

Student's Right To Cancel

Applicants who have not yet attended class have the right to cancel the enrollment agreement at any time. Applicants who have attended class retain the right to cancel the enrollment agreement through attendance at the first class session, or midnight of the seventh calendar day after enrollment, whichever is later. "Attended" is defined as attendance in the classroom or participation in an online course. "Enrollment" is defined as execution of an enrollment agreement.

- If a Notice of Cancellation is submitted prior to midnight of the third business day following the date the enrollment agreement was signed, the applicant will receive a refund of all monies paid, including the non-refundable application fee.
- If a Notice of Cancellation is submitted following this period, but no later than through attendance at the first class session or midnight of the seventh calendar day after enrollment, whichever is later, the applicant will receive a refund of all monies paid, less the non-refundable application fee.

The College will issue all refunds within forty-five days of the date the notification of cancellation is received by the Registrar.

Applicants who are denied admission to the College will receive a refund of all monies paid, including the non-refundable application fee, within forty-five days of the date of determination of admission.

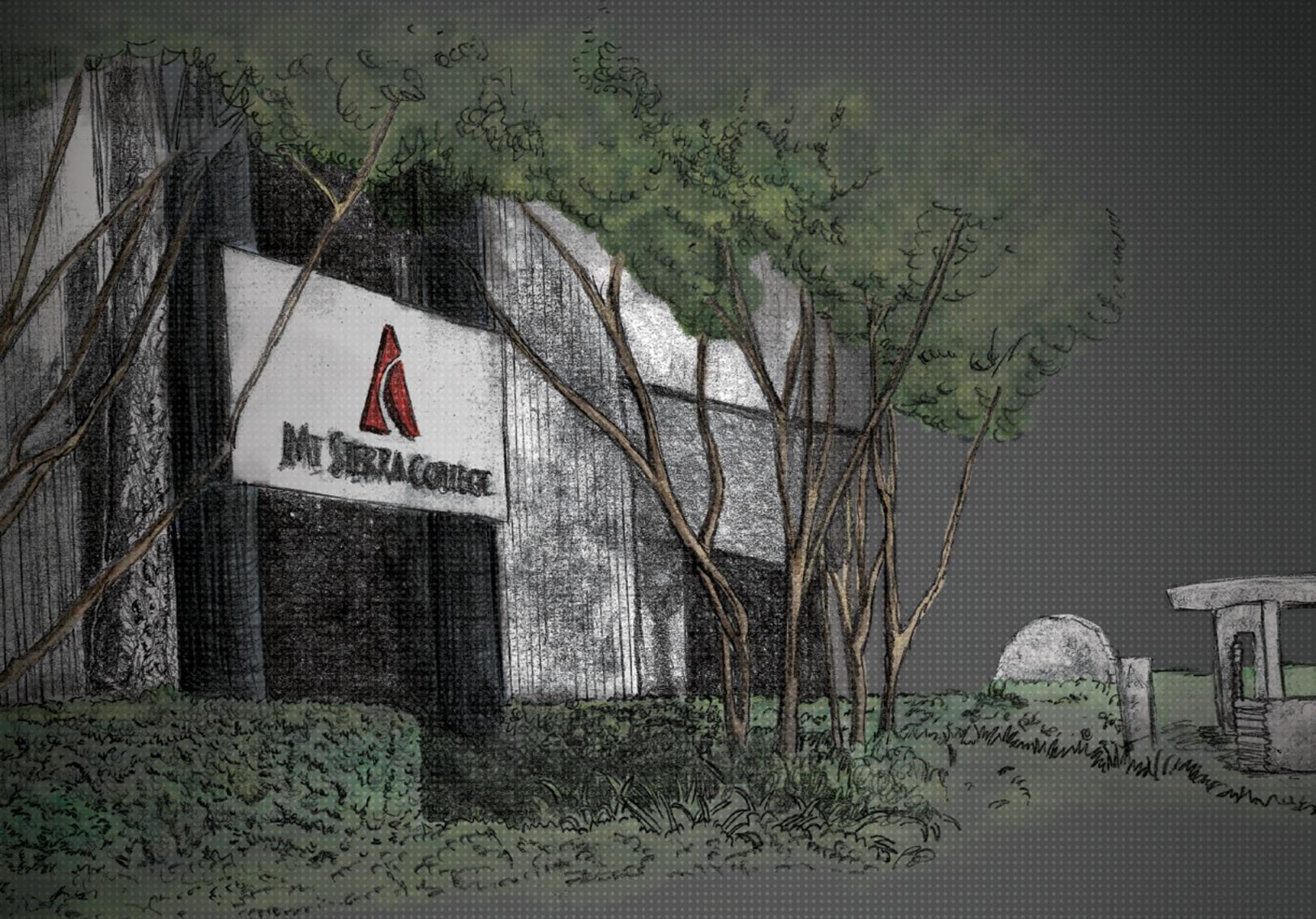
The notice of cancellation will be effective the date it is received in the Registrar's office if hand delivered, faxed, or emailed or the date post-marked if mailed. After the end of the cancellation period, students retain the right to withdraw; refer to the Tuition Refund Policy for details.

Mail: Mt. Sierra College, Attn: Registrar, 101 E. Huntington Dr., Monrovia, CA 91016

Fax: (626) 359-5528

Email: AcademicsRegistration@mtsierra.edu

Applicants may return textbooks in their original condition to the bookstore for refund within thirty days of cancellation. Any equipment charged to an applicant as specified in the enrollment agreement must be returned within ten days following cancellation. If an applicant does not return textbooks or equipment during these time periods, the College may deduct the amount owed from the calculated refund.



 **MT SIERRA COLLEGE**

2011 | 2012
academic **catalog**

101 East Huntington Drive | Monrovia, California 91016

888.551.5296

mtsierra.edu



2011 | 2012 academic **catalog**

101 East Huntington Drive | Monrovia, California 91016

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mtsierra.edu

Revised November 18, 2011. The information included in this catalog is accurate as of the time of preparation. Mt. Sierra College reserves the right to change any of its policies and procedures at any time as permitted by federal, state and accrediting agency requirements, including those pertaining to admission, calendar, registration, tuition and fees, curriculum content and sequence, attendance, conduct and graduation. Changes may apply to all current and prospective students. Students wishing to obtain information on subjects not mentioned within the catalog should direct their queries to the Academic Department, which will in turn forward the queries to the appropriate department.

table of contents

5 introduction

Academic Calendar Fall 2011 - Summer 2013	6
From the President	7
Mission	7
Educational Philosophy	8
Technology Meets Creativity	9
Accreditation, Approvals, Authorizations	10
About Mt. Sierra College	12
Student Housing	17

19 admissions

Probationary Admission	20
International Applicants	21
Student's Right To Cancel	23

25 tuition & fees

Tuition and Fees	25
Cost of Program	26
Active Military Pricing	26
Fees	27
Student Tuition Recovery Fund	28
Tuition Refund Policy	29
Student Financial Responsibility	30

33 financial aid

Financial Aid	33
Application Process	34
Eligibility	34
Satisfactory Academic Progress & Financial Aid Eligibility	35
Federal Aid Programs	37
Veterans' Benefits	38
Monthly Payment Plan	38
Alternative Forms of Financial Assistance	38
Grants and Scholarships	39
Mt. Sierra College High School Scholarship Program	39
Student Employment	39

41 academic policies & procedures

Academic Calendar	41
Credits and Clock Hours	42
Student Classification	42
Schedule of Classes	43
Registration	43
Transfer Credit Policy	44
Bridge to College	46
Articulation Agreements	47
Auditing a Course	47
Registration Amendment	47
First Week Drop Policy	48
Withdrawing from the College	48
Resuming Studies	49
Changing Programs	49
Attendance	50
Make-up Work	50
Final Examinations	50
Grading System	51
Appealing a Grade	52
Statement on Academic Freedom	53
Academic Integrity	53
Satisfactory Academic Progress & Academic Status	54
Graduation Requirements	57
Commencement Ceremonies	58
Recognition of Honors	58
Transcripts and Diplomas	58
Alumni Benefits	59
Maintenance of Student Records	59

61 student services

Student Services	61
Academic Advisement	62
Student Success	62
Learning Resources Center	64
Mt. Sierra College Computers & Network	65
Mt. Sierra College Student Portal	66
Campus Bookstore	66
Career Development	66
Enrollment Verification	67
Family Educational Rights and Privacy Act of 1974	67
Americans with Disabilities Act	67
Discrimination and Harassment	68
Campus Safety	68
Workplace Violence Prevention	69
Student Code of Conduct	70
Controlled Substance Policy	71
Grievance Policy	71
Complaints	73

75 academic programs

Academic Programs	75
FlexLearn® and Online	77
Business Degree Programs	78
Business Curriculum and Degree Requirements	80
Media Arts & Design Degree Programs	83
Media Arts & Design Curriculum and Degree Requirements	88
Technology Degree Programs	92
Technology Curriculum & Degree Requirements	95

101 course descriptions

Course Codes	102
Accounting	103
Business	103
Computer Information Technology	106
Design	113
Directed Studies	120
Economics	120
English	121
Finance	122
Game Arts & Design	123
General Education Electives	128
Humanities	128
Internship	130
Management	131
Marketing	131
Mathematics	132
Media Arts & Design Specialization Electives	132
Philosophy	133
Political Science	133
Professional Development	134
Project Management	134
Psychology	135
Security	135
Sociology	137
Speech	137
Technical Electives	137
Telecommunications Technology	137

141 administration

Administration & Faculty	142
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introduction

Academic Calendar Fall 2011 - Summer 2013

Fall Quarter 2011

Fall Quarter Begins	10/3/11
Withdrawal Deadline	11/20/11
Thanksgiving Holiday	11/24 - 11/27/11
Fall Quarter Ends	12/18/11
Winter Break	12/19/11 - 1/8/12

Winter Quarter 2012

Winter Quarter Begins	1/9/12
Martin Luther King Holiday	1/16/12
Withdrawal Deadline	2/26/12
Winter Quarter Ends	3/25/12
Spring Break	3/26 - 4/8/12

Spring Quarter 2012

Spring Quarter Begins	4/9/12
Withdrawal Deadline	5/27/12
Memorial Day Holiday	5/28/12
Spring Quarter Ends	6/24/12
Summer Break	6/25 - 7/8/12

Summer Quarter 2012

Summer Quarter Begins	7/9/12
Withdrawal Deadline	8/26/12
Labor Day Holiday	9/3/12
Summer Quarter Ends	9/23/12
Fall Break	9/24 - 10/7/12

Fall Quarter 2012

Fall Quarter Begins	10/8/12
Withdrawal Deadline	11/25/12
Thanksgiving Holiday	11/22 - 11/25/12
Fall Quarter Ends	12/23/12
Winter Break	12/24/12 - 1/6/13

Winter Quarter 2013

Winter Quarter Begins	1/7/13
Martin Luther King Holiday	1/21/13
Withdrawal Deadline	2/24/13
Winter Quarter Ends	3/24/13
Spring Break	3/25 - 4/7/13

Spring Quarter 2013

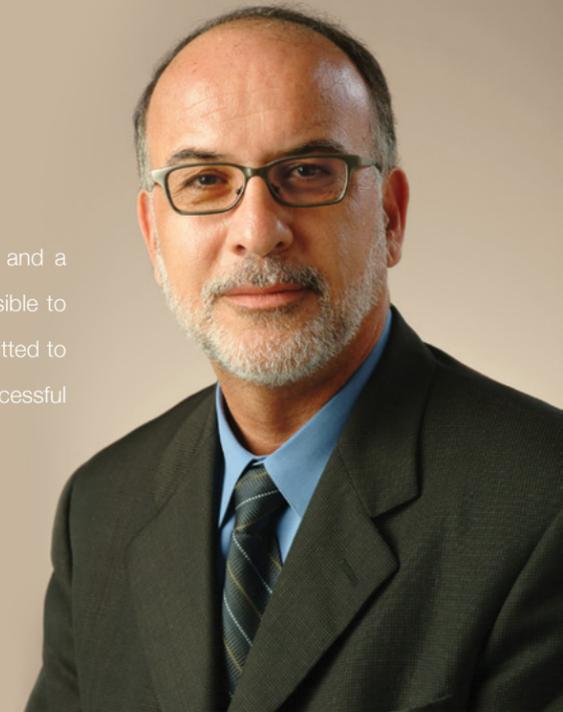
Spring Quarter Begins	4/8/13
Withdrawal Deadline	5/26/13
Memorial Day Holiday	5/27/13
Spring Quarter Ends	6/23/13
Summer Break	6/24 - 7/7/13

Summer Quarter 2013

Summer Quarter Begins	7/8/13
Withdrawal Deadline	8/25/13
Labor Day Holiday	9/2/13
Summer Quarter Ends	9/22/13
Fall Break	9/23 - 10/6/13

Mission

Mt. Sierra College is dedicated to providing access to higher education and a practical, hands-on quality learning environment that is flexible and accessible to a geographically diverse and multicultural population. The College is committed to preparing students with the requisite knowledge and skills needed for successful careers in today's rapidly changing and complex global marketplace.



