3</td>
</tr>
<tr>
<td>STAT 200</td>
<td>Introduction to Statistics</td>
<td>3</td>
</tr>
</tbody>
</table>
Program Structure
The program consists of seven (7) Core Courses and students have the choice any three (3) Concentration courses as well as two (2) Elective courses. The elective courses provide the opportunity for the students to develop further competencies covered in the core courses, based on their area of interest.

<table>
<thead>
<tr>
<th>Area</th>
<th>Number of Courses</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>Core courses</td>
<td>7</td>
<td>21</td>
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<tr>
<td>Concentration Courses</td>
<td>3</td>
<td>9</td>
</tr>
<tr>
<td>Elective courses</td>
<td>2</td>
<td>6</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>12</strong></td>
<td><strong>36</strong></td>
</tr>
</tbody>
</table>

The Core Courses provide the students with the skills and knowledge needed by all International Relations professionals.

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GOVT 505</td>
<td>Research Methods</td>
<td>3</td>
</tr>
<tr>
<td>GOVT 510</td>
<td>Theories of International Relations</td>
<td>3</td>
</tr>
<tr>
<td>GOVT 520</td>
<td>International Security</td>
<td>3</td>
</tr>
<tr>
<td>GOVT 632</td>
<td>Comparative Politics</td>
<td>3</td>
</tr>
<tr>
<td>GOVT 618</td>
<td>International Economics &amp; Trade</td>
<td>3</td>
</tr>
<tr>
<td>GOVT 711</td>
<td>Globalization</td>
<td>3</td>
</tr>
<tr>
<td>GOVT 790</td>
<td>Advanced Research Project</td>
<td>3</td>
</tr>
</tbody>
</table>

The Master of International Relations at VIU offers 3 concentrations for students to choose from. Students must complete a minimum of 9 credit hours of concentration courses to be awarded a degree in International Relations

MIR in International Economic Development

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GOVT 652</td>
<td>International Industrial Development Strategies</td>
<td>3</td>
</tr>
<tr>
<td>GOVT 530</td>
<td>Democratization</td>
<td>3</td>
</tr>
<tr>
<td>GOVT 650</td>
<td>Policy Making in a Global Context</td>
<td>3</td>
</tr>
<tr>
<td>GOVT 651</td>
<td>International Economics &amp; Politics</td>
<td>3</td>
</tr>
<tr>
<td>GOVT 633</td>
<td>Politics of Development Aid</td>
<td>3</td>
</tr>
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</table>
MIR in International Business

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>GOVT 612</td>
<td>International Management</td>
<td>3</td>
</tr>
<tr>
<td>GOVT 613</td>
<td>Enterprise Resource Planning</td>
<td>3</td>
</tr>
<tr>
<td>GOVT 614</td>
<td>International Finance</td>
<td>3</td>
</tr>
<tr>
<td>GOVT 615</td>
<td>International Strategy</td>
<td>3</td>
</tr>
<tr>
<td>GOVT 616</td>
<td>International Marketing</td>
<td>3</td>
</tr>
<tr>
<td>GOVT 617</td>
<td>Import/Export Management</td>
<td>3</td>
</tr>
<tr>
<td>GOVT 634</td>
<td>Operations Management</td>
<td>3</td>
</tr>
</tbody>
</table>

Students may choose any two of the following elective courses, or any combination of elective courses from the concentration courses listed above, in addition to the three (3) courses required to complete the concentration.

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GOVT 551</td>
<td>Conflict Resolution</td>
<td>3</td>
</tr>
<tr>
<td>GOVT 745</td>
<td>Topics in International Relations</td>
<td>3</td>
</tr>
<tr>
<td>GOVT 625</td>
<td>Effective Negotiations</td>
<td>3</td>
</tr>
<tr>
<td>GOVT 540</td>
<td>International Law</td>
<td>3</td>
</tr>
<tr>
<td>GOVT 635</td>
<td>Intelligence &amp; Foreign Policy</td>
<td>3</td>
</tr>
<tr>
<td>GOVT 631</td>
<td>Intercultural Communication</td>
<td>3</td>
</tr>
<tr>
<td>GOVT 713</td>
<td>Fundamentals of US Economic Policy</td>
<td>3</td>
</tr>
<tr>
<td>CAR 600</td>
<td>Career Planning &amp; Development</td>
<td>3</td>
</tr>
</tbody>
</table>

Pre-MIR Program

Students who have earned their Bachelor’s degree with less than 120 undergraduate credit hours can be given conditional admission to the MIR program, provided they enroll in and successfully complete the remaining credit hours by selecting from the undergraduate courses offered at VIU. Among the 120 required credit hours, the MIR program prerequisite courses must be fulfilled. Students must consult their academic advisor before choosing the Pre-MIR courses who will advise them on the appropriate course selections from VIU’s undergraduate courses while complying with MIR program prerequisites. Successful completion of the Pre-MIR courses will allow these students to complete the undergraduate credit hour requirement of 120, and enter into the program.
2. Master of Public Administration (MPA)

Program Description and Objectives
In an increasingly interdependent world, it is important for professionals to have an understanding of the complex issues that go beyond our own borders. Virginia International University’s Master of Public Administration is a graduate-level degree that arms students with the tools to not only understand the implications of global issues in today’s world, but also trains graduates to work in a dynamic and fast-paced environment in a professional setting.

The MPA at Virginia International University is designed to prepare students for a career in public management or related firms. Graduates of the MPA will be able to create solutions to tough financial, leadership, human resource, and project/program management problems. Students will be prepared to manage and connect with a diverse workforce and citizenry in public, private and non-profit structures. Students will be able integrate regional and local considerations to achieve desired outcomes within a complex array of intergovernmental & global fiscal pressures, regulations and the political process.

Graduates from VIU’s MPA Program will be able to use their skills in a variety of areas in the DC-Metropolitan area, as well as outside the region and on a global scale. Typical places of employment for individuals with this degree include state and local government agencies, federal government agencies, public agencies, non-profit corporations, and many private and publicly held organizations worldwide.

VIU’s MPA degree keeps with the mission of the university in striving to engender intellectual curiosity and critical thinking needed in the global community and in our aim to enable our students to develop a greater awareness and responsiveness to fellow members within and outside of our borders. Public Administration is a field in which these skills are urgently needed on a daily basis.

The program objectives of the MPA are designed to enable graduates to be successful in the multitude of employment positions that an MPA degree will garner including, government, organizational management, health care administration, and many more. Upon completion of the program, the graduates will be able to:

I. Prepare Public Managers to meet the needs and challenges of Public Service
II. Demonstrate an awareness to and knowledge of the political context of the duties of a public servant
III. Exhibit ethical conduct while maintaining awareness of the large responsibilities of serving the public interest.

IV. Develop as professionals who will perform effectively as administrators, analysts, general managers and leaders in public sector and public-oriented organizations.

V. Garner the skill level and knowledge base of students in the theory and application of new technologies now in use in order to access, analyze and utilize information that is pertinent to the field of Public Administration.

Program Prerequisites
Applicants seeking admission into the MPA Program, who have no previous business, political science or international affairs background and whose Bachelor degrees did not include the following courses are required to take MPA program prerequisites.

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSS 301</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>BUSS 312</td>
<td>Organizational Behavior &amp; HR Management</td>
<td>3</td>
</tr>
<tr>
<td>ECON 101</td>
<td>Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECON 102</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
</tbody>
</table>

*For Management & Economic Concepts, at least one of the following courses must be satisfied.

MPA Degree Requirements
The program consists of seven (7) Core Courses and students have the choice any three (3) Concentration courses as well as two (2) Elective courses. The elective courses provide the opportunity for the students to develop further competencies covered in the core courses, based on their area of interest.

<table>
<thead>
<tr>
<th>Area</th>
<th>Number of Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core courses</td>
<td>7</td>
<td>21</td>
</tr>
<tr>
<td>Concentration Courses</td>
<td>3</td>
<td>9</td>
</tr>
<tr>
<td>Elective courses</td>
<td>2</td>
<td>6</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>12</strong></td>
<td><strong>36</strong></td>
</tr>
</tbody>
</table>

MPA Core Courses

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PUAD 505</td>
<td>Research Methods</td>
<td>3</td>
</tr>
</tbody>
</table>
PUAD 515  Administration in Public & Non-Profit Organizations  3
PUAD 514  Public Policy Analysis & Implementation  3
PUAD 513  Organizational Theory & HR Management  3
PUAD 611  Business Ethics & Law  3
PUAD 608  Financial Reporting & Decision Making  3
PUAD 790  Advanced Research Project  3

MPA Concentration Courses
The MPA at VIU will offer 3 concentrations for students to choose from. Students must complete a minimum of 9 credit hours of concentration courses to be awarded a degree in Public Administration

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PUAD 536</td>
<td>Labor Relations</td>
<td>3</td>
</tr>
<tr>
<td>PUAD 614</td>
<td>Emergency Planning &amp; Preparedness</td>
<td>3</td>
</tr>
<tr>
<td>PUAD 512</td>
<td>Project &amp; Cost Management</td>
<td>3</td>
</tr>
<tr>
<td>PUAD 613</td>
<td>Enterprise Resource Planning</td>
<td>3</td>
</tr>
<tr>
<td>PUAD 612</td>
<td>International Management</td>
<td>3</td>
</tr>
<tr>
<td>CAR 600</td>
<td>Career Planning &amp; Management</td>
<td>3</td>
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</tbody>
</table>

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<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PUAD 552</td>
<td>Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>PUAD 556</td>
<td>Database Systems</td>
<td>3</td>
</tr>
<tr>
<td>PUAD 610</td>
<td>Managing Information System Development</td>
<td>3</td>
</tr>
<tr>
<td>PUAD 558</td>
<td>Information Systems Security</td>
<td>3</td>
</tr>
<tr>
<td>PUAD 628</td>
<td>Global Sourcing &amp; Logistics</td>
<td>3</td>
</tr>
<tr>
<td>CAR 600</td>
<td>Career Planning &amp; Management</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PUAD 641</td>
<td>Economics of Healthcare &amp; Policy</td>
<td>3</td>
</tr>
<tr>
<td>PUAD 640</td>
<td>The Health Services System</td>
<td>3</td>
</tr>
<tr>
<td>PUAD 642</td>
<td>Financial Management of Healthcare Institutions</td>
<td>3</td>
</tr>
<tr>
<td>PUAD 643</td>
<td>Legal Aspects of Healthcare</td>
<td>3</td>
</tr>
<tr>
<td>CAR 600</td>
<td>Career Planning &amp; Management</td>
<td>3</td>
</tr>
</tbody>
</table>
MPA Elective Courses
Students may choose any two of the following elective courses, or any combination of elective courses from the concentration courses listed above, in addition to the three (3) courses required to complete the concentration.