From the President

Mt. Sierra College proudly welcomes you as you take the first step to a life changing opportunity. By walking through the doors of Mt. Sierra College, you have begun your journey.

We here at the College strive to create an environment rich with diversity in both population and educational offerings. One of our goals is to provide you with an exciting and challenging program that will help shape your future as a graduate of Mt. Sierra College and as a professional in your chosen field of study. We are honored to partner with you as we navigate the challenges ahead to help ensure your success. Our dedicated team of faculty and staff are with you every step of the way, whether it be researching and securing financial aid options with our Student Finance Department or seeking out employment opportunities with our Career Development Department.

Our Academics Department understands the needs of today's busy individual, and our Advisors are ready to assist you with tailoring a schedule that best accommodates you, including on-campus and online course offerings. Faculty

are industry professionals who understand the demands of the 21st century global marketplace and bring their expertise and knowledge into the classroom. You will not only learn the fundamentals of your discipline, you will learn how today's technologies have enhanced this ever-changing world and you will be challenged to think as a problem solver and a leader.

Though our focus is your success, it is ultimately your own desire for success that will determine the result. We are here to inspire, encourage and challenge you, and we are looking forward to seeing you achieve your goals. You are the missing piece to this intricate puzzle!

With heartfelt appreciation,

Vaughn Hartunian

President, Mt Sierra College



Educational Philosophy

Mt. Sierra College offers students an education that prepares them for entry into a wide variety of careers in media arts and design, business and technology. The College strives to assist students in building a bridge between concepts and theories with technology known today and the opportunities that exist in the future. The following principles serve as a foundation, assisting the College and its students in meeting the needs of the world of today and tomorrow:

- A hands-on, experiential education. Mt. Sierra College offers an education that combines practical experience and a strong theoretical understanding of the principles that govern the application of technological, artistic and business skills, preparing students for successful roles in their chosen field and in their community;
- An opportunity to explore the world through a strong general education. Students leave Mt. Sierra College with a theoretical and practical basis for understanding the forces that shape society. Students develop the ability to think critically and to communicate effectively using the written and spoken word;
- An atmosphere that promotes student success. Learning is enhanced through small class size, individual attention, student-centered support services and a spirit of placing the educational needs of the student first;
- The use of a variety of learning resources. Students learn to identify problems and research solutions supported by tools and programs provided by the College, creating practical solutions through creative experiences;
- A focus on effective learning outcomes including internship opportunities and other experiences to enhance the students' education, professional development and future employment;
- A flexible structure that recognizes the complex world in which we live and offers educational programs through

a variety of methods, including the use of distance education. The College understands the many barriers that the student of today faces and offers programs and services to assist the various learning needs of its students;

- A learning environment that encourages diversity by making programs accessible to a geographically diverse and multicultural population through quality on-campus and online programs.

Technology Meets Creativity

Mt. Sierra College offers Bachelor of Science degrees in Business Administration, Entrepreneurship, Telecommunications Technology and Information Technology with concentrations in Computer Information Technology and Information Security. The College offers Bachelor of Arts degrees in Media Arts & Design with concentrations in Game Arts and Design, Graphic Design, Multimedia Arts and Design, and Visual Effects and Digital Video. All academic programs are designed so that students may complete a traditional four-year program of study as little as three years.

Mt. Sierra College offers instruction in new technologies while providing students a solid understanding of oral and written communication, critical thinking and insight into the global forces that shape the world around us. Using technology as the core, instructional programs have been designed to produce tomorrow's leaders in business, technology and the arts today.

Mt. Sierra College offers a winning combination of technology, creativity, and general education in a caring and supportive environment—an environment that produces results. Mt. Sierra College is making a difference in the lives of students, technology and regional economy.



Accreditation, Approvals, Authorizations

- Accredited by:
Accrediting Commission of Career Schools and Colleges (ACCSC)
2101 Wilson Blvd., Suite 302
Arlington, VA 22201, (703) 247-4212
- Authorized through the Direct Loan Program to offer federal loans and grants to qualified students
- Approved by California State Approving Agency for Veterans Education (CSAAVE)

Mt. Sierra College's approval to operate as a private postsecondary school in the State of California is based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009, which was effective January 1, 2010. The Act is administered by the Bureau for Private Postsecondary Education, under the Department of Consumer Affairs.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at

2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 888-370-7589 or by completing a complaint form, which can be obtained on the Bureau's Internet Web site www.BPPE.ca.gov.

Mt. Sierra College has never filed for bankruptcy petition, operated as a debtor in possession or had a petition of bankruptcy filed against it under Federal law.

Additional consumer disclosure information required by the Department of Education may be found on our Website at www.mtsierra.edu/program.



About Mt. Sierra College

College Location

Nestled along the picturesque foothills of the San Gabriel Mountains, Mt. Sierra College is located at 101 East Huntington Drive in Monrovia, California. Situated in the geographic center of the San Gabriel Valley, Mt. Sierra College is located near the centers of technology, recreation and the arts in Southern California. The College sports a modern, easily accessible campus that is close to the magic of Hollywood and the high tech businesses that support the global economy as well as to all of the entertainments that Southern California is famous for.

From amusement parks to world-renowned museums, mountain resorts to ocean beaches — all are within easy reach of the campus. The City of Monrovia has emerged as one of the region's leading "technology corridors." Employment and educational opportunities abound in this highly innovative environment.

History of the College

Mt. Sierra College was founded in January of 1990 and continues to serve the ever-growing need for leaders in design and media arts, business and technology. The effective use of technology has always been at the core of its educational mission. During the early days of its existence, the College was known as Computer Technology Institute. Short courses in computer software applications were offered.

In 1992, the College became a Novell Education Academic Partner and was authorized to offer Novell courses. In 1993 the College began its long-standing partnership with Microsoft and was authorized to offer Microsoft certification preparation courses.

The College laid the foundation for its Bachelor of Science degree programs in 1994. Now the cornerstone of its mission, the College's bachelor's degree programs undergo continuous review to insure that students are receiving the education they need to succeed. After receiving accreditation in April of 1996, Mt. Sierra College offered its first courses leading to degrees in Telecommunications Technology, Multimedia Design Technology and Computer Information Technology. In the Fall of 2002, Mt. Sierra College launched its first business degree program, Bachelor of Science in eBusiness.



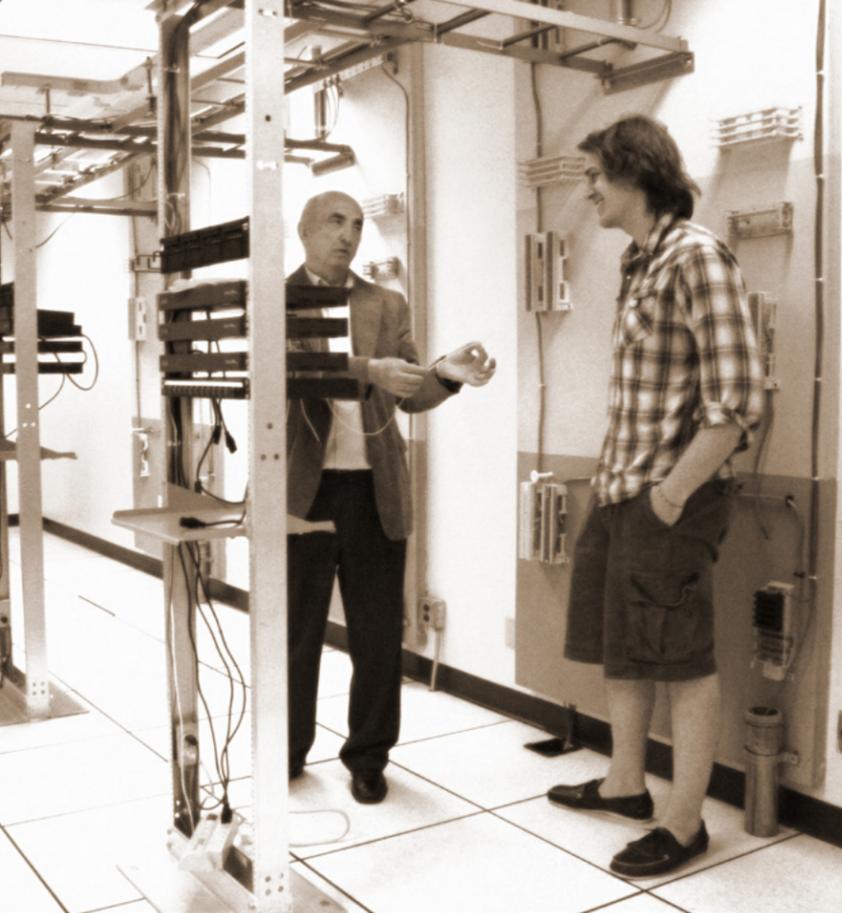
Since then, the College has introduced new programs in the Media Arts and Design department, including the innovative Game Arts and Design program. The College has also added two additional business degrees, Business Administration and Entrepreneurship, as well as an additional degree in technology, Information Security.

Pioneering the use of online technology, the College developed its FlexLearn® instructional delivery method, introduced in January, 2002. FlexLearn® means flexible learning! Students may take a combination of distance and campus-based courses in a format designed to cater to the busy professional. Most of the College's degree programs may be completed fully online. Students may also opt to complete most of their coursework on campus in a traditional hands-on educational environment. If the past is any indication of the future, Mt. Sierra College will continue its pattern of innovative curriculum development.

A Quick Tour of the Campus

Mt. Sierra College has developed a campus that simulates, as closely as possible, the environment in which students will be working as they enter the professional world. Mt. Sierra College moved to its current campus in the Spring of 1999. The growth of the College has kept pace with the steady growth of its educational programs and the employment opportunities that exist for its students.

Mt. Sierra College offers over 30,000 square feet of space dedicated to student learning. The College provides laboratory and traditional classroom instruction in spacious and efficient classrooms. Classes range in size from a maximum of 50 students in some lower-division courses, to as few as 5 students in many upper-division courses. Classrooms and labs are networked using the latest in wired and wireless technology. This connectivity gives students and faculty easy access to software applications provided by the College and worldwide access to the Internet.



The Learning Resources Center (LRC) is available to students while classes are in session. The LRC offers the latest in online resources, books, videos, periodicals, as well as equipment and other resource materials to assist students in their educational quest. The LRC staff, under the direction of a fully qualified librarian, stands ready to offer guidance and support. Color copying and printing services are available in the LRC.

The first stop on a student's educational journey is the Admissions and Student Finance offices. These offices are located off the main lobby of the campus. Admissions and Financial Aid representatives are available to assist students in the enrollment process.

The Academics Department is located just across the lobby. The Academics Department, headed by the Dean of Academics, is home to the Dean of Student Services, Department Chairpersons, Registrar, Academic Advisors, Student Success Coordinator, records department, faculty and other staff dedicated to academic support and student service.

The Career Development Office is adjacent to the Academics Department. Career Development is an essential component of the educational mission of Mt. Sierra College. In the Career Development Office students may access career search resources, or meet with the Director for assistance in résumé building, interviewing, and job search techniques and advice.

The Business Office and College Bookstore are centrally located on campus. Selecting textbooks and other course materials is easy. Shopping for the right book is a service provided by the bookstore staff. The cashier and other financial services are provided in the Bookstore and Business Office.

The hub of the campus, literally and figuratively, is the Information Systems (IS) Office. Staff and a network of assistants offer students and faculty guidance and support in navigating a wide variety of computing challenges. The IS Office is located adjacent to the College Bookstore.

Student Housing

Mt. Sierra College does not assume responsibility for student housing and does not maintain dormitory facilities under its control. No housing assistance is available through the College. According to Rentals.com rental properties in Monrovia, California start at approximately \$950 per month.



admissions

Admission Process

Mt. Sierra College invites all interested individuals to schedule an interview and tour of the College with a Mt. Sierra College Admissions Representative. The interview and tour may be completed on campus. Those who are interested in an online program may complete the interview and application process online. Individuals may complete an application form and enrollment agreement accompanied by a non-refundable application fee and refundable registration fee at the close of the interview.

The following is what is needed in order to begin the application process to Mt. Sierra College:

- An interview with a Mt. Sierra College Admissions Representative
- A completed application form
- Proof of high school graduation or equivalent

The College takes pride in the diversity of its student population and admits qualified applicants without regard to gender, age, race, national origin, or handicap. Furthermore, the College provides all students with equal rights, privileges, programs and opportunities as provided for by law. Mt. Sierra College reserves the right to deny admission to any applicant and to change entrance requirements without prior notice.

Mt. Sierra College offers year-round enrollment, and applications are accepted for the Fall, Winter, Spring and Summer quarters. The degree programs at Mt. Sierra College are open to all qualified applicants who have successfully earned a high school diploma or the equivalent. Documents submitted for admission are entered into the applicant's permanent file and cannot be returned.

Acceptance to Mt. Sierra College is based primarily upon a personal interview, a review of the applicant's high school and/or college transcripts and entrance assessment results. Official proof of graduation must be received no later than the end of the first term in order to continue enrollment at the College.

The applicant's Writing Assessment is used to determine admission as well as placement in the English Composition sequence of classes, while the Math Assessment is used primarily to determine an applicant's readiness for college-level Algebra. Based upon assessment results, the College may require enrollment in ENG 080: Evolving English and/or MTH 080: Technical Mathematics, pre-collegiate courses designed to prepare students for success in college-level composition and math courses. The Online Learning Assessment is used to determine the applicant's suitability for distance education. These assessments may be completed online or on campus.

Writing and Math Assessments may be waived for all applicants who have previously earned a bachelor's degree or higher from an accredited U.S. college or university. No waivers will be granted for the Online Learning Assessment.

Applicants who do not pass the writing assessment will be denied admission. Applicants denied admission may appeal their denial of admission to the Academic Dean or reapply 12 months after the date of original application.

Probationary Admission

Mt. Sierra College is dedicated to the success of its students. Students with a cumulative high school grade point average below 2.0 may be considered for probationary admission. If a student has completed at least 24 semester or 36 quarter units of college level work, the cumulative college grade point average will be considered in place of the high school grade point average. Probation allows the College the opportunity to work closely with students, providing assistance and developmental courses to enhance academic performance.

Probation brings with it some specific requirements that must be met. Applicants admitted on probation must achieve a minimum grade point average of 2.0 in their first quarter while maintaining 85% attendance and regular weekly contact with specified Academics personnel. Each applicant admitted on probation will receive an acceptance letter that outlines the full terms of probation. If at the end of the first quarter these terms have been met, the student will be removed from probation.



Proof of High School Graduation

Acceptable proof of high school graduation includes an official transcript from an accredited secondary school indicating graduation, or official results showing that the applicant has passed either the General Educational Development (GED) or the California High School Proficiency (CHSPE) exam. Applicants who submit an official transcript from an accredited college showing the award of an associate's or bachelor's degree are not required to submit secondary school transcripts.

Foreign Credentials

A detailed evaluation by a recognized credentials evaluation service is required for all documents submitted from foreign institutions. The evaluation must include degrees and the U.S. equivalence, grades, credits, and overall grade point average. A translation is not sufficient. If English was the primary language of instruction at the institution, the evaluation should indicate this. A list of accepted credentials evaluators is available upon request from the Academics Office.

Home Schooled Applicants

Home-schooled applicants must meet the admissions requirements detailed above. In lieu of high school transcripts, an official high school equivalency exam score may be submitted. If available, a transcript of the applicant's home-schooling progress should be submitted.

International Applicants

Mt. Sierra College is proud to accept qualified international students. Applicants who are not citizens or permanent residents of the United States and wish to study in the United States will need to apply as nonimmigrant (international) students. Nonimmigrant students are governed by the United States Citizenship & Immigration Services (USCIS). USCIS provides information on becoming a nonimmigrant student on their website at <http://uscis.gov>. The United States Immigration & Customs Enforcement website at www.ice.gov is also useful.

To support our international students, the College offers assistance from the initial inquiry through graduation. The College has designated International Student Advisors to address the special needs and concerns of international students. These Advisors are trained to assist students in maintaining legal student status while attending Mt. Sierra College. I-20 certificates are issued to all international students accepted by Mt. Sierra College, who may then obtain F-1 student visas from the U.S. Consulate.

International applicants must meet the basic admission requirements to the College as explained in the preceding sections. In addition, international applicants must meet all USCIS requirements. International applicants who plan to complete an online degree program while residing outside the United States are NOT required to apply for an F-1 visa, so do not need to meet requirements 3 through 9. International applicants who are planning to reside in the United States must fulfill all of the following requirements.

1. Proof of English Proficiency. This may be met by one (1) of the following:
 - a. Official results for the Test of English as a Foreign Language (TOEFL) with a minimum score of:

Internet-based Total	65
Computer-based Total	183
Paper-based Total	513
 - b. Official results for the International English Language Testing System (IELTS) with a minimum total score of 6.0.
 - c. An official transcript showing successful completion of the Advanced Placement International English Language (APIEL) exam with a minimum score of 3.
 - d. An official transcript from an accredited program certifying successful completion of an advanced English as a Second Language (ESL) program.
 - e. An official transcript showing completion of a minimum of 18 quarter credit hours of substantive undergraduate level academic courses with a cumulative grade point average of 2.0 or higher at an accredited postsecondary institution where English was the language of instruction.
2. Notification of Permanent Address in country of origin.
3. Notarized Statement of Financial Support. This includes three items:
 - a. Form I-134: Declaration and Certification of Finances.
 - b. Letter from sponsor indicating the intent to sponsor the applicant for the duration of studies.
 - c. Letter from the sponsor's bank indicating the ability to meet the applicant's estimated living expenses of approximately \$45,000 per year.
4. I-94 card.
5. Official transcripts from all US institutions attended.
6. Copies of all previous I-20 forms.
7. Transfer Authorization Document from prior school – Form I-20 A-B.
8. Copy of passport.
9. Copy of US Visa.

Mt. Sierra College is authorized to issue USCIS I-20 certificates upon fulfillment of the requirements listed above, enabling international students to obtain F-1 Student Visas. The F-1 Student Visa will be valid as long as the student is enrolled as a full-time student, remains in good academic standing, and shows satisfactory progress. Mt. Sierra College is required to notify the USCIS should an international student cease to attend college for any reason.

Student's Right To Cancel

Applicants who have not yet attended class have the right to cancel the enrollment agreement at any time. Applicants who have attended class retain the right to cancel the enrollment agreement through attendance at the first class session, or midnight of the seventh calendar day after enrollment, whichever is later. "Attended" is defined as attendance in the classroom or participation in an online course. "Enrollment" is defined as execution of an enrollment agreement.

If a Notice of Cancellation is submitted prior to midnight of the third business day following the date the enrollment agreement was signed, the applicant will receive a refund of all monies paid, including the non-refundable application fee. If a Notice of Cancellation is submitted following this period, but no later than through attendance at the first class session or midnight of the seventh calendar day after enrollment, whichever is later, the applicant will receive a refund of all monies paid, less the non-refundable application fee.

The College will issue all refunds within forty-five days of the date the written notification of cancellation is received by the Registrar.

Applicants who are denied admission to the College will receive a refund of all monies paid, including the non-refundable application fee, within forty-five days of the date of determination of admission.

The Notice of Cancellation must be submitted in writing and signed by the applicant. The signed Notice must be delivered to Mt. Sierra College, Attn: Registrar, 101 E. Huntington Dr., Monrovia, CA 91016, fax (626) 359-5528. The Notice of Cancellation may be mailed, hand-delivered, or faxed. Verbal cancellations or failure to attend class after the first class session are not acceptable notices of cancellation. The cancellation will be effective the date it is received in the Registrar's office if hand delivered or faxed, or the date post-marked if mailed.

Applicants may return textbooks in their original condition to the bookstore for refund within thirty days of the date of written notice of cancellation. Any equipment charged to an applicant as specified in the enrollment agreement must be returned within ten days following the date of the notice of cancellation. If an applicant does not return textbooks or equipment during these time periods, the College may deduct the amount owed from the calculated refund.



Larry Ray, Class of 2012

tuition & fees

Tuition and Fees

All students are charged tuition and fees each quarter. Tuition is due and payable in advance of the first day of each term unless the student has arranged an alternative payment option with the College. The College reserves the right to adjust the monthly payment at any time if a student's aid eligibility changes for any reason, including but not limited to a change of program or enrollment status or failure to maintain satisfactory progress. Tuition does not include room and board, books, software, supplies, fees of any kind, or transportation to and from the College.

Tuition and fees are adjusted annually. However, Mt. Sierra College reserves the right to change tuition and fees at the start of any term. The College will provide written notification of any changes no later than 90 days prior to the first day of the term in which the increase will take affect.

Cost of Program

The estimated total charges that follow are based upon standard full-time enrollment. Actual charges will vary if a student attends part-time or repeats courses.

	Bachelor of Science degrees in Business Administration Business-Entrepreneurship	Bachelor of Science degrees in Information Technology with a concentration in Computer Information Technology Telecommunications Technology	Bachelor of Science degrees in Information Technology with a concentration in Information Security	Bachelor of Arts degrees in Media Arts & Design with concentrations in Game Arts & Design Graphic Design Multimedia Arts & Design Visual Effects & Digital Video
Total Credits per Program	192	196	192	198
Tuition Per Credit	\$ 347.00	\$ 347.00	\$ 347.00	\$ 347.00
Total Cost Tuition Only	\$ 66,624.00	\$ 68,012.00	\$ 66,624.00	\$ 68,706.00
Estimated cost per term				
Full Time Tuition	\$ 5,552.00	\$ 5,667.67	\$ 5,552.00	\$ 5,725.50
Estimated Books and Supplies	\$ 462.00	\$ 554.00	\$ 462.00	\$ 554.00
Estimated Software	\$ 84.00	\$ 84.00	\$ 84.00	\$ 293.00
Estimated Course Fees	\$ 429.00	\$ 480.00	\$ 480.00	\$ 509.00
Total Estimated Cost per Term	\$ 6,527.00	\$ 6,785.67	\$ 6,578.00	\$ 7,081.50
Estimated Cost of Notebook Computer (one-time purchase)	\$ 600.00	\$ 600.00	\$ 600.00	\$ 1,600.00
Student Tuition Recovery Fund (non-refundable)	\$ 197.50	\$ 205.00	\$ 200.00	\$ 217.50
Total Estimated Cost of Entire Program	\$ 79,121.50	\$ 82,233.00	\$ 79,736.00	\$ 86,795.50

Tuition Per Credit - Non Matriculating Student \$ 347

Any student seeking additional information about comparable degree programs such as those listed above related to tuition, fees, and program length may contact the Accrediting Commission of Career Schools and Colleges (ACCSC):

Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard, Suite 302, Arlington, VA 22201
Phone (703) 247-4212 | Fax (703) 247-4533
www.accsc.org

Active Military Pricing

U.S. Military personnel who are on active duty and their spouses are eligible for a 15% tuition reduction off the current tuition rate. This benefit is open to all branches of the military, including the National Guard and Reserve members and spouses. Spouses are not eligible if legally separated or divorced. Students may use tuition assistance or GI Bill benefits in conjunction with the reduced tuition. This tuition must be requested at the time of enrollment and may not be applied retroactively. Proof of active duty is required.