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PUAD 520</td>
<td>International Security</td>
<td>3</td>
</tr>
<tr>
<td>PUAD 615</td>
<td>Special Topics in Public Administration</td>
<td>3</td>
</tr>
<tr>
<td>PUAD 625</td>
<td>Effective Negotiations</td>
<td>3</td>
</tr>
<tr>
<td>PUAD 551</td>
<td>Conflict Resolution</td>
<td>3</td>
</tr>
<tr>
<td>PUAD 634</td>
<td>Operations Management</td>
<td>3</td>
</tr>
<tr>
<td>PUAD 557</td>
<td>Political Theory</td>
<td>3</td>
</tr>
<tr>
<td>PUAD 538</td>
<td>Compensation &amp; Benefits</td>
<td>3</td>
</tr>
<tr>
<td>PUAD 511</td>
<td>Managerial Accounting &amp; Finance</td>
<td>3</td>
</tr>
<tr>
<td>PUAD 630</td>
<td>Public &amp; Private Partnerships</td>
<td>3</td>
</tr>
<tr>
<td>PUAD 620</td>
<td>IT Governance</td>
<td>3</td>
</tr>
</tbody>
</table>

Pre-MPA Program
Students who have earned their Bachelor’s degree with less than 120 undergraduate credit hours can be given conditional admission to the MPA program, provided they enroll in and successfully complete the remaining credit hours by selecting from the undergraduate courses offered at VIU. Among the 120 required credit hours, the MPA program prerequisite courses must be fulfilled. Students must consult their academic advisor before choosing the Pre-MPA courses who will advise them on the appropriate course selections from VIU’s undergraduate courses while complying with MPA program prerequisites. Successful completion of the Pre-MPA courses will allow these students to complete the undergraduate credit hour requirement of 120, and enter into the program.
Description of Public & International Affairs

Graduate Courses

Course credits are shown in parentheses following the course title. Credits are based on class contact (lecture) hours unless otherwise stated.

**CAR 600: Career Planning & Management (3)**

*Prerequisite: None*

In-depth exploration and assessment of career values, occupational interests, skills, personality style, work environment preferences; concentration and career exploration; exposure to career and occupational information resources. Students learn and practice job search strategies and tools, including resumes and interviewing skills; decision-making, goal-setting and action planning; and self-marketing techniques for effective career management.

**GOVT 505: Research Methods (3)**

*(Also offered as: CMP 551, PUAD 510) Prerequisite: None*

This course provides knowledge of research methodologies used in varying disciplines. The course includes experimental design, surveys, case studies, and fieldwork. It introduces students to applied research methodologies. The use of analytical tools, literature searches, and the application of VIU documentation style will result in a formal written proposal that may serve as the basis for each student’s special project.

**GOVT 510: Theories of International Relations (3)**

*Prerequisite: None*

This seminar is designed to provide a comprehensive overview of the field of international relations. Throughout the course we will examine different approaches to explaining international relations. By surveying major concepts and theories in the field, the seminar will also assist graduate students in preparing for the further study in the more specialized areas of International Relations.

**GOVT 520: International Security (3)**

*(Also offered as PUAD 520) Prerequisite: None*

This course will familiarize students with some of the major theoretical issues in the study of international security, and some of the central challenges shaping current debates about security and the use of force. War and conflict have been central to international politics. The study of security investigates causes of war, strategies for avoiding conflict, and the impact of new technologies, actors, and ideas on calculations about the use of force. This course will give students a solid grounding in current theoretical issues and security challenges in the international arena, and to encourage them to think about how an understanding of these issues can help them address existing security problems.
GOVT 530: Democratization (3)  
Prerequisite: None  
This course provides an overview of the literature in comparative politics on democratization. We will address longstanding conceptual questions including definitions of democracy, democratic transitions, and consolidation. The seminar will also tackle debates related to the preconditions for democratization and as well as different accounts for democratic successes and failures. The course will examine a variety of analytic approaches and methodologies scholars employ in the subfield of comparative politics.

GOVT 540: International Law (3)  
Prerequisite: None  
Internship/CPT Qualified  
This course aims to illustrate the importance of international law, in all its forms, in relation to many of the central issues that preoccupy governments and other relevant actors and to highlight the extent to which the assumptions underpinning this body of law have changed in recent decades. The focus is on the norms, actors and processes which contribute to making international law what it is today. The approach seeks to combine theory and practice, although particular emphasis is attached to the actual practice of international law and its impact, or lack thereof, in relation to some of the most pressing issues on the international agenda. The course will follow relevant current events in the field.

GOVT 551: Conflict Resolution (3)  
(Also offered as MBA 551, PUAD 551) Prerequisite: none  
Internship/CPT Qualified  
This course gives students practical experience in resolving workplace disagreements and discourse. Students will learn how to use different models and theories on resolving conflict in the organization. Students will develop skills in negotiations, dispute resolution, communications, reconciliations and mediations.

GOVT 612: International Management (3)  
(Also offered as MBA 612 & PUAD 612) Prerequisite: GOVT 505 or MBA 513  
Internship / CPT Qualified  
This course focuses on the challenges inherent in managing a workforce comprised of employees from more than one country. Particular emphasis is placed on cultural and legal differences as well as the development of programs and processes which select, motivate, train, and evaluate across national borders.
GOVT 613: Enterprise Resource Planning (3)
(Also Offered as MBA 613 & PUAD 613) Prerequisite: MBA 512 or GOVT 505
Internship / CPT Qualified
Logistics involves the integration of information, transportation, inventory, warehousing, material handling, and purchasing. All of these areas provide a variety of stimulating jobs for students interested in operations management, marketing, and information systems. Because of the strategic importance of logistical performance, any student interested in senior management will benefit from this course.

GOVT 614: International Finance (3)
(Also offered as MBA 614) Prerequisite: GOVT 505 or MBA 511
Internship / CPT Qualified
This course aims to concentrate on the following two topics: (1) basics of international financial markets including derivatives; and (2) managerial perspectives on international finance. The course includes an analysis of different types of financial instruments, such as currencies, stocks, futures, options, international risk and diversification, and swaps. The course covers the theoretical concepts of international financial markets and the study of valuations, acquisitions, and strategies using various techniques to analyze foreign investments.

GOVT 615: International Strategy (3)
(Also offered as MBA 615) Prerequisite: MBA 516 or GOVT 510
Internship / CPT Qualified
This course examines entry strategies to foreign markets for international and multinational firms as well as strategies for managing operations across borders.

GOVT 616: International Marketing (3)
(Also offered as MBA 616) Prerequisite: MBA 513 or GOVT 510
Internship / CPT Qualified
This course examines the methods and strategies used by firms in international and multinational marketing efforts. Particular attention is paid to how companies decide whether to go global or remain local and how they engage in multi-level marketing opportunities.

GOVT 617: Import/Export Management (3)
(Also offered as MBA 617) Prerequisite: None
Internship / CPT Qualified
For many organizations, the first step toward multinational operations begins with importing and exporting goods. This course focuses on the strategies and processes of import/export management.
GOVT 618: International Economics & Trade (3)
(Also offered as MBA 618) Prerequisite: MBA 511 or Approval by Program Administrator
Internship/CPT Qualified
The course is designed to provide students with the analytical tools and techniques required to managing financial assets across international borders. Employing modern decision and probability theory and statistical techniques, the students will investigate the concepts governing the economics of international trade, risk management, logistics and international law.

GOVT 625: Effective Negotiations (3)
(Also offered as MBA 625, PUAD 625) Prerequisite: none
Internship/CPT Qualified
This course examines the theory and practice of negotiations, including strategies, legal issues, methods, and approaches.

GOVT 631: Intercultural Communication (3)
Prerequisite: None
This course focuses on the importance of culture in our everyday lives, and the ways in which culture interrelates with and affects communication processes. We live in an era of rapid globalization in which being able to communicate across cultures is imperative to our ability to function in a diverse workplace, city, and world. This course will take us on a journey. Using our stories and our online discussions, this course is designed to increase our sensitivity to other cultures. Just as importantly, this journey increases our awareness of our own cultural backgrounds, and the contexts (social, cultural and historical) in which we live and communicate.

GOVT 632: Comparative Politics (3)
Prerequisite: GOVT 510
Internship/CPT Qualified
This course introduces students to some of the main theories, concepts, approaches, and methods in comparative politics. It is a seminar based on classroom discussion and student participation. One major objective of this course is to familiarize students with the most important literature in comparative politics and help to prepare them for the comprehensive exam. We will read and discuss both “classic” and contemporary material drawn from a variety of social science disciplines such as political science, economics, history, anthropology and sociology. Throughout the course, we will explore important theoretical and methodological issues in the comparative study of political behavior and institutions.

GOVT 633: Politics of Development Aid (3)
Prerequisite: None
Internship/CPT Qualified
This course provides the platform for critical thinking about what makes some countries richer and more developed than others. This question has puzzled social scientists for many generations. In this course, we will engage in a critical evaluation of the existing schools of thought and how these address the politics of development. We will pay particular attention to the situation in non-industrial societies and actively follow the contemporary debate on international development aid.

GOVT 634: Operations Management (3)
(Also offered as MBA 634 & PUAD 634) Prerequisite: GOVT 618 or MBA 515
Internship / CPT Qualified
This course examines the use of mathematical models in managing the operations of organizations. Techniques examined include queuing, facility planning, distribution network, and transportation models.

GOVT 635: Intelligence & Foreign Policy (3)
Prerequisite: GOVT 510
This course emphasizes the development of intelligence systems and assesses the ways in which they help or hinder international actors in achieving policy objectives. The course goal is to provide answers to three questions: “What is intelligence?”; “How does it work?” and “What difference does it make?”

GOVT 650: Policy-Making in a Global Context (3)
Prerequisite: none
Internship / CPT Qualified
This course places the development of policy-making in its international context as it relates to globalization. It considers its impact on enlargement and the evolution of economic policies for implementation. This course also explores how companies must adapt and revise their strategies accordingly. Students will study the economics of European integration and the problems of regulation, redistribution, banking, security, and cooperation.

GOVT 651: International Economics & Politics (3)
Prerequisite: MBA 511 or GOVT 618
Internship / CPT Qualified
This course addresses the interaction of economic and political policy and the lessons to be derived for businesses and international organizations. The course will examine the political factors underlying economic policy in emerging market economies including policies toward banking crises, privatization of state-owned enterprises, macroeconomic problems, reform of the international trade system, and corruption.