Fees

Fees provide funds for services and facilities, as well as technical equipment.

All students are required to pay mandatory fees.

Mandatory Fees

Application fee (non-refundable) \$ 50
Waived for active-duty personnel and their spouses

Registration fee (refundable) \$ 100

Graduation fee \$ 25

Student Tuition Recovery Fund Assessment (non-refundable)
Based upon Program of Enrollment

Business Administration \$ 197.50

Business Entrepreneurship \$ 197.50

Information Technology -
Computer Information Technology \$ 205

Information Security \$ 200

Telecommunications Technology \$ 205

Media Arts & Design -

Game Arts & Design \$ 217.50

Graphic Design \$ 217.50

Multimedia Arts & Design \$ 217.50

Visual Effects & Digital Video \$ 217.50

Lab Fees

(non-refundable; charged for each course that includes a lab)

Business Department \$ 50

Media Arts & Design Department \$ 70

Technology Department \$ 50

Other Fees

Hybrid Support Fee (per course) \$ 80

Online Support Fee (per online course) \$ 120

Proficiency Exam Fee (per exam) \$ 10

Veterans are exempt from Proficiency Exam Fee

Late Registration Fee (per occurrence) \$ 50

Transcript Fee (per transcript) \$ 5

In addition to the fees listed above, Mt. Sierra College reserves the right to charge a student for expenses incurred due to excessive waste, loss or damage by that student.

Student Tuition Recovery Fund

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The assessment is based upon the total cost of the student's program of enrollment. The College is required to collect the full assessment at the time of the first payment from or on behalf of the student at or after enrollment. The College is required to collect this fee whenever an enrollment agreement is signed, even if the student has previously paid the STRF fee. This assessment is non-refundable, except as required under the Cancellation Policy. The College forwards the collected assessments to the Bureau of Private Postsecondary Education quarterly.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other cost.
4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

Tuition Refund Policy

Students retain the right to withdraw from the College following the cancellation period. A student who submits a signed Program Withdrawal form or who is withdrawn by the College for cause such as lack of attendance is entitled to receive a prorated refund of tuition paid if the student has completed 60% or less of a period of attendance (quarter). If a student has completed more than 60% of the quarter, the student is not entitled to receive a refund. Fees are non-refundable.

The withdrawal date for refund calculations is the last date of actual attendance by the student. Refunds will be issued within forty-five days of the official date of withdrawal as required by applicable laws and regulations.

For example, if a student pays \$1,000 in tuition for a quarter and withdraws after attending through the 30th day of the quarter, the student has completed 38.9% of the quarter and is therefore due a prorated refund of \$611.

If a student's tuition is paid by a third party organization, any refund due will be issued directly to the third party. In the event that the College discontinues a program of study prior to a student's completion, or should the College close prior to a student's completion of his or her program, the student will receive a prorated refund of all prepaid tuition and fees.

Continuing students who withdraw or who are withdrawn by the College on or before Sunday of week one in any quarter will not be charged tuition for that quarter, and any sum paid in advance will be refunded.

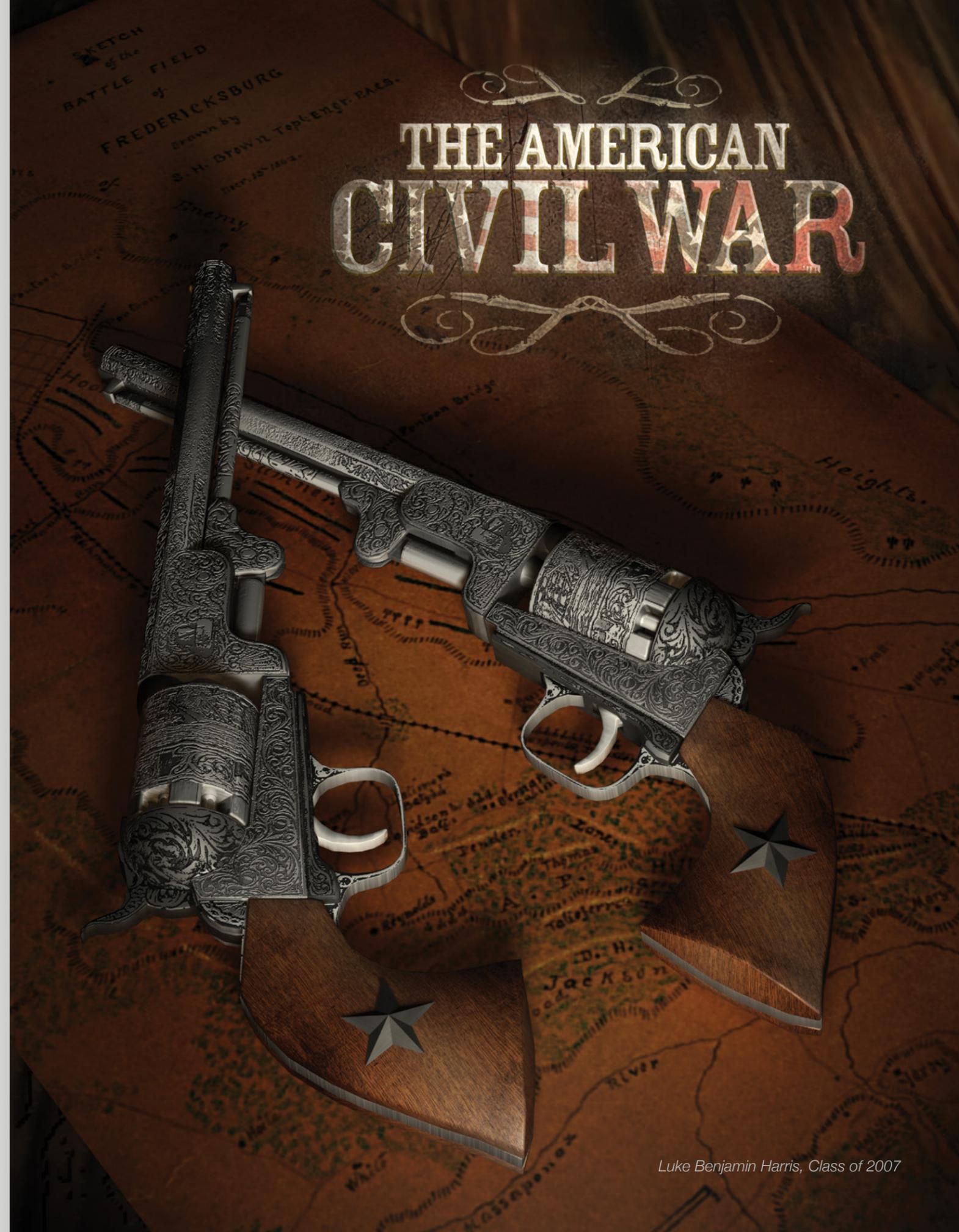
Notice to recipients of federal grants and loans: The Higher Education Amendments of 1998 require continued eligibility for federal grants and loans to be based on a student's satisfactory academic progress and successful completion of his or her program of study. If a student withdraws from school, the amount of financial aid that can be used to pay his or her education expenses will be prorated based on the amount of time spent in attendance if the student has completed 60% or less of the period of enrollment (quarter). The College must return excess funds to Title IV programs in the sequence required by the U. S. Department of Education. Students should be aware that they remain responsible for all appropriate charges that are not covered by Federal Student Aid due to the student's withdrawal.

Tuition Credit Deadline: Tuition is charged on Tuesday of the second week of each quarter. Once tuition has been charged, no reduction of tuition will be made if a student withdraws or is withdrawn from an individual course. Students who withdraw from all courses in a given quarter (program withdrawal) are entitled to a prorated refund as outlined above.

Student Financial Responsibility

Registration for any term at Mt. Sierra College signifies agreement to pay all charges incurred during that term, including any assessed late fees. If necessary, the College will employ the services of a collection agency if students fail to meet the monetary terms of their agreement. In addition, it is important that students realize that they are responsible for repaying all charges incurred while attending college, even if they do not complete their education, are dissatisfied with their education, or are not able to get a job after graduating.

A student who obtains a loan to pay for any portion of his or her educational program will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If a student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds. A Financial Aid Advisor will provide students with information on applying for a deferment or forbearance if students are having difficulty in meeting loan repayment obligations.





Mitchell Gohman, Media Arts & Design Faculty

financial aid

Financial Aid

The Student Finance Department assists eligible students in finding appropriate funding to make their educational dreams a reality. Financial Aid Advisors simplify the process of identifying and applying for loans, grants and work-study funds, helping students along the path through college.

Mt. Sierra College participates in state and federal financial aid programs. Alternative forms of financial assistance are also available. Regardless of source, the College encourages students to make every effort to minimize their reliance on student loans, as those loans will ultimately require repayment. Financial aid is available to those who qualify.

Application Process

It is very important for prospective students to complete the financial aid process as soon as possible. All required documents must be submitted on a timely basis. Federal financial aid applicants must meet the following criteria:

- Evidence of qualified financial need;
- U.S. Citizenship or eligible non-citizen status;
- Valid Social Security number;
- Registration with the Selective Service, if required;
- Not in default on any federal educational loan;
- No outstanding repayment due on a federal educational grant.

Non-citizens are required to provide documentation to the Financial Aid Office. If registration is required, students must be registered with Selective Service to receive financial aid. Supporting documentation may be required.

All applicants to Mt. Sierra College receive an initial financial aid packet when their application for admission is submitted. This packet includes pertinent forms related to the financial aid application process. In addition, all financial aid forms are available on the Financial Aid page of the Mt. Sierra College Website, www.mtsierra.edu. Applicants who have submitted a Free Application for Federal Student Aid (FAFSA) within the last twelve months may call 1-800-4FED-AID (800-433-3243) to request a duplicate Student Aid Report (SAR) for submission to the Student Finance Department for processing.

Supporting documentation may be required to complete the financial aid application, including:

- U.S. tax returns (if the applicant is required to file a tax return) or W-2 forms;
- Verification worksheet;
- Statements from any agencies from whom the applicant has received benefits.

Federal regulations prohibit offers of financial aid to any individual who under IRS regulations is delinquent in filing a federal tax return. If a tax return has not yet been filed but is not delinquent, estimates may be used when applying. However, these estimates must be verified before any aid may be disbursed.

Eligibility

Financial need is determined by applying a formula to the information provided in the student's FAFSA. The formula determines the Expected Family Contribution (EFC). The EFC is the amount of money that the applicant and family are expected to be able to contribute toward the applicant's educational expenses, and is used to determine the amount of federal student aid the applicant may obtain. A Mt. Sierra College Financial Aid Advisor will calculate financial need, using the following formula:

$$(\text{Cost of Attendance}) - (\text{EFC}) - (\text{Federal Pell Grant if eligible}) - (\text{All Other Aid/Resources}) = \text{Financial Need}$$

Eligibility is determined one award year at a time. Students should renew their FAFSA applications annually as soon as possible after January 1.

Satisfactory Academic Progress & Financial Aid Eligibility

Federal regulations mandate that all students must maintain satisfactory academic progress to remain eligible for federal student aid [FSA] and state financial aid programs, including loans and grants. In addition, continued enrollment and graduation is contingent upon satisfactory academic progress. See the Academics section of this catalog to learn more about the impact of progress upon Academic status.

Student progress is monitored at the close of each quarter for the following three standards:

1. Qualitative Progress (GPA)

Students must maintain a cumulative grade point average [gpa] of 2.0 or above.

2. Quantitative Progress (Pace)

Students must earn sufficient credit hours to maintain a pace of completion to allow them to complete within the maximum time allowed. To demonstrate satisfactory progress, students must maintain a cumulative pace of at least 50% in their first three quarters of attendance, and 72% thereafter. Pace is calculated by dividing total credit hours earned by total credit hours attempted.

3. Maximum Time in Program

Total credit hours attempted may not exceed 150% of the credit hours required to complete the program.

The following chart shows the maximum number of credit hours allowed by program.

Program	Required to Graduate	Maximum Allowed
A Business (all programs)	192 credit hours	288 credit hours
Information Technology		
Information Security	192 credit hours	288 credit hours
Computer Information Technology	196 credit hours	294 credit hours
Telecommunications Technology	196 credit hours	294 credit hours
Media Arts & Design (all concentrations)	198 credit hours	297 credit hours

Guidelines

The following guidelines are observed in the calculation of satisfactory academic progress:

- A. All periods of attendance are reviewed;
- B. Attempted credit hours include all withdrawn courses, remedial courses, repeated courses, and courses with incomplete or failing grades;
- C. Transfer credit will be included in the calculation of earned and attempted credit hours;
- D. If a student changes his or her program of study, coursework not applicable to the new program will not be included in the calculation of progress.
- E. A student may not have consecutive terms on Financial Aid Warning or Probation.

Financial Aid Eligibility

A student who does not meet the minimum standard for maintaining qualitative and/or quantitative progress will be placed on Financial Aid Warning for one quarter. Students maintain FSA eligibility while on Financial Aid Warning.

If at the end of the warning period:

1. The student has returned to good standing, he or she regains eligibility for FSA funds.
2. The student has not returned to good standing, he or she may appeal to be placed on Financial Aid Probation for one additional quarter.
 - a. If the appeal is not granted, the student will not be eligible for FSA funds until he or she returns to good standing.
 - b. If the appeal is granted, the student will be granted one quarter on Financial Aid Probation with continued financial aid eligibility. If at the end of the probation period:
 - i. the student has returned to good standing, he or she regains eligibility for FSA funds.
 - ii. the student has not returned to good standing, the student will lose eligibility for FSA funds.

A student who loses eligibility may appeal for permission to continue on Academic Plan status. If the appeal is approved, the student will maintain eligibility for FSA funds so long as the terms of the Academic Plan are being met. If the terms are not met, the student will lose eligibility.

A student who exceeds the maximum time allowed for the program of enrollment will lose financial aid eligibility for the remainder of the program.

Financial Aid Appeal Process

A student who loses FSA eligibility because of a failure to make satisfactory progress may appeal that result based on significant cause, such as major injury or illness, the death of a relative, or other special circumstances.

To file this appeal the student should submit a Financial Aid Appeal form to the Director of Student Finance. Forms are available from the Financial Aid Department and on the Student Portal. In this appeal, the student must explain why he or she failed to maintain progress, as well as what has changed in his or her situation that will allow the student to make satisfactory progress by the next evaluation period. Documentation may be required. The Director will determine if the appeal may be granted.

Academic Plans are developed with the Dean of Student Services or Academic Dean while eligibility to receive FSA funds while on an Academic Plan is determined by the Director of Student Finance.

A student who is dismissed from the College must first petition the Academic Dean or Dean of Student Services for reinstatement to the College before submitting a Financial Aid Appeal. A student may be granted reinstatement but still be denied a financial aid appeal. In this case, the student may attend for the period specified under Academic policy, but will not be eligible to receive FSA funds until he or she returns to good standing.

Federal Aid Programs

The following is a brief description of each Federal Aid program. Full descriptions are provided in the booklet "The Student Guide" published by the Department of Education. These booklets are available from the Student Finance Department. Grants are funds that do not need to be repaid. Loans are borrowed money that must be repaid with interest.

Federal Pell Grant: These funds are awarded to eligible undergraduate students who have not yet earned a bachelor's degree to help pay for their education. The award for full-time enrollment in the 2011-12 academic year range is \$5,550. These are grants that do not need to be repaid. Not all students will qualify, but all are encouraged to apply.

Federal Supplemental Educational Opportunity Grant (SEOG): These grants are also awarded to students who demonstrate exceptional need. Federal SEOG funds are very limited as the federal government gives the college a set amount of money to use each year based on the federal budget.

Federal Work-Study (FWS): This program offers part-time campus based jobs. Some positions may be available with community based organizations. The student's salary is funded by the federal budget, with the College contributing a percentage of matching funds. To participate, the student must be awarded FWS as part of their financial aid package.

Federal Stafford Loan–Subsidized: This program is available to students with financial need. This "subsidized" loan accrues interest, but the federal government pays all of the interest on the student's behalf while he/she is in school and up to six months after leaving school. This loan program allows a student to borrow up to \$3,500 during the first academic year, \$4,500 during the second academic year, and if required, up to \$5,500 in the third, fourth, and fifth academic years of undergraduate study. The interest rate for the in-school period in 2011-12 is 3.4%.

Federal Stafford Loan–Unsubsidized: This loan program is available for all eligible students, regardless of income or assets. This loan accrues interest while the student is attending school. Students may choose to defer payment of the interest until six months after leaving school. In addition to borrowing from the subsidized Stafford loan, an independent student may borrow up to an additional \$6,000 per academic year during the first and second academic years from the unsubsidized loan program. After achieving third-year standing the student may borrow an additional \$7,000 per academic year from the unsubsidized loan program. The interest rate for the in-school period in 2011-12 is 6.8%.

Federal Parent Loan for Undergraduate Students (PLUS): The PLUS loan is available to parents of dependent students as a supplemental source of funds to be used toward their child's educational expenses. Parent borrowers begin repayment within 60 days after the loan is issued. The 2011-12 interest rate is 7.9%. The lender obtains a credit report in order to determine eligibility for this loan. Should the parent be denied a PLUS loan, the Student Finance Department may be able to assist the student in obtaining an Unsubsidized Stafford Loan by using the denial letter as documentation of need.

Veterans' Benefits

Mt. Sierra College is approved by the California State Approving Agency for Veterans Education (CSAAVE) to enroll veterans and eligible persons for education benefits. Students who believe they qualify for veterans' educational benefits should contact the College Veterans' Benefits Coordinator. Discharged veterans are required to submit a clear copy of their discharge papers (DD214-Member #4) for their files. All veterans, including those on active duty, should call the Department of Veterans Affairs at (888) 442-4551 to obtain the appropriate application for benefits. Information and forms are also available online at www.gibill.va.gov.

Monthly Payment Plan

Mt. Sierra College maintains a monthly installment payment program that allows students to make equal monthly payments on their tuition and fees, as well as books and supplies purchased at the Mt. Sierra College bookstore. This installment payment program is interest-free and is calculated to pay off each term's charges by the end of each academic quarter. The monthly amount is determined as follows:

$$\frac{\text{Direct Cost (tuition, books, supplies) — Financial Aid Eligibility}}{\text{Length of Academic Year}} = \text{Monthly Payment}$$

Alternative Forms of Financial Assistance

Alternative forms of financial assistance are available to students. These private funding sources include:

- Educational, private school loans;
- Employer tuition reimbursement;
- Scholarships that may be offered through fraternities and sororities, civic groups and the National Honor Society;
- Employers and labor unions that may have programs designed to help employees, members or their dependents pay some of the cost of post-secondary education.

Grants and Scholarships

Students should consider applying for outside scholarships and grants offered by private and public agencies around the country. Information on grants and scholarships can be obtained at public or collegiate libraries. There are several excellent research sites on the Internet, such as www.salliemae.com, www.finaid.org and www.fastweb.com. In addition, the Mt. Sierra College Student Finance Department makes every effort to inform students of available outside resources and deadlines. The College cautions students to avoid any scholarship research service that promises to locate sources for a fee. Although there are some reputable services, all too often the student receives little of value.

The California Student Aid Commission has two major grant programs available only to residents of California. These grants are awarded based on a combination of financial need and grade point average or GED scores. Students who are enrolled in a degree program may submit their applications directly to the California Student Aid Commission between January 1 and March 2 of each year in order to be given grant consideration beginning the following Fall term. For more information contact the Commission at (888) 224-7268 or visit www.csac.ca.gov.

Cal Grant A: This grant may pay up to full tuition each year for a maximum of four years.

Cal Grant B: This grant provides subsistence (living allowance) for new recipients in the first year of a student's program of study, and in addition provides tuition/fee assistance to eligible students beyond the first year.

Mt. Sierra College High School Scholarship Program

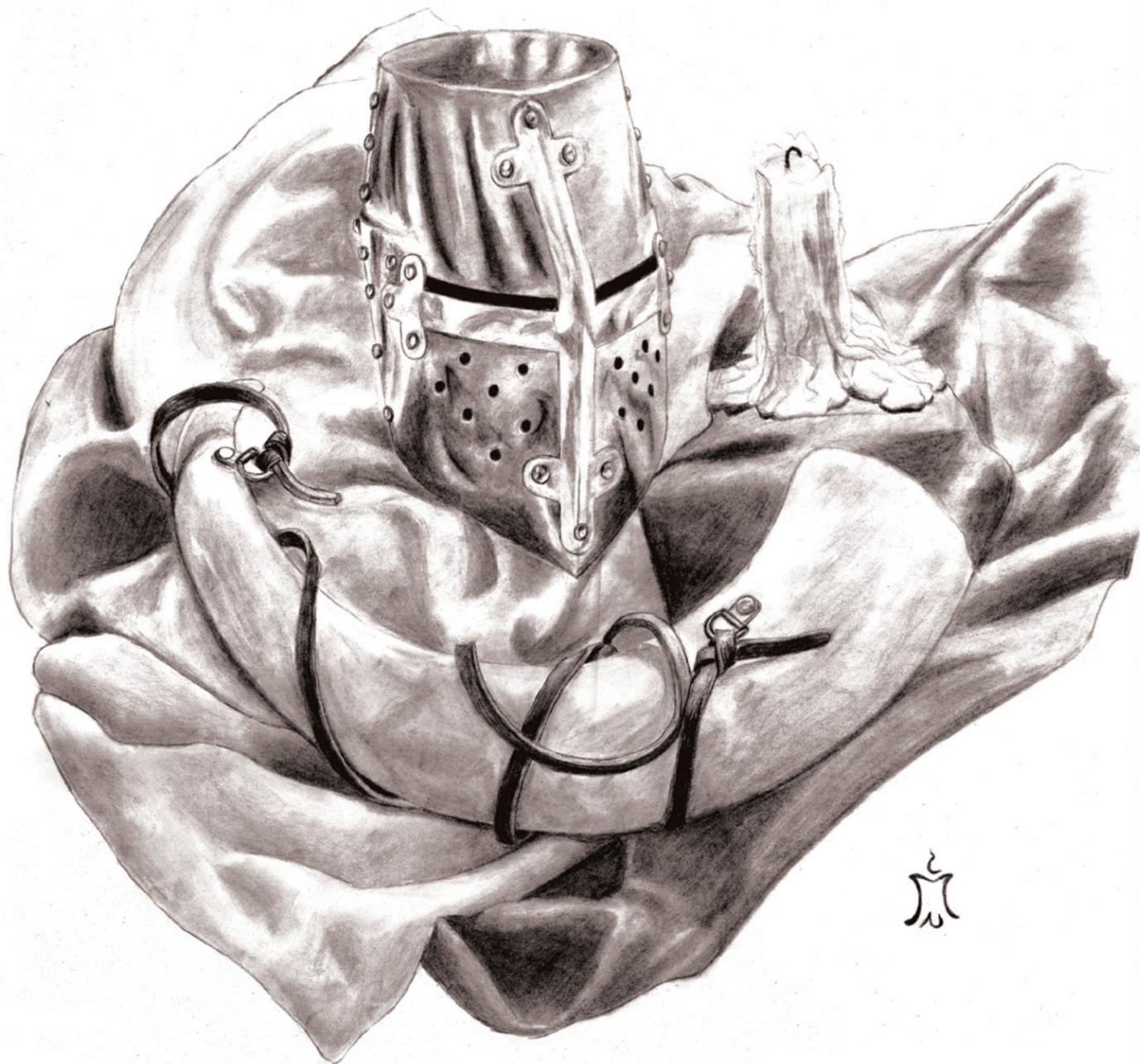
Mt. Sierra College is proud to offer annual scholarships to seniors graduating from high schools in the United States. High school seniors may apply for scholarships by contacting their high school guidance counselor. The student's high school scholarship committee determines the recipient of the scholarship. Students receiving the scholarship must meet all admissions requirements for the College. The student's eligibility will be verified by the College prior to award of funds.