GOVT 652: International Industrial Development Strategies (3)
Prerequisite: MBA 511 or GOVT 618

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

**GOVT 711: Global Systems (3)**
*Prerequisite: GOVT 510*
Globalization is the intensification of economic, political, social, and cultural relations across international borders. The course will begin with analyses of the definition of the term "globalization", the causes, nature, and effects of the process of globalization. We will also focus on the controversy surrounding the pros and cons related to the phenomenon within the context of the evolution of the pro and anti-globalization movements.

**GOVT 713: Fundamentals of US Economic Policy (3)**
*Prerequisite: GOVT 618*
*Internship/CPT Qualified*
This course examines the conduct of U.S. foreign policy through economic means and the use of economic instruments. A state has many tools at its disposal to promote its own security and influence the behavior of other states. These tools range from a multitude of military options to those in the diplomatic and economic spheres. Economic instruments have been utilized by states throughout history as a means of influencing the actions of others. These instruments take the form of both “carrots” and “sticks” and consist of the granting and withholding of trade benefits, employing unilateral and multilateral sanctions and embargoes, as well as other less visible measures such as influencing behavior through aid, monetary policy and the use of the trade remedy laws.

**GOVT 745: Topics in International Relations (3)**
*Prerequisite: None*
The purpose of this course is to acquaint students to the major issues affecting the global population and policy-making. Students will become aware current trends and problems within the field of international relations.

**GOVT 790: Advanced Research Project (3)**
*Prerequisite: GOVT 505, GOVT 510, GOVT 520, GOVT 632, GOVT 618, & GOVT 711*
*Internship/CPT Qualified*
This course is designed for students to develop a project that will encompass the key elements of International Relations which have been
studied throughout the MIR program, culminating in the submission of a final project paper and an oral presentation.

**PUAD 505: Research Methods (3)**  
> **Prerequisite:** None  
> This course provides knowledge of research methodologies used in management information systems, information systems, information technology, computer science, and other disciplines. The course includes experimental design, surveys, case studies, and fieldwork. It introduces students to applied research methodologies. The use of analytical tools, literature searches, and the application of VIU documentation style will result in a formal written proposal that may serve as the basis for each student's special project.

**PUAD 511: Managerial Accounting & Finance (3)**  
> *(Also offered as MBA 511)*  
> **Prerequisite:** ACCT 201: Principles of Financial Accounting  
> This course focuses on companies' sources and uses of financial resources. Students will focus on capital/debt structure decision and capital budgeting techniques, with particular emphasis on the impact of long-end short-term uses and sources of funds on the firm’s value.

**PUAD 512: Project & Cost Management (3)**  
> *(Also offered as MBA 512)*  
> **Prerequisite:** STAT 200: Introduction to Statistics  
> This course focuses on the planning, organizing, and managing of resources to bring about the successful completion of specific project goals and objectives, especially within specific start and completion dates. In addition, students will learn how to adhere to classic project constraints of scope, quality, time and budget while learning the tools and techniques necessary to minimize the risk of failure in achieving the organization’s goal and objectives.

**PUAD 513: Organizational Behavior & HR Management (3)**  
> *(Also offered as MBA 513)*  
> **Prerequisite:** None  
> This course focuses on how people behave in organizations and groups. Topics include leadership, motivation, organizational culture, and roles within groups.

**PUAD 514: Public Policy Analysis & Implementation (3)**  
> **Prerequisite:** None  
> This class introduces students to the basic theories, principles and processes of public policymaking. It examines the public and private environments that influence the formation of public policy, the tools and techniques utilized in public policymaking and the principal actors in the process. The primary course objective is to provide students interested in political science, public administration and public service with an understanding of

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the significant issues, actors and behaviors in the development of public policy at the federal level.

**PUAD 515: Administration in Public & Non-Profit Organizations (3)**  
*Prerequisite: None*  
This is a survey course that will introduce students to the history, ideas and practices of public administration. This includes studies of organization, policy, law, management, public service and reform issues. Public administration study includes all three branches of government in addition to its main focus on the operation of the bureaucracy including the functions and responsibilities between all branches of government. Its study includes all levels and types of governmental bodies and increasingly non-governmental organizations.

**PUAD 520: International Security (3)**  
*(Also offered as GOVT 520)* *Prerequisite: None*  
This course will familiarize students with some of the major theoretical issues in the study of international security, and some of the central challenges shaping current debates about security and the use of force. War and conflict have been central to international politics. The study of security investigates causes of war, strategies for avoiding conflict, and the impact of new technologies, actors, and ideas on calculations about the use of force as well as a background on the methods of peacekeeping. This course will give students a solid grounding in current theoretical issues and security challenges in the international arena, and to encourage them to think about how an understanding of these issues can help them address existing security problems.

**PUAD 536: Labor Relations (3)**  
*Also offered as MBA 536* *Prerequisite: None*  
*Internship/CPT Qualified*  
This course will introduce students to the history of the labor movement and the collective bargaining process. Case studies will be used to understand the relationship between labor and management. Students will gain practical knowledge of balancing employee needs with organizational goals. Students will learn how to effectively evaluate employee relations programs to ensure productive and positive organizational environment. Students will participate in collective bargaining activities and understand the contract negotiation process.

**PUAD 538: Compensation & Benefits (3)**  
*(Also offered as MBA 538)* *Prerequisite: None*  
*Internship/CPT Qualified*  
This course focuses on the design and implementation of compensation and benefit strategies to retain talented and qualified staff in the organization. The course covers the importance of financial and non-
financial benefits when developing a compensation package for employees. The course will review legally required benefits as well as voluntary benefits offered by the employer. Students will learn how to evaluate compensation plans and systems to ensure they are compliant with government regulations, equitable to all staff in the organization, competitive to attract qualified employees and align with organizational goals and values. Students will gain knowledge of federal compensation tax laws, job pricing, various pay programs, and international compensation plans.

**PUAD 551: Conflict Resolution (3)**
*(Also offered as MBA 551)*  
Prerequisite: none  
Internship/CPT Qualified  
This course gives students practical experience in resolving workplace disagreements and discourse. Students will learn how to use different models and theories on resolving conflict in the organization. Students will develop skills in negotiations, dispute resolution, communications, reconciliations and mediations.

**PUAD 552: Information Systems (3)**
*(Also offered as CMP 552)*  
Prerequisite: none  
This course explores the management of information systems and related information technologies (IS/IT) as a part of a broader socio-technical system and their impacts on people and processes that extend well beyond organizational boundaries. Also, subjective and debatable issues associated with IS/IT will be discussed. Accordingly, critical thinking is an important part of this course and is essential for an analysis and understanding of important issues associated with the management aspects of information systems.

**PUAD 556: Database Systems (3)**
*(Also offered as CMP 556)*  
Prerequisite: none  
This course provides an introduction to hierarchical and relational models, normalization, query facilities, transactions, indexing, security issues, relational algebra, Structured Query Language database design stages, distributed databases, data warehousing, data and database administration, and internet database environments. Students will learn various database management systems software products and multi-user database environments and how they are controlled.

**PUAD 557: Political Theory (3)**
Prerequisite: none  
This course is an examination of central political concepts and practices with reading from the history of political philosophy and contemporary thinkers. The course treats concepts and practices such as freedom, citizenship, equality, the state, revolution, the Socratic question of how best to lead one's life, conservatism, and anarchism, using readings by thinkers
such as Aristotle, Machiavelli, Locke, Mill, Ghandi, Arendt, Foucault, and current authors.

**PUAD 558: Information Systems Security (3)**  
*Also offered as CMP 558* Prerequisite: None  
This course provides a broad review of the field of security of information systems. Topics include operating system models and mechanisms for mandatory and discretionary controls, data models, concepts and mechanisms for database security, basic cryptography and applications, security in computer networks and distributed systems, and control and prevention of viruses and rogue programs.

**PUAD 608: Financial Reporting & Decision Making (3)**  
*Also offered as MBA 608* Prerequisite: None  
*Internship/CPT Qualified*  
This course presents accounting reporting and decision making tools used in various businesses. Students will understand basic to complex financial reporting and decision making concepts and practices. Topics include the analysis of financial statements, ratio analysis, benchmarking, valuation concepts, risk, budgeting, investments, and taxes.

**PUAD 610: Managing Information System Development (3)**  
*Also offered as CMP 610* Prerequisite: PUAD 552 Information Systems  
This course overviews the processes, methods, and techniques to plan, analyze, and design complex Information Systems, within selected existing frameworks. It involves planning, gathering requirements, modeling business needs, creating blueprints for building the system, and managing and organizing resources in these challenging, difficult, complex and expensive activities.

**PUAD 611: Business Ethics & Law (3)**  
*Also Offered as MBA 611* Prerequisite: None  
This course examines the legal and ethical basis of decision-making in business organizations. Topics include torts, contracts, liability, and the Uniform Commercial Code.

**PUAD 612: International Management (3)**  
*Also offered as MBA 612* Prerequisite: PUAD 513  
*Internship/CPT Qualified*  
This course focuses on the challenges inherent in managing a workforce comprised of employees from more than one country. Particular emphasis is placed on cultural and legal differences as well as the development of programs and processes which select, motivate, train, and evaluate across national borders.
PUAD 613: Enterprise Resource Planning (3)
(Also offered as MBA 613) Prerequisite: MBA 512 or PUAD 513
Internship/CPT Qualified
Logistics involves the integration of information, transportation, inventory, warehousing, material handling, and purchasing. All of these areas provide a variety of stimulating jobs for students interested in operations management, marketing, and information systems. Because of the strategic importance of logistical performance, any student interested in senior management will benefit from this course.

PUAD 614: Emergency Planning & Preparedness (3)
Prerequisite: None
Internship/CPT Qualified
This course introduces students to the process and practice of emergency / disaster planning. The goal is to create broad experience that includes the many elements of planning as the primary path to preparedness. Students will learn the relationship of emergency planning to the field of disaster management. Students are exposed to principles of social psychology, communication theory and approaches to public education. Students also learn the bases of incident management systems and emergency operations centers.

PUAD 615: Topics in Public Administration (3)
Prerequisite: None
The purpose of this course is to acquaint students to the major issues affecting today’s administration of cities and to focus on current trends and problems for urban administrators.