The scholarship will be used to subsidize the tuition of the student while attending Mt. Sierra College. The scholarship may be renewed annually for up to three years (twelve quarters) as long as the recipient maintains continuous fulltime enrollment and satisfactory academic progress as defined in this catalog. Students may contact the Mt. Sierra College Student Finance Office for additional information.

Specialized Mt Sierra College Scholarships are available for both new and continuing students. Ask for information from the Financial Aid Department.

Student Employment

Mt. Sierra College is pleased to hire students for part-time positions on campus as tutors and faculty or lab assistants. Some of these positions are open to students who qualify for federal work-study while other positions are open to all students. In addition to jobs on campus, students may visit the Career Development Department where there are many job postings from local employers.



Chelsey Moyer, Class of 2012

academic policies & procedures

Academic Calendar

All Mt. Sierra College degree programs are four academic years in length. Mt. Sierra College operates year-round under a quarter calendar, offering four 11-week quarters per calendar year. This round-the-year calendar allows students the opportunity to complete their four-year (48 months) degree in as little as three calendar years.

Each program is measured in academic years, with three quarters constituting an academic year. By definition, an academic year is 33 weeks in length and requires completion of 48 quarter credit hours.

Credits and Clock Hours

The following terms refer to classroom contact hours and credit hours.

Quarter	11 weeks
One contact hour	One fifty-minute class session
One clock hour	One contact hour
One quarter credit hour	Eleven hours of lecture or Twenty-two hours of lab or Fifty-five hours of externship

Mt. Sierra College uses quarter credit hours as the measurement of all course work. One quarter credit hour is equivalent to two-thirds semester credit hour.

Student Classification

Students at Mt. Sierra College may be either degree or non-matriculating students. To be a degree student at Mt. Sierra College means that the student qualifies for admission, has been admitted and is actively working on a degree program. All degree students must be enrolled in at least one course every quarter or they will be withdrawn from their program. Degree students who have been withdrawn but wish to return should contact the Academics Department.

Degree students are classified as full-time or part-time students based upon enrollment. Enrollment status is calculated quarterly and is based upon the number of credit hours in which a student is enrolled. Enrollment status categories are as follows:

Full-time	12 or more credit hours
Three-quarter-time	9 to 11 credit hours
Half-time	6 to 8 credit hours
Less than half-time	fewer than 6 credit hours

Non-matriculating students have not been admitted to a degree program, and may be taking courses for personal enrichment or to earn credit until they are eligible for admission to a degree program. Prerequisite requirements must be met for all courses unless waived by the appropriate department chairperson. Non-matriculating students must complete a new enrollment agreement for every term attended. Applicable credit hours earned while enrolled as a non-matriculating student will be included in all program reviews if the student is subsequently admitted to a degree program.

Schedule of Classes

Degree programs at Mt. Sierra College have a set curriculum, and students complete a specific list of courses to graduate. Program outlines are included in the chapter "Academic Programs", showing both the courses required for graduation as well as the order in which courses should be completed. Courses are offered in three modalities: on campus, online, and hybrid. Students who enroll in a FlexLearn® program will be taking courses in all three modalities, while those who enroll in an Online program will be taking all courses online.

Students may earn their degrees in as little as three years by attending year round and completing all required courses as laid out in the program outlines. Completion times will be longer for those who take fewer classes per term, take a quarter off, or repeat course work.

Registration

Applicants will be scheduled for the first term courses in their program upon enrollment. Applicants are urged to submit transcripts from any previous college or university attended as early in the admissions process as possible, so that they may be given an appropriate schedule.

Continuing degree students must register every quarter. Continuing Student Registration is conducted during weeks six through eight for the following quarter. The posting of the Schedule of Classes signals the opening of Registration. A late fee will be applied for all registration forms submitted after posted deadlines. Specific registration dates and full instructions are mailed to all active degree students quarterly when Registration opens.

Students will not be registered in classes for which they have not successfully completed all required prerequisites. Students wishing to request a one-term prerequisite waiver may submit an approved Prerequisite Waiver form with their registration form. Forms are available at the Academics counter. Students may opt to use a Registration Amendment (Add/Drop) form for these courses, to avoid any delays in processing their registration form during the pre-registration period.

Non-matriculating students must complete a new enrollment agreement for every quarter attended, and are considered new students for registration purposes.

Transfer Credit Policy

Mt. Sierra College accepts credit for the following: previous college coursework, military training, computer vendor certifications, and Advanced Placement (AP) and College Level Examination Program (CLEP) results. In addition, the College offers the opportunity on campus for two proficiency exams. Credit for previous college coursework and military training is awarded as transfer credit while credit for certifications, AP, CLEP and exam results is awarded as proficiency credit. Mt. Sierra College does not award credit for life or work experience.

Students may complete no more than fifty percent of their program requirement with a combination of transfer and proficiency credit.

Transfer Credit

Applicants must submit official transcripts from all prior colleges attended. Transcripts from regionally and nationally accredited colleges and universities will be evaluated for possible transfer credit. Courses graded C (2.0) or above will be considered for transfer credit. Credit will be granted for courses equivalent in content and equal in credit hours to courses required for the program of enrollment. Applicants should be prepared to provide a course catalog or course descriptions if needed. Catalogs will be retained by the College to substantiate any award of credit. Students who are placed in ENG 080: Evolving English are not eligible for ENG-135: English Composition or ENG-155: Advanced Composition, ENG-260: Storytelling or ENG- 335: Introduction to Literature credit.

Those students entering the College with an academic bachelor's degree or higher from an accredited institution may be granted full or partial transfer credit for General Education requirements depending upon the number of related courses successfully completed in specific subject areas. Transcripts must demonstrate successful completion of course(s) with a grade of C or better and equivalence in credit hours.

Applicants who have attended foreign colleges and universities must submit an official evaluation from a recognized credentials evaluation service. The evaluation must include degree awarded and U.S. equivalence, grades, credit hours, and overall grade point average. If English was the primary language of instruction, this should be indicated on the evaluation. A list of accepted credentials evaluators is available from the Admissions department.

Applicants should ensure that their transcripts arrive at the College at least one week prior to registration to allow sufficient time for the evaluation prior to scheduling. Transcripts and credentials evaluations should be mailed directly from the institution to:

Mt. Sierra College
Office of the Registrar
101 E. Huntington Dr.
Monrovia, CA 91016

Hand delivered documents will be accepted as official only if they are received in the original sealed envelope. A preliminary evaluation may be made based upon an unofficial transcript, but an official transcript is required prior to the actual award of credit.

If a student chooses to waive the award of transfer credit for specific coursework, a written request will be required. It is suggested that the student first discuss such waivers with his or her Financial Aid Advisor as such a waiver may have financial aid ramifications.

Students are encouraged to submit a Transfer Credit Pre-approval form if they are considering taking courses at another institution while enrolled at Mt. Sierra College. Forms are available from Academics.

Notice concerning transferability of credits and credentials earned at Mt. Sierra College:

The transferability of credits you earn at Mt. Sierra College is at the complete discretion of an institution to which the you may seek to transfer. Acceptance of the bachelor's degree earned at Mt. Sierra College is also at the complete discretion of the institution to which you may seek to transfer. If the credits or bachelor's degree that you earn at Mt. Sierra College are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Mt. Sierra College to determine if your credits or bachelor's degree will transfer.

Military Training Credit

Military training and experience will be considered for academic credit upon submission of an official American Council on Education (ACE) transcript. Based upon the ACE recommendations, credit will be granted for training equivalent in content and equal in credit hours to courses required for the program of enrollment.

Credit by Examination

The College provides the opportunity for proficiency exams in two subjects: DES-140: Introduction to Macintosh Computers and MTH-135: College Algebra. Requests for exams should be submitted to the Academics Department for review. The Media Arts & Design Department Chairperson's approval is required for the DES-140 proficiency exam. A passing score on the Mt. Sierra College Math Assessment is required for eligibility to take the MTH-135 proficiency exam. Students who have previously attended the class are not eligible to take the exam. A score of 70% or above is considered passing. The exam fee must be paid prior to testing. Note: Veterans and active military are exempt from the exam fee. .

Computer Vendor Certification

Vendor certifications such as CompTIA, Microsoft Certifications or CISCO Certifications, may be considered for proficiency credit at the discretion of the appropriate department chairperson. Official documentation is required before credit will be awarded.

Advanced Placement Credit (AP)

Students who have successfully completed Advanced Placement (AP) courses with a grade of “C” or above and have passed the corresponding AP exam with a 3 or above may be eligible for college credit. Submission of an official score report and high school transcript is required. The following AP curriculum will be considered for credit:

Advanced Placement Curriculum	Mt. Sierra College Curriculum
AP Art History	HUM-235: Art History
AP Studio Art	DES-100: Design Basics I & Lab or GAM-100: Design Basics I for Gaming & Lab
AP Computer Science	CIT-150: Programming Concepts & Lab
AP English Language & Composition	* ENG-135: English Composition
AP Economics	ECN-150: Economics I
AP Psychology	PSY-215: Psychology
AP Statistics	MTH-375: Statistics

**Students who are placed in ENG-080: Evolving English are not eligible for ENG-135: English Composition credit.*

College Level Examination Program (CLEP)

Students who successfully complete the CLEP English Composition with Essay or College Composition exam prior to attending Mt. Sierra College may be eligible for credit for *ENG-135: English Composition. A minimum score of 52 is required. Submission of an official CLEP score report is required.

**Students who are placed in ENG-080: Evolving English are not eligible for credit for ENG-135: English Composition.*

Bridge to College

Mt. Sierra College offers a Bridge to College program exclusively for high school seniors who have enrolled at Mt. Sierra College. Students are eligible to take certain college-level courses for college credit in order to become better prepared for their college experience. To qualify, students must be a high school senior with a current high school GPA of 2.0 or above, and obtain parental/ guardian consent and approval from their high school counselor. Students who successfully complete a Bridge to College course with a grade of C or higher will qualify for Mt. Sierra College credit for the course. In addition, they are eligible to apply for a Mt. Sierra College Bridge to College scholarship opportunity.

Articulation Agreements

Mt. Sierra College currently has an agreement with University of the West whereby students who graduate successfully from Mt. Sierra College and meet the requirements for admission of University of the West graduate programs shall be admitted to said programs. Mt. Sierra College students will not be required to take certain University of the West MBA foundational/prerequisite courses if appropriate Mt. Sierra College courses are successfully completed as designated by University of the West. For a complete list of course requirements, please contact the Mt. Sierra College Academics Department.

Auditing a Course

Students wishing to take a course for their own enrichment but not for credit may request audit status at the time of registration or before the close of the registration amendment period. The request should be directed to the Registrar's Office. Tuition for the course will be charged at the student's standard tuition rate. Upon completion of the course, a 'V' will be entered on the student's transcript to indicate audit, and credit hours completed in the course will not be included towards graduating nor used in the calculation of the grade point average. Audit status cannot be changed to for credit status after the end of the registration amendment period.

Registration Amendment

Students wishing to change their class schedule after registration may do so by submitting a Registration Amendment form to the Academics Department. Students may drop courses being offered on campus and online on or before Sunday of week one of the relevant quarter. Students may add online classes through Saturday prior to the first day of the quarter, and on campus classes through Saturday of the first week of the quarter.

Students must obtain all appropriate approvals prior to processing, and must present these forms in person or by fax. Forms left when the office is not open will not be processed. Registration Amendment forms will be processed while students are present and students will receive updated schedules. Students should check their schedules for accuracy before leaving the office.

Courses removed from a student's schedule on or before Sunday of week one will not be recorded on the transcript of classes, nor will the credits for those courses be used in the calculation of tuition charges for the quarter. Students may not add classes after the end of the registration amendment period. Students must get pre-approval from Student Finance to make any registration amendment that will change their status as a full- or part-time student.

First Week Drop Policy

FlexLearn® and Online students who do not attend any classes during week one of any quarter without prior written approval from the Academics Office will be withdrawn from their program. Students may appeal for reinstatement to the Academics Office. All requests for reinstatement must be received no later than Sunday of week three of the affected quarter. Documentation must be provided as to the reason for the absence. Students will not be dropped from individual classes if they attend any one of their scheduled classes during the first week of the term.

Course Withdrawal

During the quarter, students may withdraw from courses from Monday of week two through Sunday of week seven. Courses dropped during this period will receive the grade of 'W' and no adjustment will be made in the tuition charges for the quarter, unless the student is withdrawing from all courses. No course withdrawals are allowed after Sunday of week seven.

Students are strongly encouraged to meet with an Academic Advisor to discuss the academic ramifications of withdrawing from a course. Course withdrawals will have an impact upon a student's financial aid eligibility and students considering a course withdrawal that will change their enrollment status would be wise to consult with a Student Finance Advisor. Excessive course withdrawals will adversely impact a student's ability to make satisfactory academic progress.

Students should be aware that the use of federal funds is limited to a total of two attempts of any one class. Therefore, alternative funding will be needed to pay for multiple repeats of a course.

Withdrawing from the College

Students may withdraw from the current quarter on or before Sunday of week seven. Students withdrawing on or before Sunday of week one will not be charged any tuition or fees for the quarter and their withdrawal will be considered effective as of the last day of the previous quarter. Students withdrawing from the quarter from Monday of week two through Sunday of week seven will receive 'W's for all courses and a pro rata refund will be calculated as explained in the Tuition and Fees chapter of this catalog. Students are allowed two program withdrawals. Students who withdraw more than twice may not be eligible to return.

Resuming Studies

Students who wish to resume their degree program studies after a period of non-attendance may file a Petition to Resume. Upon approval by Student Finance, Student Accounts, and Academics, students in good standing will be allowed to resume as degree students. Students who are not in good standing may petition for a probationary resume. Students granted a probationary resume will be removed from probation upon successful fulfillment of the terms of probation, while those who do not fulfill those terms will be subject to dismissal.

Students who have been inactive for more than four quarters must also complete a new application and enrollment agreement. These students will be responsible for the application, registration and STRF fees. The resume process should be started at least one month prior to the first day of the quarter in which the student plans to return. Resuming students are subject to the terms and conditions in effect at the time of their resume.

Changing Programs

Occasionally students find that their educational or professional goals have changed, and that a different field of study is better suited for their future success. Students may change their program of study when registering for a new term. Students on probation must have approval from the Academics Department prior to changing programs. Students will be required to sign an enrollment agreement applicable to the new program, pay the applicable STRF fees, and will be subject to the college tuition and refund policies in effect at the time of the change.

Program changes will usually result in a delayed graduation and may affect financial aid eligibility. It is strongly recommended that aid recipients consult with a Financial Aid Advisor prior to making the decision to change programs. Credit earned for courses that are common to both the old and the new programs will apply toward the new program. Students may meet with an Academic Advisor to review applicable credit. Students may change their program of study twice while attending Mt. Sierra College.

Attendance

Successful students recognize the importance of class attendance and participation. Good attendance is the key to good grades! Mt. Sierra College has a mandatory attendance policy that applies to all students, whether completing courses online or on campus. This attendance policy has been formulated to allow for unusual circumstances while ensuring that each student attends class a sufficient amount of time to acceptably master the subject.

Attendance for classes conducted on campus is based upon the student's physical presence in class. Students are expected to be present at the beginning of each class meeting and to remain for the entire session. Students who come to a class 10 minutes or more after it starts are considered tardy. Partial attendance may be given to students who arrive late or leave early.

Attendance for classes conducted online is based upon participation. The policy is fully explained in each online course syllabus. Partial attendance may be given if a student does not fully participate.

Students who miss three cumulative class sessions prior to Sunday of the seventh week of the quarter will be withdrawn from that course. A student who is dropped for attendance will receive a course grade of 'W'. Professors are encouraged to call students who are absent to determine the reason for the absence and to discuss missed course work.

Students who miss all classes for two consecutive weeks or 10 class days prior to Sunday of the seventh week of the quarter without prior approval from Academics will be withdrawn from their degree program. Students will not be withdrawn nor may they withdraw if they attend class after Sunday of the seventh week. Students who stop attending class after that date will receive grades based upon the full quarter's assignments.

If a student is withdrawn from a course or from his or her program due to attendance, the student has the right to petition the Academics Department for reinstatement. Petitions for Course and Program Reinstatement are available at the Academics counter and on the Mt. Sierra College Student Portal. Petitions must be submitted within seven days of the date of the notification letter or within three days of notification by email.

Mt. Sierra College does not grant requests for leave of absence. Students experiencing difficulties that may affect their ability to continue their education are encouraged to contact the Dean of Student Services promptly to determine what assistance is available.

Make-up Work

Allowing late submission of missed coursework is solely at the discretion of the instructor. Professors will include on each course syllabus their make-up policy for late or missing assignments. Full, partial, or no credit may be given for the make-up work based on the instructor's published policy.

Final Examinations

Final examinations are held during week eleven of each term, and may not be taken early without prior approval of the professor and the Academics Department.

Grading System

Mid-Quarter Reviews

Students will be assigned a mid-quarter review grade for each on-campus course in which they are enrolled. Mid-quarter review grades assess students' standing in each of their courses at the end of week five, and are not included in the calculation of the grade point average as they are intended solely to provide students with a benchmark of their performance in each course. Mid-quarter review grades are available at the Academics counter at the end of week six of each term. Students are encouraged to review these grades with their professors. Students enrolled in online courses are encouraged to review their course gradebook regularly.

Final Grades

Mt. Sierra College uses a 4-point grading system. Letter grades are used to assess the relative extent to which students achieve course objectives. Grades are assigned at the end of each quarter and term grade reports are mailed to all active students. Errors on grade reports must be reported to the Registrar's Office prior to the end of the succeeding term.

	Numeric Grade		Grade Points	
	A	90 - 100	Excellent	4
	B	80 - 89	Good	3
	C	70 - 79	Satisfactory	2
	D	60 - 69	Passing, but unsatisfactory	1
	F	59 or below	Failing	0

Grade Point Average (GPA)

The term grade point average is calculated by multiplying grade points by the credit hour value of a course. The sum total of all such points earned in a quarter, divided by the sum total of credit hours attempted less credit hours withdrawn, equals the term grade point average. (TGPA).

The cumulative grade point average (CGPA) is calculated in the same way using all grades and credit hours attempted. The Mt. Sierra College grade report and transcript provide the term grade point averages as well as the cumulative grade point average.

The following grades are not included in the GPA calculation:

I	Incomplete
W	Withdrawn
CR	Credit
NC	No Credit
NR	No Grade Submitted by Professor
V	Audit Only, Not Taken for Credit
P	Proficiency Exam Passed
T	Transfer Credit Granted

Incompletes

A grade of incomplete indicates that the student has requested and been granted an extension to complete specific course work by a date determined by the professor, no later than Sunday of the second week of the subsequent quarter. The professor will submit an Incomplete form with the original grade roster detailing the terms of completion. If the terms provided on the Incomplete form are not met by the agreed upon date, a grade of 'F' will be recorded unless the professor has stipulated a different grade. If a student registers to repeat a course for which an incomplete is posted, the Academics Department will accept that registration as cancellation of the incomplete by the student and the incomplete grade will immediately be converted to a letter grade of 'F'.

Temporary Grades

'NR' on a grade report denotes that the professor did not submit a grade for the student. The student is encouraged to contact the professor in this case. When the grade is received by the Registrar's Office, the student will be mailed an updated grade report.

Course Repeats

Students receiving a failing grade in a required course must repeat that course within two terms. Only the highest grade earned will be used in the calculation of the cumulative grade point average and as credit toward program requirements. Students may repeat a course once. If a second repetition is necessary the student must request approval from the Academics Department. Students should be aware that the use of federal funds is limited to a total of two attempts of any one class. Therefore, alternative funding will be needed to pay for multiple repeats of a course. Students repeating a course in which they received a passing grade may not be eligible to apply financial aid funds as payment for the course. Students are responsible for the tuition and fee charges for all repeated courses.

Appealing a Grade

Grades are determined by the professor of record and are based upon criteria as specified in the course syllabi. All course grades except 'I' and 'NR' are final, and may not be revised by examination or the submission of additional work after the close of the quarter. Students who have reason to believe an issued grade is incorrect should first verify with the Records Department that a data entry error has not occurred. If no error has occurred, students may file an appeal by following the grievance policy and procedure outlined in this catalog.

All requests for grade changes must be submitted in writing, and all requests must be initiated prior to the close of the succeeding quarter. Grade appeals submitted after the close of the succeeding quarter will not be considered.

Statement on Academic Freedom

Mt. Sierra College is committed to fostering an educational atmosphere that is conducive to the pursuit of knowledge and the preservation of intellectual freedom. The College strongly believes that academic freedom is a fundamental condition necessary for pursuit of truth, knowledge and meaning. Mt. Sierra College is a community of learners—faculty, students and staff who strive to promote, foster and sustain academic freedom through educational activities that are pursued using good judgment and that are rooted firmly in the College's social responsibility to enhance student learning.

Academic Integrity

Mt. Sierra College is committed to the ideal of academic integrity and honesty. All members of the College community, students, faculty, administration, and staff, have a personal responsibility to uphold the standards of academic integrity. All forms of academic dishonesty are serious, and will not be tolerated. Any instance of academic dishonesty calls into question the offender's past work, especially the value of previous grades, and ultimately the value of the degree earned, thereby defrauding the entire College community.

It is the students' responsibility to be aware of what constitutes academic dishonesty, and to uphold the standards of honest academic endeavor. It is the faculty's responsibility to communicate classroom standards clearly at the start of each quarter. Ultimately, it is the responsibility of the college faculty and the student populace together to safeguard the integrity of the classroom. The College Administration is responsible for the application of sanctions that go beyond the classroom.

Academic dishonesty includes, but may not be limited to, plagiarism, cheating, falsifying records, lying, obtaining and/or distributing examination materials prior to exams without the consent of the professor, submitting another's work as one's own, submitting work completed for another course without the agreement of both professors, and helping any other student in any act of dishonesty. Plagiarism is explained fully in both English Composition and Advanced Composition, as well as in numerous other courses.