PUAD 620: IT Governance (3)
(Also offered as CMP 620) Prerequisite: PUAD 552 Information Systems
This course presents an integrated approach to information technology (IT) governance. It discusses major roadmaps components and IT Governance strategies and frameworks. Topics include strategic alignment of IT with the business, use of assets and resources, delivering on plans and commitments, establishing and/or improving accountability of constituents, managing risk and contingencies, audits, compliance, performance measures and organizational maturity.

PUAD 625: Effective Negotiations (3)
(Also offered as MBA 625) Prerequisite: none
Internship/CPT Qualified
This course examines the theory and practice of negotiations, including strategies, legal issues, methods, and approaches.

PUAD 628: Global Sourcing & Logistics (3)
(Also offered as MBA 628) Prerequisite: none
Internship/CPT Qualified
This course is designed to examine the complex issues that corporate executives must address in the decision-making process when considering whether or not to outsource internationally. It also examines the equally complex issues that arise once the decision is made to outsource, including how to reduce risk, thereby minimizing exposure while maximizing the opportunities for favorable outcomes and more competitive landed costs.

PUAD 630: Public & Private Partnerships (3)
Prerequisite: None
The provision of public services takes place through a variety of forms, direct government provision being only one of them. Increasingly, nonprofit and for-profit organizations, businesses, and government contractors deliver public services in partnership with government. This course will examine the role of partnerships with non-governmental organizations in carrying out important functions of public agencies. Students will get a chance to understand the advantages of such partnerships in terms of effectiveness and efficiency thanks to increased competition and administrative flexibility. The course will also highlight potential pitfalls and unintended consequences.

PUAD 634: Operations Management (3)
(Also offered as MBA 634) Prerequisite: MBA 515 or PUAD 505
Internship/CPT Qualified
This course examines the use of mathematical models in managing the operations of organizations. Techniques examined include queuing, facility planning, distribution network, and transportation models.

PUAD 640: The Health Services System (3)
(Also offered as MBA 640) Prerequisite: none
Internship/CPT Qualified
This course provides an overview of the evolution, structure and current issues in the health care system. It examines the unique features of health care as a product and the changing relationships between patients, physicians, hospitals, insurers, employers, communities, and government.

PUAD 641: Economics of Healthcare Policy (3)
(Also offered as MBA 641) Prerequisite: PUAD 505
Internship/CPT Qualified
This course applies basic economic concepts to analyze the health care market and evaluate health policies. The course begins with an analysis of the demand for health, the derived demand for medical care, and the demand for health insurance. The second part of the course examines the supply of medical care by physicians and hospitals, medical technology, and the role of managed care organizations.
PUAD 642: Financial Management of Healthcare Institutions
(Also offered as MBA 642) Prerequisite: PUAD 505
Internship/CPT Qualified
This course focuses on the application of financial analysis to financial and operating decisions in the health care industry. Valuation methods covered include: net present value of free cash flows, decision tree analysis, real options, and multiples.

PUAD 643: Legal Aspects of Healthcare (3)
(Also offered as MBA 643) Prerequisite: none
Internship/CPT Qualified
This course offers a current and historical overview of the regulation of health care delivery in the US. It examines principles and practical applications of laws that affect the operational decisions of health care providers, health plans, and third party payers and managers that impact development of markets for health care products and services.

PUAD 790: Advanced Research Project (3)
Prerequisite: PUAD 505, PUAD 515, PUAD 514, PUAD 513, PUAD 611, PUAD 608
Internship/CPT Qualified
This course is designed for students to develop a project that will encompass the key elements of public administration which have been studied throughout the MPA program, culminating in the submission of a final project paper and an oral presentation in front of a panel of experts in the field that includes defense of their project.
SCHOOL OF ENGLISH LANGUAGE STUDIES

English as a Second Language (ESL) Program

Program Description and Objectives:
The English as a Second Language Program at VIU provides quality English language instruction for students whose native language is not English. The program focuses on helping students develop sufficient language proficiency and skills for successful study at an American university or college. The program also prepares students for the TOEFL examination.

The objectives of the program are to:
- Help students attain their desired level of English language proficiency by providing intensive instruction in all skills; and
- Help students develop strong academic communication skills for the TOEFL examination and successful study at American institutions of higher education.

The program offers instruction at six levels of proficiency (Elementary (0300), Low Intermediate (0400), High Intermediate (0500), Low Advanced (0600), High Advanced (0700) and Bridge to Academic (0800)). Each level can be completed in one term of full-time study. The overall length of the program depends on the initial placement level and on how quickly the student progresses from one level to another.

Each level includes 140 academic hours of classroom instruction per level/term. Each term is 7 weeks long and full-time students receive 20 hours of classroom instruction per week. Students in the Elementary and Low Intermediate level will take two core classes (10 hours/week for each class), Speaking & Listening and Reading & Writing. In the High Intermediate, Low Advanced, and High Advanced level, students will take 3 core classes (6 hours/week for each class) and 1 elective class (2 hours/week). Students in the Bridge to Academic level are able to choose 4 elective classes (5 hours/week for each class).

In addition to the regular ESL classes, students placed in the High Intermediate or higher level are given an option of selecting intensive TOEFL courses, the focus of which is TOEFL iBT preparation. In High Intermediate or Low Advanced level, students take 2 core classes (10 hours/week for each class): TOEFL: Basic Skills for Listening & Reading and TOEFL Basic Skills for Speaking & Writing (High Intermediate); TOEFL: Solid Skills for Listening & Reading and TOEFL: Solid Skills for Speaking & Writing (Low Advanced). Students placed in the High
Advanced or Bridge to Academic level are able to take TOEFL classes. Each 7-week term, students take 2 core classes (10 hours/week for each class), which can be any combination of TOEFL Reading, TOEFL Writing, TOEFL Listing and TOEFL Speaking.

**Initial Program Placement:**
All new students are required to take a three-part English language proficiency test at VIU to determine appropriate placement in one of the six levels within the program. The placement test includes the following components: an essay writing task (30 minutes), a computer-based test of grammar, vocabulary, and reading skills (1 hour), and an interview (10-15 minutes).

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

**Program Advancement, Completion, and University Admission**
ESL courses are non-credit-bearing courses. All ESL courses are graded on a pass/fail basis. An average score of 75% and an adequate attendance record are required to pass an ESL class.

Full-time students who pass all their ESL core courses (Levels 0300-0700) receive a certificate of level completion and advance to the next level. Full-time high advanced or 0800 students who pass 75% of the 0800-level courses (3 out of 4 elective courses) receive a certificate of program completion. The program completion certificate serves as evidence of sufficient English proficiency for admission to VIU’s academic programs.

Students who do not pass required courses (all core classes for 0300-0700; 75% of elective courses in 0800) in a given term have the option of retaking the placement test at the end of the term. Those who score at the next level of proficiency receive no certificate of level/program completion but are usually allowed to advance to the next level or exit the program early. This “early exit” does not apply to those who take the test at the end of Term I and intend to start an academic program upon the completion of the ESL program even if they attain a required score for the academic level. They will be required to take one more term of ESL before starting their academic program in Term I.

**ESL Core Courses**
Courses numbered 0300-0399 are open to Elementary students; courses numbered 0400-0499 are open to Low Intermediate students; 0500-0599 are open to High Intermediate students; courses numbered 0600-0699 are
open to Low Advanced students, courses numbered 0700-0799 are open to High Advanced students; and courses numbered 0800-0899 are open to students at the Bridge to Academic level.

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Term Hours</th>
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</thead>
<tbody>
<tr>
<td>ESL 0300</td>
<td>Elementary Speaking &amp; Listening</td>
<td>70</td>
</tr>
<tr>
<td>ESL 0305</td>
<td>Elementary Reading &amp; Writing</td>
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</tr>
<tr>
<td>ESL 0400</td>
<td>Intermediate Speaking &amp; Listening</td>
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<td>ESL 0405</td>
<td>Intermediate Reading &amp; Writing</td>
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<tr>
<td>ESL 0510</td>
<td>High Intermediate Grammar</td>
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</tr>
<tr>
<td>ESL 0500</td>
<td>High Intermediate Speaking &amp; Listening</td>
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</tr>
<tr>
<td>ESL 0505</td>
<td>High Intermediate Reading &amp; Writing</td>
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<tr>
<td>ESL 0520</td>
<td>TOEFL: Basic Skills for Listening &amp; Reading</td>
<td>70</td>
</tr>
<tr>
<td>ESL 0521</td>
<td>TOEFL: Basic Skills for Speaking &amp; Writing</td>
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</tr>
<tr>
<td>ESL 0600</td>
<td>Low Advanced Speaking &amp; Listening</td>
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</tr>
<tr>
<td>ESL 0605</td>
<td>Low Advanced Reading &amp; Writing</td>
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</tr>
<tr>
<td>ESL 0610</td>
<td>Low Advanced Grammar</td>
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</tr>
<tr>
<td>ESL 0620</td>
<td>TOEFL: Solid Skills for Listening &amp; Reading</td>
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<tr>
<td>ESL 0621</td>
<td>TOEFL: Solid Skills for Speaking &amp; Writing</td>
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<td>ESL 0700</td>
<td>High Advanced Speaking &amp; Listening</td>
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<td>ESL 0705</td>
<td>High Advanced Reading &amp; Writing</td>
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<tr>
<td>ESL 0715</td>
<td>Skills for Academic Success</td>
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<tr>
<td>ESL 0720</td>
<td>TOEFL Listening</td>
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<td>ESL 0721</td>
<td>TOEFL Speaking</td>
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<td>ESL 0722</td>
<td>TOEFL Reading</td>
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<tr>
<td>ESL 0723</td>
<td>TOEFL Writing</td>
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</tbody>
</table>

**ESL Elective Courses**

Elective Courses appeal to a broad range of interests. Not every course is offered every term. Courses numbered 0300-0399 are open to Elementary students; courses numbered 0400-0499 are open to Low Intermediate students; 0500-0599 are open to High Intermediate students; courses numbered 0600-0699 are open to Low Advanced students, courses numbered 0700-0799 are open to High Advanced students; and courses numbered 0800-0899 are open to students at the Bridge to Academic level.
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<tbody>
<tr>
<td>ESL 0501</td>
<td>Pronunciation: Speak Up</td>
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<tr>
<td>ESL 0515</td>
<td>Vocabulary Foundations</td>
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<tr>
<td>ESL 0516</td>
<td>English in Action</td>
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<tr>
<td>ESL 0525</td>
<td>Walking into American Culture</td>
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<td>ESL 0526</td>
<td>English through Current Events</td>
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<tr>
<td>ESL 0601</td>
<td>Pronunciation: Speak Clearly</td>
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<tr>
<td>ESL 0615</td>
<td>Vocabulary Development</td>
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<tr>
<td>ESL 0625</td>
<td>Living in American Culture</td>
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<tr>
<td>ESL 0626</td>
<td>Stay Informed through News &amp; Current Events</td>
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<td>ESL 0627</td>
<td>English Through Songs</td>
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<tr>
<td>ESL 0701</td>
<td>Pronunciation: Speak Confidently</td>
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<tr>
<td>ESL 0702</td>
<td>Speak like an American Professional</td>
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<td>ESL 0706</td>
<td>Write like an American Professional</td>
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<td>ESL 0710</td>
<td>Grammar Matters</td>
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<td>ESL 0716</td>
<td>Vocabulary Expansion</td>
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<td>ESL 0717</td>
<td>Debate and Controversial Issues</td>
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<td>ESL 0800</td>
<td>Public Speaking with No Fear (1)</td>
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<td>ESL 0801</td>
<td>Public Speaking with Authority (2)</td>
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<tr>
<td>ESL 0802</td>
<td>Accent Reduction</td>
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<tr>
<td>ESL 0805</td>
<td>English through Popular American Books</td>
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<tr>
<td>ESL 0815</td>
<td>English through Service Learning</td>
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<tr>
<td>ESL 0816</td>
<td>Social Problems through My Eyes</td>
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</tr>
<tr>
<td>ESL 0817</td>
<td>Critical Thinking through News around the World</td>
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<tr>
<td>ESL 0825</td>
<td>Examining American Society through TV</td>
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<tr>
<td>ESL 0826</td>
<td>Delicious English</td>
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<tr>
<td>ESL 0827</td>
<td>Raising Issues through American Movies</td>
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<tr>
<td>ESL 0828</td>
<td>English through U.S. Traveling</td>
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<tr>
<td>ESL 0829</td>
<td>Music &amp; World Cultures</td>
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<tr>
<td>ESL 0830</td>
<td>American Values through the Lens of the Constitution</td>
<td>35</td>
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</tbody>
</table>
Description of ESL Courses

Course hours are shown in parenthesis, e.g., (70 hours), following the course title. Course hours are based on class contact (lecture) hours unless otherwise stated.

ESL 0300: Elementary Speaking & Listening (70 hours – core)
This course will help students develop the necessary language skills to feel comfortable communicating in English in a variety of situations. It will focus on building listening skills for main ideas and details, making inferences and forming questions. Target language skills will include: understanding wh-questions, yes/no and alternative questions, contractions, numbers & letters, and time expressions.

ESL 0305: Elementary Reading & Writing (70 hours – core)
This course focuses on developing basic reading and writing skills. After completing the course, students are expected to be able to: write short messages and descriptions; fill out simple forms; apply basic principles of capitalization and punctuation; read simplified short texts on familiar topics and answer factual questions about the reading; scan to locate information in text; categorize vocabulary (synonyms and antonyms). Students will also increase their vocabulary.

ESL 0400: Low Intermediate Speaking & Listening (70 hours – core)
This course focuses on developing students’ oral communication skills, including their ability to identify the main ideas and factual information in level-appropriate listening passages, participate in face-to-face conversations on topics going beyond the most immediate needs, make simple oral presentations, summarize and retell simple stories. This course includes a review of English sounds, word-level stress, and reduction, linking, and contractions.

ESL 0405: Low Intermediate Reading & Writing (70 hours – core)
In this course, students will improve their reading comprehension skills and begin to learn how to write well-structured paragraphs. Specifically, students will learn to use a variety of pre-reading strategies to become more effective readers, to identify main and supporting ideas of a text, and to identify pronoun antecedents. In addition, students will conduct basic internet searches and use word-processing software to write, edit, and format written assignments.

ESL 0500: High Intermediate Speaking & Listening (42 hours – core)
This course focuses on developing students' listening comprehension, summarizing, and presentation skills. Students will understand main ideas and specific details of recorded passages on academic and general interest topics; take notes while listening and summarize the information orally; produce oral summaries of written material; prepare and deliver structured technology-assisted presentations on topics of general interest; participate
in and orally summarize the outcome of group discussions; and develop an ability to support opinions, explain in detail, and hypothesize.

**ESL 0501: Pronunciation: Speak Up (14 hours – elective)**

This course focuses on improving students’ ability to recognize and produce vowels and consonants of North American English, to identify and express meaning change through intonation, to distinguish between stressed and unstressed syllables in monosyllabic words, and to use reductions, linking, and contractions.

**ESL 0505: High Intermediate Reading & Writing (42 hours – core)**

This course reviews the principles of paragraph structure and focuses on basic essay organization, formatting, and revision. In addition, the course includes a review of punctuating complex and compound sentences, fixing run-ons and avoiding fragments. Students will work with a variety of academic reading materials to develop basic reading skills (skimming for main ideas and scanning for specific information) as well as higher-level skills (making inferences and distinguishing between fact and opinion). Students will also learn to deduce the meaning of unfamiliar words from contextual and structural clues.

**ESL 0510: High Intermediate Grammar (42 hours – core)**

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

**ESL 0515: Vocabulary Foundations (14 hours – elective)**

This course focuses on developing students’ command of academic vocabulary. Students will also be introduced to a variety of strategies for dealing with unfamiliar vocabulary and for effective vocabulary learning and retention.

**ESL 0516: English in Action (14 hours – elective)**

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

**ESL 0520: TOEFL: Basic Skills for Listening & Reading (70 hours – core)**

This is an intensive TOEFL course recommended for students who are interested in taking the TOEFL iBT and want to improve their listening
and reading skills. In this course, students will learn effective test-taking strategies and extensively practice completing all types of listening and reading exercises found on the TOEFL iBT. This course serves as a spring board to TOEFL: Solid Skills courses.

**ESL 0521: TOEFL: Basic Skills for Speaking & Writing (70 hours – core)**
This is an intensive TOEFL course recommended for students who are interested in taking the TOEFL iBT and want to improve their speaking and writing skills. In this course, students will learn effective test-taking strategies and extensively practice completing all types of speaking and writing exercises found on the TOEFL iBT. This course serves as a spring board to TOEFL: Solid Skills courses.

**ESL 0525: Walking into American Culture (14 hours – elective)**
Welcome to America! This course will introduce students to various topics that are common in American culture and daily life. It will allow students to comfortably engage in conversations about and learn about the country in which they are living and studying. Additional supplemental material may be used to vary the classes and topics discussed.

**ESL 0526: English through Current Events (14 hours – elective)**
In this elective course, students will read recent news stories, participate in debates, and learn to defend their point of view in writing.

**ESL 0600: Low Advanced Speaking & Listening (42 hours – core)**
This course helps students expand their fluency, emphasizing the language they need for real world communication. This course develops students’ listening comprehension and note-taking skills, provides insights into U.S. life and culture, builds vocabulary, and improves understanding of American English pronunciation.

**ESL 0601: Pronunciation: Speak Clearly (14 hours – elective)**
This course covers all aspects of pronunciation, from individual sounds to intonation, rhythm, and stress. Students will work on identification and articulation of vowels and consonants; produce and identify meaning change through intonation; use reduction, linking and contractions; stress polysyllabic words correctly; understand and apply the principles of sentential stress, rhythm, and phrasing.

**ESL 0605: Low Advanced Reading & Writing (42 hours – core)**
This course is designed for students who need to improve their reading and writing skills and enlarge their vocabulary. The readings explore controversial issues of contemporary U.S. culture.

**ESL 0610: Low Advanced Grammar (42 hours – core)**
This course includes a thorough review of the English tense and aspect system as well as basic principles of capitalization and punctuation. The course focuses on the present, past, and future tenses, nouns, determiners
and pronouns, the present perfect, adjectives, adverbs and prepositions, modals, verbal phrases, comparatives and superlatives, gerunds and infinitives, as well as clauses and conjunctions.

**ESL 0615: Vocabulary Development (14 hours – elective)**
This intensive course focuses on developing students’ command of academic vocabulary. Students will also be introduced to a variety of strategies for dealing with unfamiliar vocabulary and for effective vocabulary learning and retention.

**ESL 0620: TOEFL: Solid Skills for Listening & Reading (70 hours – core)**
This is an intensive course designed for low advanced students who have a good understanding of the basic listening and reading skills needed for the TOEFL iBT. Students will learn effective test-taking strategies and extensively practice completing all types of listening and reading tasks found on the TOEFL iBT.

**ESL 0621: TOEFL: Solid Skills for Speaking & Writing (70 hours – core)**
This is an intensive course designed for low advanced students who have a good understanding of the basic listening and reading skills needed for the TOEFL iBT. Students will learn effective test-taking strategies and extensively practice completing all types of listening and reading tasks found on the TOEFL iBT.

**ESL 0625: Living in American Culture (14 hours – elective)**
This course explores different facets of American life and culture such as greeting people, social events, dating, attending school, and food. Each of these topics will be explored in depth.

**ESL 0626: Stay Informed through News & Current Events (14 hours – elective)**
This course uses original news broadcasts and publications to help students develop critical thinking skills and gain insight into American attitudes and values. The linguistic focus of the course is on listening and reading as well as on evaluating and summarizing material orally and in writing.

**ESL 0627: English through Songs (14 hours – elective)**
This course will introduce the students to a range of timeless classics that have become an important part of American culture and language. This course is designed to help students increase their vocabulary, gain familiarity with colloquial speech patterns and nonverbal expressions, and improve their reading, listening, and writing skills.

**ESL 0700: High Advanced Speaking & Listening (42 hours – core)**
This course focuses on developing academic listening and speaking skills. Students will learn to give short structured presentations and improve their ability to comprehend and analyze academic discourse. The course includes
an accent-reduction component that focuses on helping students speak clearly and with appropriate intonation patterns.

**ESL 0701: Pronunciation: Speak Confidently (14 hours – elective)**
In this course, students will engage in listening and speaking activities to develop clear speech and appropriate intonation. The course includes a review of the sound system and focuses on the patterns of English stress, intonation, and timing.

**ESL 0702: Speak like an American Professional (14 hours – elective)**
In this course, students will improve their skills in the following key areas of business communication: taking part in meetings, telephoning, negotiating, presenting, and socializing.

**ESL 0705: High Advanced Reading & Writing (42 hours – core)**
In this course, students will review the basic principles of paragraph organization and learn to write five-paragraph essays. Students will also develop their reading skills in the interpretation, analysis, summarizing, and criticism of ideas encountered in academic reading. The course includes a review of effective strategies for understanding unfamiliar academic vocabulary and a remedial needs-based review of higher-level grammatical constructions.

**ESL 0706: Write like an American Professional (14 hours – elective)**
This course introduces students to the style, vocabulary, and various formats of business writing, such as letters, reports, memos, email, and other electronic communications. Grammar and editing skills are reinforced as important components of professional communication.

**ESL 0710: Grammar Matters (14 hours – elective)**
The Grammar Workshop focuses on developing self-editing skills that enable students to express themselves accurately in writing.

**ESL 0715: Skills for Academic Success (42 hours – core)**
The purpose of the course is to aid students in understanding and adapting to the social and educational systems in the USA and to help them develop strong study skills. In particular, this course focuses on the basic principles of taking effective lecture and textbook notes; writing and correctly formatting simple research papers, paraphrasing and summarizing skills, test-taking skills, and preparing and delivering formal presentations on academic subjects.

**ESL 0716: Vocabulary Expansion (14 hours – elective)**
This course is recommended for students who are interested in expanding their academic vocabulary. Through various activities, students will be
trained to use a variety of strategies for vocabulary learning and retention. These strategies will help them succeed in their academic studies.

**ESL 0717: Debate and Controversial Issues (14 hours – elective)**
This course helps high-advanced students develop their reading and discussion skills. The readings explore controversial issues such as family structure, immigration, religion, addiction, and mental illness.

**ESL 0720: TOEFL Listening (70 hours – core)**
In this intensive course, students will listen to a variety of conversations and lectures in English. Some topics that will be covered in this class are non-academic and informal; they reflect typical situations university students face in the United States. Other topics are academic and come from various fields of study in the natural sciences, the social sciences, the arts, and business. Through daily exercises, students will learn and practice useful listening strategies and test-taking skills that are required for TOEFL iBT.

**ESL 0721: TOEFL Speaking (70 hours – core)**
In this intensive course, students will learn six different tasks of the Speaking section: two independent tasks and four integrated tasks. Students will be introduced to a variety of speaking strategies and given ample opportunities to practice responding to different topics in a given period of time with comprehensible pronunciation.

**ESL 0722: TOEFL Reading (70 hours – core)**
This course trains students to read and understand lengthy readings on a variety of academic topics. Students will learn about vocabulary, pronoun reference, the meanings of sentences, where sentences can be inserted, inferences, rhetorical purpose, and overall organization of ideas.

**ESL 0723: TOEFL Writing (70 hours – core)**
In this course, students will learn how to write two types of essays for the TOEFL iBT independent and integrated tasks.

**ESL 0800: Public Speaking with No Fear (1) (35 hours – elective)**
In this course, students will learn the basics of effective public speaking and develop their confidence and abilities. By building their skills step-by-step and by studying examples of effective speech models, students will significantly reduce anxiety they may associate with public speaking. The course is divided into three components. The first focuses on less-language dependent, more physical skills, such as eye contact, gestures, stance, and voice. The second focuses on creating and explaining effective visuals. The third focuses on understanding the basic structure of a speech and the preparation of each element: the introduction, body, and conclusion. Students will be required to evaluate model speeches, speeches of their peers, and their own speeches in order to build awareness of necessary speech elements.
ESL 0801: Public Speaking with Authority (2) (35 hours – elective)
In this course, students will build on the fundamentals of public speaking that they learned in ESL 0800: Public Speaking with No Fear. The course premise is that we learn by “doing”, so each class will provide hands-on learning experiences. The course covers the following content areas: demonstrating confidence and effective delivery; organizing and outlining a speech; learning different types of presentations; using visual aids; using the Internet; participating in group discussion as a listener and as a speaker; developing awareness of interpersonal and intercultural communication; impromptu speaking; using idioms and proverbs; giving speeches for special purposes; as well as evaluating speeches constructively.

ESL 0802: Accent Reduction (35 hours – elective)
This course is designed to help prepare students to comfortably converse with clear pronunciation in a variety of situations. The course will focus student attention on intonation and syllable stress, which is one of the most important facets of accent reduction. Students will feel more confident about conversing with Americans in their daily lives. Also, students who are preparing to enter academic programs will gain useful pronunciation experience that will enable them to better understand (and be understood by) native speaking professors and classmates.

ESL 0805: English through Popular American Books (35 hours – elective)
In this course, students will explore a variety of current themes through non-fiction and fiction readings that relate to American culture. Participants will have the opportunity to develop critical thinking skills through reading, discussion, and writing activities that are essential to success in American academia. In addition, the course will build active college-level reading skills and provide students with a repertoire of strategies for reading for different purposes. The reading selections provide an enjoyable learning experience to foster both an appreciation of reading and greater cultural awareness.

ESL 0815: English through Service Learning (35 hours – elective)
This course is designed to provide students with an authentic experience that fosters their language learning objectives and gives them first-hand exposure to American culture and American people. Students will explore different social and economic issues that impact our communities through their service learning as well as through researching and critical thinking. The course will have two components: in class and in community service.

ESL 0816: Social Problems through My Eyes (35 hours – elective)
This course will address social themes and issues that impact the daily lives of international students and foreign born immigrants living in America. Students will share their perspectives on how they confront daily social problems while living in the U.S. as a non-U.S. born resident. Students will
be challenged to think critically about their own encounters with issues such as personal identity evolution, language discrimination, culture shock, and assimilation & acculturation into American society. Throughout this course students will maintain a weekly blog documenting their experiences. Each week will cover a different theme and a corresponding blog prompt will follow. The class will follow each other’s blogs and leave comments. Discussions will take place in class and online. Overall, Social Problems through My Eyes functions to give international students an opportunity to become advocates. Through social media and research they will raise awareness of their often overlooked plight.

**ESL 0817: Critical Thinking through News around the World (35 hours – elective)**

Students in this elective course will develop and sharpen their critical thinking skills by reading, discussing, and writing about a variety of newspaper articles from five continents. Through this course, students will gain a better understanding of different influences current events can have in the world.

**ESL 0825: Examining American Society through TV (35 hours – elective)**

This course will introduce the students to a range of television programs in different genres that in some way reflect American society. This course is designed to help students develop their vocabulary, particularly colloquial expressions, as well as listening, writing, reading, and speaking skills. Students will utilize skills needed in academic studies as different genres in the television medium are explored with a view to their underlying cultural messages, in addition to their information or entertainment value.

**ESL 0826: Delicious English (35 hours – elective)**

This course explores the connection between food and American culture by taking a closer look at the factors that shape the food we eat including economics, regional and ethnic considerations, politics, corporate profits, and traditions. The course is divided into seven thematic units such as eating out, fast food, shopping for food and marketing strategies used by supermarkets, traditional American dishes, regional American dishes, holiday foods, cooking, and famous American food companies. Within these themes, students will participate in a variety of reading, writing, listening, and speaking activities while developing their language skills. In addition, the course aims to develop students’ critical thinking skills and abilities to consider a variety of viewpoints, conduct research, and analyze results.

**ESL 0827: Raising Issues through American Movies (35 hours – elective)**

It is argued that one of the best ways to learn a second language as an adult is by watching movies, T.V., and listening to the radio. This course will focus primarily on American movies. With Hollywood as one of the
number-one exporters of movies worldwide, it is only fitting that students get a taste of different movie genres with an American flare. Students will gain knowledge of each movie genre, what makes it unique, and will improve their critical thinking skills, critiquing skills, writing skills, and listening skills through different instructional methods.

**ESL 0828: English through U.S. Traveling (35 hours – elective)**
This course will take students on a cross-country adventure across the United States on one of America’s oldest interstates, I-80. Stretching nearly 3,000 miles from San Francisco, California to Teaneck, New Jersey, I-80 is a trusted route linking both coasts of the American continent. It snakes its way through flat cornfields, desert plains and rugged mountains to the Pacific Ocean. I-80’s incredible span goes through some of the greatest cities and tourist destinations in the U.S. including the New York metropolitan area, Chicago, Salt Lake City, Cheyenne, Reno, and San Francisco. Students will learn about the people, customs, and culture each of these fine U.S. destinations has to offer. They will also be able to utilize their English skills through itinerary planning.

**ESL 0829: Music & World Cultures (35 hours – elective)**
This course will look at different genres of modern music including hip-hop, Latino music, pop, and Moroccan Gnawa through the political, social, and racial lens of different cultures. Students will get a taste of different popular music in Latino culture, Asian culture, European and North American culture, Arab culture, and African culture. This course will help raise student awareness of social, political, racial and religious differences under the unifying umbrella of popular music and its variations.

**ESL 0830: American Values through the Lens of the Constitution (35 hours – elective)**
Many students, upon entering this country, are somewhat perplexed and fascinated by how Americans behave and interact with the world. Many students know that America does boast certain freedoms, but they don’t necessarily know why or what those freedoms are. This course will offer an in-depth look at some of the most important freedoms Americans enjoy through the lens of the Constitution. This course will use the Constitution (the Bill of Rights specifically) as a backdrop to engage students in current events and hot topics that are related to constitutional freedom. Such hot topics in American culture include gun control, freedom of speech, and freedom of religion. The class would begin with an overview of the Articles of Confederation and the Constitution so that students would have a basic understanding of the Constitution’s history. This course will be a multimedia course.
In addition to regular classroom delivery, VIU offers online courses as an alternative delivery method of instruction. The following degree programs at VIU can also be partially or fully completed online:

**Graduate Level Programs:**
1. Master of Business Administration (MBA)
2. Master of Science in Accounting (MAC)
3. Master of Science in Project Management (MPM)
4. Master of Science in Computer Science (MCS)
5. Master of Science in Information Systems (MIS)
6. Master of Science in Information Systems Management (MISM)
7. Master of Science in Software Engineering (MSE)
8. Master of Science in Information Technology (MIT)
9. Master of Art in Teaching English to Speakers of Other Languages (MA in TESOL)
10. Master of Education (M.Ed.)
11. Master of Science in Applied Linguistics (MSAPL)
12. Master of Science in International Relations (MIR)
13. Master of Public Administration (MPA)
14. Graduate Certificate in Project Management
15. Graduate Certificate in Business Intelligence
16. Graduate Certificate in Information Systems
17. Graduate Certificate in Information Systems Management
18. Graduate Certificate in Information Technology Audit and Compliance
19. Graduate Certificate in TESOL
20. Graduate Certificate of Education

**Undergraduate Level Programs:**
21. Bachelor of Science in Business Administration (BBA)
22. Bachelor of Science in Computer Science (BCS)

**Non-credit Certificate program**
23. English as Second Language (ESL)

VIU uses the Moodle learning management system as an online learning platform, and delivers asynchronous online courses. The online courses offered at VIU do not differ in content, expectations, and requirements from the regular face-to-face courses.

The online courses have three (3) credit hours as specified by the program of study. The syllabi, as well as textbook, are similar to those used in face-to-face classes. The online courses follow the 8-week format as described in the Academic Calendar section of this Catalog.

In addition to degree programs, VIU also offers the English as a Second Language Program online. As of Fall 2013, two ESL courses are available;
ESL 0715 Skills for Academic Success and ESL 0700 High Advanced Speaking & Listening. The ESL online courses follow a 7-week format. Upon successful completion of the online courses, students receive a Certificate of Course Completion. Please refer to the ESL Program Courses section on page 268 in this Academic Catalog for course descriptions.

The online courses at VIU are completely Internet-based with no face-to-face meetings. Typically, students work independently on their own schedule. Occasionally, synchronous activities are held to allow for the instructor and the students to communicate in real-time. The courses are instructor-led: the instructor leads the online course activities, manages the online forums, and monitors and assesses student progress and performance in the online classroom.

The online courses are very similar to the courses delivered on-campus. The learning objectives are the same for online and on-campus classes. Online sessions typically contain the following elements: session learning objectives, online lectures, and readings, multimedia, text presentations, assignments, threaded discussions, case studies, quizzes, opportunities for collaborative learning and for problem solving. The methods that are used to deliver the online courses typically consist of lectures, discussion forums, research, case studies, and group work. These are supported by selected tools and resources that include, but are not limited to printed materials and resources, video, audio, nonlinear media, reviews and exams, email communication, threaded discussions, blogs, chat, video and teleconferencing.

1. Academic Calendar for Online Programs

At VIU online courses are offered in an 8-week format in the first and the second halves of the Fall, Spring and Summer semesters.

<table>
<thead>
<tr>
<th>Event</th>
<th>FALL 2013</th>
<th>Fall II</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Aug 26 –</td>
<td>Oct 21 –</td>
</tr>
<tr>
<td></td>
<td>Oct 19</td>
<td>Dec 14</td>
</tr>
<tr>
<td>Registration for Fall 2013 opens</td>
<td>Jul 1</td>
<td>Jul 1</td>
</tr>
<tr>
<td>Registration closes</td>
<td>Aug 19</td>
<td>Oct 14</td>
</tr>
<tr>
<td>First Day of Classes</td>
<td>Aug 26</td>
<td>Oct 21</td>
</tr>
<tr>
<td>Labor Day, VIU is closed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last day to add/drop course(s)</td>
<td>Sep 3</td>
<td>Oct 28</td>
</tr>
<tr>
<td>Last day to apply for Fall 2013 graduation</td>
<td>Oct 1</td>
<td>Oct 1</td>
</tr>
<tr>
<td>Last day to withdraw with a grade of &quot;W&quot;</td>
<td>Sep 27</td>
<td>Nov 22</td>
</tr>
<tr>
<td>Thanksgiving break, VIU is closed</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Last Day of Class (including the final exams)</td>
<td>Oct 19</td>
<td>Dec 14</td>
</tr>
<tr>
<td>Grades available on Student Portal</td>
<td>Oct 21</td>
<td>Dec 16</td>
</tr>
<tr>
<td>Winter break</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Incomplete grade changes due to Registrar</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dec 2</td>
<td>Feb 21</td>
<td></td>
</tr>
</tbody>
</table>

### SPRING 2014

<table>
<thead>
<tr>
<th>Event</th>
<th>Spring</th>
<th>Spring II</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration for Spring 2014 opens</td>
<td>Nov 15</td>
<td>Nov 15</td>
</tr>
<tr>
<td>Registration closes</td>
<td>Jan 3</td>
<td>Feb 24</td>
</tr>
<tr>
<td><strong>First Day of Classes</strong></td>
<td><strong>Jan 13</strong></td>
<td><strong>Mar 3</strong></td>
</tr>
<tr>
<td>Last day to add/drop course(s)</td>
<td>Jan 20</td>
<td>Mar 10</td>
</tr>
<tr>
<td>Last day to apply for Spring 2014 graduation</td>
<td>Feb 1</td>
<td>Feb 1</td>
</tr>
<tr>
<td>Last day to withdraw with a grade of &quot;W&quot;</td>
<td>Feb 14</td>
<td>Apr 4</td>
</tr>
<tr>
<td><strong>Last Day of Class (including the final exams)</strong></td>
<td><strong>Mar 8</strong></td>
<td><strong>Apr 26</strong></td>
</tr>
<tr>
<td>Grades available on Student Portal</td>
<td>Mar 10</td>
<td>Apr 28</td>
</tr>
<tr>
<td>Commencement Ceremony</td>
<td>May 5</td>
<td>May 5</td>
</tr>
<tr>
<td>Incomplete grade changes due to Registrar</td>
<td>Apr 18</td>
<td>Jun 13</td>
</tr>
</tbody>
</table>

### SUMMER 2014

<table>
<thead>
<tr>
<th>Event</th>
<th>Summer I</th>
<th>Summer II</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration for Summer 2014 opens</td>
<td>Apr 1</td>
<td>Apr 1</td>
</tr>
<tr>
<td>Registration closes</td>
<td>Apr 28</td>
<td>Jun 23</td>
</tr>
<tr>
<td><strong>First Day of Classes</strong></td>
<td><strong>May 5</strong></td>
<td><strong>Jun 30</strong></td>
</tr>
<tr>
<td>Independence Day, VIU is closed</td>
<td>N/A</td>
<td>Jul 4</td>
</tr>
<tr>
<td>Last day to add/drop course(s)</td>
<td>May 12</td>
<td>Jul 7</td>
</tr>
<tr>
<td>Memorial Day, VIU is closed</td>
<td>May 26</td>
<td>N/A</td>
</tr>
<tr>
<td>Last day to apply for Summer 2014 graduation</td>
<td>Jun 2</td>
<td>Aug 1</td>
</tr>
<tr>
<td>Last day to withdraw with a grade of &quot;W&quot;</td>
<td>Jun 6</td>
<td>Aug 1</td>
</tr>
<tr>
<td><strong>Last Day of Class (including the final exams)</strong></td>
<td><strong>Jun 28</strong></td>
<td><strong>Aug 23</strong></td>
</tr>
<tr>
<td>Grades available on Student Portal</td>
<td>Jun 30</td>
<td>Aug 25</td>
</tr>
<tr>
<td>Incomplete grade changes due to Registrar</td>
<td>Aug 8</td>
<td>Oct 10</td>
</tr>
</tbody>
</table>

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

The admission requirements for online programs are the same as our on-ground programs, except for the application fee. There are no additional admission requirements and no admission tests for students taking online courses. Therefore, please refer to page 29 in this catalog.

Prior to registering for online classes, prospective students must be admitted to an academic program of study at VIU. F-1 visa international students must comply with the visa restrictions when taking online courses.

All applicants for the ESL Online Program must submit proof of a certain level of English language proficiency as indicated in the table below. There are two ways to meet these English language proficiency requirements for high-advanced (pre-academic) ESL online courses:

1. Submit scores for one of the following tests:

<table>
<thead>
<tr>
<th>Name of Standardized Test</th>
<th>Minimum Scores Required*</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOEFL iBT</td>
<td>50</td>
</tr>
<tr>
<td>TOEFL pBT</td>
<td>463</td>
</tr>
<tr>
<td>IELTS Academic</td>
<td>Overall band 5.5</td>
</tr>
<tr>
<td>PTE Academic</td>
<td>40</td>
</tr>
<tr>
<td>ITEP Academic Plus</td>
<td>4</td>
</tr>
</tbody>
</table>

* Scores must be less than 2 years old. If the student has been studying continuously at a college or university in the United States, s/he may submit an older score that has been accepted at the current school.

2. Complete VIU’s Online ESL placement test, which is available online. The placement test will determine whether the student has sufficient English proficiency to benefit from the level. Admission is not guaranteed.

3. Tuition and Fees of Online Courses

This tuition and fee structure is effective with the Fall 2013 academic semester. The following tuition rates apply for fully online students and not for residential students taking online course(s). The tuition does not include the cost of textbooks and other course related materials.

Graduate Level Programs:

**Tuition:**

- $409 per credit
- $1,227 per course
- $3,681 per semester (full-time, 9 credit hours)
**Tuition for Program Prerequisites:** Graduate Students who need to take program pre-requisite courses will pay the Undergraduate tuition rate for those courses required.

**Undergraduate Level Programs:**

<table>
<thead>
<tr>
<th>Tuition:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$325 per credit</td>
</tr>
<tr>
<td></td>
<td>$975 per course</td>
</tr>
<tr>
<td></td>
<td>$3,900 per semester (full-time, 12 credit hours)</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Tuition:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$7.80 per hour</td>
</tr>
<tr>
<td></td>
<td>$327.60 per 7-week course</td>
</tr>
</tbody>
</table>

**Related Fees:** Some fees are mandatory and due at the time of application or enrollment. There are also services at VIU when it is necessary as student progress through their program of study or required upon their request. All fees are **non-refundable**.

<table>
<thead>
<tr>
<th>Services Provided</th>
<th>Explanation</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee</td>
<td>Academic Programs</td>
<td>$50</td>
</tr>
<tr>
<td>Student Services Fee</td>
<td>Registration process, VIU student e-mail</td>
<td>$30</td>
</tr>
<tr>
<td>English Placement Test*</td>
<td>Those who need to take the test only.</td>
<td>$30</td>
</tr>
<tr>
<td>Late Registration Fee</td>
<td>After the last day of registration, before the end of the Add/Drop period.</td>
<td>$50</td>
</tr>
<tr>
<td>Returned Check Fee</td>
<td>If the check issued by the student is not honored by their bank.</td>
<td>$30</td>
</tr>
<tr>
<td>Transcript Processing Fee</td>
<td>Upon request by the student.</td>
<td>$10</td>
</tr>
<tr>
<td>Graduation Application / Diploma Processing Fee</td>
<td>Fee required of all students graduating when submitting the Graduation Application Form.</td>
<td>$100</td>
</tr>
</tbody>
</table>

* This is different from Online ESL placement test. The English Placement Test determines proficiency level for Academic studies using Accuplacer test.

### 4. Online Course Cancellation and Refund Policy

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

<table>
<thead>
<tr>
<th>Time of withdrawal notice</th>
<th>Tuition refund amount*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to the last day of add/drop period</td>
<td>100% of the tuition</td>
</tr>
</tbody>
</table>
After the add/drop & through 25% of the session | 75% of the tuition
---|---
Through 50% of the session | 50% of the tuition
Through 75% of the session | 25% of the tuition
After 75% of the session | No refund will be issued

* Excludes all fees

A written notice must be submitted to officially withdraw from Virginia International University. The official withdrawal date, for the purpose of a refund calculation, will be taken from the date the written notice is received by VIU.

a) Notifying the academic coordinator or instructor that you want to drop/withdraw from a course does not officially withdraw a student from a course.

b) Non-attendance in a course will not constitute a drop/withdrawal.

c) Students who do not officially drop/withdraw from a course will be financially responsible for the tuition.

No refund will be honored without written notice. Students may download the Online Education Institutional Withdrawal Form from our website or obtain a hard copy from the Registrar’s Office. Applicants must submit the Refund Request & Application Cancellation Form within 12 months of the initial application date.

VIU will issue refunds to individuals who have terminated their status as students within 45 days after receipt of a written request. If no payment was made, the University will bill the student for the amount due according to the schedule above.

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

a) Withhold the release of the student's academic records or any information based upon the records.

b) Withhold the issue of the student's transcripts.

If the student's account remains delinquent, VIU reserves the right to terminate enrollment. Late tuition payments are subject to financial penalties.

5. Scholarships for Online Education

Scholarship Program Description

VIU Online strives to make education affordable for all students and offers several scholarships for individuals with great potential. The scholarships are awarded based on academic success, work experience, and exceptional talents. Current and prospective students who successfully complete the admission process with VIU Online are eligible to apply.
Scholarship Funding
The VIU Online Scholarship Program is funded by VIU Online LLC. The CEO of the company approves the allocation of resources for the scholarship program from the annual operating budget during its annual meeting prior to the start of the calendar year.

Scholarship is awarded as a credit toward tuition only. The award amount $167 per course (3 credits) will be deducted from total tuition charged for each term as long as recipient maintains scholarship eligibility or until awarded scholarship fund is exhausted.

Eligibility
Fully-online undergraduate and graduate degree-seeking VIU Online students are eligible to apply for a scholarship if the scholarship requirements are met. Eligibility and fulfillment of the scholarship criteria does not guarantee the award of a scholarship. Recipients must meet the following requirements to maintain their scholarship eligibility:

- Maintain required GPA, in any given term.
- Register for at least 1 course in each term consecutively.

Application Instructions
To apply for a scholarship, students need to do the following:

1. Online scholarship application form
2. Submit supporting documents: Each scholarship has its own unique document requirements. Applicants are required to submit all documents prior to the application deadline in one of the following ways:
   - Via e-mail: Scanned as a PDF file and sent to: scholarship@online.viu.edu
   - By post mail to Virginia International University, 11200 Waples Mill Road, Suite #360, Fairfax, Virginia (VA), 22030 USA

VIU has the right to request original documentation. The submission of fabricated or false documents will result in rendering the scholarship application invalid.

DISCLAIMER: Documents submitted for scholarship purposes will not be stored by the university. The University is unable to return any document to the applicant.

All applicants are required to submit original, notarized or attested supporting documentation. Samples of these documents may include transcripts, diplomas, certificates and test scores. Photocopies of these documents will not be accepted. All applications and supporting
documentation must be received by 12:00 p.m. EST on the day of the application deadline. Incomplete or late applications will not be accepted.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2013</td>
<td>August 5, 2013</td>
</tr>
<tr>
<td>Fall II 2013</td>
<td>September 30, 2013</td>
</tr>
<tr>
<td>Spring 2014</td>
<td>December 23, 2013</td>
</tr>
<tr>
<td>Spring II 2014</td>
<td>February 10, 2014</td>
</tr>
</tbody>
</table>

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

Scholarship awards will be determined by the Scholarship Committee prior to the first day of classes for the term in which the student applied. Awardees will be notified by email.

Rules and Regulations:
1.) Scholarships will not be awarded to applicants who receive any other type of outside Scholarship (Example: Government scholarships).
2.) Cumulative GPA’s will not be rounded for eligibility requirements.
3.) Students are eligible to be awarded one Scholarship per term.
4.) All application materials must be received by the application deadline. Incomplete applications will be automatically denied.
5.) There is no guarantee that a Scholarship Award will be made solely because the applicant is qualified.
6.) Academic merit holds the greatest weight when reviewing Scholarship Applications. Each application will be reviewed individually and in the case of a tie, the committee will rely on this hierarchy to make their award decisions.
7.) Applications will be active only for the term in which they are submitted. If a student would like to be considered for future scholarships, they must submit a new scholarship application packet.
8.) Scholarships will only be considered for applicants who are registered for at least one course per term.

Any information provided to VIU, must be accurate and complete. Misrepresentations or omissions will be just cause for applications immediate denial.

Types of Scholarships Offered
Any student who wishes to be considered for a scholarship must first submit an application for admission to VIU Online. If accepted, students can apply for the following scholarships:

1. Special Achievement Online Scholarship
2. Career Online Scholarships
3. Presidential Online Scholarship

**Special Achievement Online Scholarship**
The Special Achievement Online Scholarship provides tuition assistance to current and prospective students who possess exceptional talents or achievements.

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

- Applicant must be able to show significant excellence and experience related to a demonstrated talent, achievement and/or career field.
- Applicants must be admitted to VIU Online and submit a VIU Student Acceptance Letter to the University before the scholarship application deadline.
- Applicants must have a minimum 3.00 cumulative GPA.

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

- Online scholarship application form
- Most recent official transcript from all high schools, colleges, or universities attended (this can be obtained from the registrar’s office at these schools).
- Personal statement of at least 500 words detailing talent and/or achievements in essay format. Talents and achievements must be measurable and not just recreational in nature.
- Official proof of awards, certificates of achievement, licenses, etc. must be provided. Without this, the application will not be considered.

**VIU Career Online Scholarships**
The VIU Career Online Scholarship is awarded to graduate students who come to VIU intending to advance their role in the global workforce. The selection is based upon both academic and career achievements.

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

- Applicants must possess at least a bachelor’s degree.
• Applicants must be admitted to VIU Online and submit a VIU Student Acceptance Letter to the University before the scholarship application deadline.
• Applicants must have a minimum 3.00 cumulative GPA.

Application Process:
Completed applications must include all of the following:
• Online scholarship application form
• Most recent official transcript from all colleges, or universities attended (this can be obtained from the registrar’s office at these schools).
• Personal statement of at least 500 words describing your background, future goals, education, influential experiences and career objectives. This should be in the form of an essay, not a list of facts.
• Employment verification letter.

Presidential Online Scholarship
The Presidential Academic Scholarship is the most prestigious merit-based scholarship offered by the university. Awardees are selected based upon exceptional academic achievement as well as potential for continued success both at the university and in the outside community.

Eligibility:
To be eligible to apply for this scholarship, applicants must meet the following criteria:
• Applicants must have been enrolled and studied for at least one term at VIU Online.
• Applicants must be in good academic standing with a minimum 3.90 cumulative GPA.

Application Process:
Completed applications must include all of the following:
• Online scholarship application form
• VIU transcript (this can be obtained from the VIU Registrar’s office registrar@viu.edu).
• Personal statement of at least 500 words describing your background, future goals, education, influential experiences and career objectives. This should be in the form of an essay, not a list of facts.
• A letter of recommendation from a VIU faculty member
• One of the Official English language test score reports: TOEFL score of at least 80 (iBT) or 550 (pBT) OR an IELTS score of at least 6.0, OR SAT II English 870 (A test score is only required for applicants whose first language is not English).
6. Technical Requirements

In order to participate in the online class activities, students need to have access to a computer system with access to the Internet that meets the minimum technical system and browser requirements outlined below:

**System Requirements**

Student must have access to a high-speed internet, a personal computer that is up-to-date and maintained. Students taking online courses will also need a microphone, speaker (or earphones), and a webcam. These items can be either built-in or external.

- **For PC Users:**
  - A modem or other device capable of connecting to the Internet. It is possible to connect with a modem, but a high speed connection is strongly recommended.
  - Processor: Core 2 Duo/ equivalent or better processor (Dual Core processor recommended)
  - Operating System: Windows XP Service Pack 3, Windows Vista Service Pack 2, Windows7 with all current updates installed
  - Memory: 2+ Gigabytes RAM Memory
  - Hard drive: 120 Gigabyte
  - Speaker (built-in or external)
  - Microphone (built-in or external)
  - Monitor with 1024 x 768 pixel resolution or better

- **For Mac Users:**
  - A modem or other device capable of connecting to the Internet. It is possible to connect with a modem, but a high speed connection is strongly recommended.
  - Processor: PowerPC G4 or Intel
  - Operating System: OS X 10.4.9
  - Memory: 2+ Gigabytes RAM Memory
  - Hard drive: 120 Gigabyte
  - Speaker (built-in or external)
  - Microphone (built-in or external)
  - Monitor with 1024 x 768 pixel resolution or better

**Browser Requirements**

If a browser is not listed below, it has not been tested on the online platform. A user risks running into problems with the course software if they choose to use a non-supported browser. Browsers listed below have been recommended by the developers of the course platform.

- Mozilla Firefox
- Google Chrome
- Opera
- Microsoft Internet Explorer
- Safari

Please use the latest versions of above mentioned browsers.

**Application Requirements**
• Current virus detection software that must be installed and kept up to date
• To view all the resources uploaded to Moodle, Microsoft Office (Word, Excel, and PowerPoint) or an equivalent (e.g. Open Office, Viewer) need to be installed
• Java/JRE
• Adobe Acrobat Reader to open and save PDF files
• Adobe Flash Player
• Windows Media Player
• QuickTime Player
• VLC Media Player
Please use the latest versions of above mentioned applications.

7. Additional Information

Identity Verification, Privacy, and Access: VIU clearly and appropriately states our requirements for the students to have access to the information systems necessary for them to engage in our distance learning program(s). This information is communicated to the students via their VIU email.

VIU will verify identity of the students enrolled in online courses throughout the program by requiring them to maintain updated log in information with a password that only the student knows. Students will use this log in information to access all VIU information systems. From time to time, students may also be asked to participate in a live videoconference that would further serve to verify their identity; if so students will be provided all the information they need to participate in these identity verification sessions in advance.

VIU will protect the students’ privacy in the identity verification process by maintaining industry standard information security practices and by adhering to federal and state regulations and legislation such as the Family Educational Rights and Privacy Act.

There are no additional charges or fees associated solely with the verification of student identity.
“Let’s build the future together”