At a minimum students who violate this policy will receive an 'F' on the assignment or examination. In addition, the faculty concerned must provide a written report of the lapse of integrity to the Academic Dean who, with consultation with the faculty and department heads, will consider whether further sanctions will be imposed. The severity of the sanction will be matched to the severity of the infraction and the offender's past record. Sanctions may include a failing grade for the course, dismissal for one term, up to the maximum penalty of expulsion from the College for students who have committed multiple acts of academic dishonesty.

Satisfactory Academic Progress & Academic Status

All students are required to maintain satisfactory academic progress. A student maintaining satisfactory progress is considered to be in good standing, and is eligible to continue his or her enrollment and to graduate. In addition, satisfactory academic progress is required to maintain financial aid eligibility. See the Financial Aid section of this catalog to learn more about the impact of progress upon Financial Aid eligibility.

Student progress is monitored at the close of each quarter for the following three standards:

- 1. Qualitative Progress (GPA)**
- 2. Quantitative Progress (Pace)**
- 3. Maximum Time in Program**

Guidelines

The following guidelines are observed in the calculation of satisfactory academic progress:

- All periods of attendance are reviewed;
- Attempted credit hours include all withdrawn courses, remedial courses, repeated courses, and courses with incomplete or failing grades;
- Transfer credit will be included in the calculation of earned and attempted credit hours;
- If a student changes his or her program of study, coursework not applicable to the new program will not be included in the calculation of progress.

1. Qualitative Progress (GPA)

Students must maintain a minimum cumulative grade point average of 2.00.

A student whose cumulative grade point average is less than 2.00 at the end of a quarter is placed on GPA Warning for the period of one quarter.

If, at the end of the warning period:

- the cumulative grade point average has been raised to 2.00 or higher, the student is returned to good academic standing.
- the student's term grade point average is greater than 2.00 and the cumulative grade point average is still less than 2.00, the student is placed on Academic Probation for one additional quarter.
 - A student whose cumulative grade point average has not been raised to at least 2.00 by the end of this additional quarter is dismissed.
- the student's term and cumulative grade point average are both less than 2.00, the student is dismissed.

A student who has been dismissed has the right to petition for reinstatement. Students who are granted a reinstatement will be placed on Academic Plan status. The terms and length of this plan will be determined by the Academic Dean or Dean of Student Services. If the student's cumulative grade point average has not been raised to at least 2.0 within the period of the Academic Plan, the student will be dismissed.

2. Quantitative Progress (Pace)

Students must earn sufficient credit hours to maintain a pace of completion to allow them to complete within the maximum time allowed. To demonstrate satisfactory progress, students must maintain a cumulative pace of at least 50% in their first three quarters of attendance, and 72% thereafter. Pace is calculated by dividing total credit hours earned by total credit hours attempted.

A student who at the close of a quarter has a pace of completion under the minimum required will be placed on Pace Warning for a period of one quarter.

If, at the close of the warning period:

- the Pace has been raised to the minimum required, the student is returned to good academic standing.
- the student successfully completed all enrolled courses with no drops or fails, and the Pace is still less than the minimum required, the student is placed on Pace Probation for one quarter.
 - A student whose Pace has not been raised to the minimum required by the end of this additional quarter is dismissed.
- the student did not successfully complete all enrolled courses and the Pace is less than the required minimum, the student is dismissed.

A student who has been dismissed has the right to petition for reinstatement. Students who are granted a reinstatement will be placed on Academic Plan status. The terms and length of this plan will be determined by the Academic Dean or Dean of Student Services. If the student's Pace has not been raised to the required minimum within the period of the Academic Plan, the student will be dismissed.

3. Maximum Time in Program

Total credit hours attempted may not exceed 150% of the credit hours required to complete the program. A following chart shows the maximum number of credit hours allowed by program.

If a review of a student's pace indicates that the student cannot complete his or her program within the maximum time allowed for that program, the student must petition the Dean of Student Services or Academic Dean for permission to continue on Academic Plan status, and the student may continue only so long as he or she meets the terms of the Academic Plan.

Program	Required to Graduate	Maximum Allowed
Business (all programs)	192 credit hours	288 credit hours
Information Technology		
Information Security	192 credit hours	288 credit hours
Computer Information Technology	196 credit hours	294 credit hours
Telecommunications Technology	196 credit hours	294 credit hours
Media Arts & Design (all concentrations)	198 credit hours	297 credit hours

Petition for Reinstatement

A student who has been dismissed from the College has the right to petition the Dean of Student Services or Academic Dean for reinstatement. The petition must explain what led to the dismissal, and what has changed in the student's situation that will allow the student to return to good standing by the next evaluation period. Petitions must be based upon mitigating circumstances such as serious illness, a death in the family, significant work schedule issues, etc. Verifiable documentation such as a doctor's note may be required to substantiate the appeal.

If this petition is granted, the student will be placed on Academic Plan for a specified period, and may continue only so long as the terms of the plan are met. The student will be dismissed if he or she has not returned to good standing at the close of the period of probation and/or does not fulfill the terms outlined in the Academic Plan. Please note that Academic approval does not imply that the student will be eligible for financial aid.

If the petition for reinstatement is denied, the student will receive specific terms by which he or she may qualify to return to Mt. Sierra College. These terms usually stipulate successful completion at a local community college of transferable units sufficient in number to return the student to good standing.

Graduation Requirements

In order to graduate, students must achieve a minimum cumulative grade point average of 2.0 and successfully complete all required courses and credit hours for their program of study, as detailed in the Academic Programs chapter in this catalog. No more than fifty percent of the required courses may be completed through any combination of transfer and/or proficiency credit. The date of graduation will be the last day of the term in which the degree requirements are fulfilled.

Students must complete the Graduation Petition Packet and pay the graduation fee when registering for their final quarter. Petitions are available from the Academics Department. The petition process includes Career Development registration and Student Finance and Learning Resources Center clearance. Students must meet their final financial obligations to the College at least 30 days prior to the end of their final term. Those who have received any financial aid or educational loans must complete an exit test administered by EdFund.

Students who have withdrawn or been withdrawn from the College, have no more than two courses remaining to complete their program, and wish to complete their degree program by the submission of transfer credit without taking further credits at Mt. Sierra College may submit a Petition for Reinstatement, a Graduation Petition Packet, and official transcripts for the outstanding course work to the Registrar's Office and submit their graduation fee to the Cashier. Permission for reinstatement will be granted to students who are in compliance with the College transfer credit, residency, and graduation policies. The date of graduation recorded for these students will be at the last day of the quarter during which the documentation is presented.

The transfer credit must be completed and an official transcript submitted to the Registrar within one year of the last day of attendance. If not completed within this time period, students must re-enroll in the college and complete at least 8 quarter credit hours in order to receive their degree from Mt. Sierra College.

Earning a Second Mt. Sierra College Bachelor's Degree

Students who have earned a bachelor's degree from Mt. Sierra College are eligible to enroll in another program of study. The College will apply towards the new degree all equivalent courses completed while earning the first degree. Students will work with the Admissions Department to reapply to the College. This includes signing an enrollment agreement for the new program, and payment of all applicable tuition and fees.

If the student applies within one year of graduation from the initial program, the application fee will be waived and the student will not be required to submit a new application. However, if more than one year has elapsed, the student must submit an updated application and will be charged the application fee.

In order to receive the second degree the student must fulfill the graduation requirements in effect at the time of enrolling in the second degree program. The graduation petition, graduation fee, and exit interviews completed for the first degree will not apply to the second degree. Upon satisfaction of the requirements the student will be awarded a bachelor's degree, and will receive a diploma for that program.

Commencement Ceremonies

Graduation is the culmination of the student's journey, and Mt. Sierra College is proud to honor its graduates with an annual commencement ceremony. Students who have completed all graduation requirements are invited to participate in the commencement ceremony. Students who will have no more than four classes remaining and who are scheduled to graduate in the quarter immediately following the ceremony may request an exception to this policy. Exceptions may also be granted for those students who have no more than two classes remaining and who are actively enrolled in those courses at another institution. Official documentation of enrollment including the expected date of completion must be provided before the student may participate. Requests for exceptions should be addressed to the Registrar.

Student speakers are an important part of each commencement ceremony. One student from each department is selected as speaker. The student with the highest cumulative grade point average who plans to participate in the ceremony is invited to represent his or her department.

Recognition of Honors

Each quarter academic excellence is recognized by the publication of the Dean's and President's lists. Students must complete a minimum of nine credit hours of degree-applicable courses in the term to be considered for inclusion. The Dean's list includes those who achieve a term grade point average of at least 3.50 and the President's list is reserved for those with a grade point average of 4.0.

Graduation with honors is awarded to those students who at the completion of their degree program have earned a cumulative grade point average of 3.50 or above on all work completed at Mt. Sierra College. Students whose cumulative grade point average is 3.50 – 3.69 will graduate cum laude; 3.70 – 3.89, magna cum laude; and 3.90 – 4.0, summa cum laude.

Transcripts and Diplomas

Transcripts, term grade reports, and diplomas will not be released to students who have failed to meet their financial obligation to the College or have materials and/or fines due to the Learning Resources Center. Term grade reports are mailed to students at the close of each quarter. One official sealed transcript is mailed to each student upon completion of all degree graduation requirements, accompanied by an unofficial transcript for the graduate's review.

Additional transcripts may be ordered from the Records Department. All requests must be submitted in writing and accompanied by payment. Allow three to five business days for processing. Details are available from the Records Department (626) 873-2144.

Diplomas will be released to graduates upon completion of all graduation requirements and fulfillment of all petition requirements, approximately 3 months following the graduation date. Graduates will be notified when diplomas are available.

Alumni Benefits

Graduates have the opportunity to change with the times because Mt. Sierra College's commitment to its students does not end upon graduation. As part of the Lifelong Learning program, Mt. Sierra College graduates may audit newly developed or existing courses within their degree program and area of specialization free of tuition. By keeping up with changes in their field of study, students will be ready for new opportunities.

Graduates enrolling in the Lifelong Learning program must meet all course prerequisites and will be responsible for lab or online support fees. They will also be expected to obtain required course materials. Graduates will be enrolled on an audit basis and will not receive grades for courses completed in the Lifelong Learning program. Space is limited and currently enrolled students will be given registration priority. This opportunity is open to all degree program graduates who have fulfilled their obligations to the College.

Alumni are also eligible for a Mt. Sierra College email account, courtesy of the College. Contact an Academic Advisor at (626) 873-2144 for details.

Maintenance of Student Records

Mt. Sierra College, in accordance with California state regulations, will maintain all student records for at least five years from the last date of attendance. After this date only transcript records may be maintained. No student records are released without the express written permission of the student except as allowed by the Family Educational Rights and Privacy Act of 1974.

Students should ensure that they receive important information from the College by updating contact information promptly when changes occur. This information should be submitted to the Academics Department either on forms available in that department or by email. Requests for name and/or social security number changes must be accompanied by supporting documentation.



student services

Student Services

Mt. Sierra College is deeply committed to the academic and professional success of its students. Services are provided to students who take courses on campus or online. All new students are required to attend an orientation session prior to the start of their first term. Students enrolled in an online program complete this orientation online. During orientation, students will be introduced to the departments and individuals who make up the College's student services team.

Academic Advisement

Mt. Sierra College maintains a staff of professionals to meet student needs. The Academics Department includes dedicated Academic Advisors who are ready to answer questions, offer solutions, and address concerns. If they don't have an answer, they will be able to find the individual who does. The following areas are their special concern: schedules and registration; academic progress; tutoring; attendance; equipment; and classrooms. Academic Advisors also play an active role in monitoring student attendance.

The Academic Advisors are deeply committed to all students' academic success. Students are encouraged to bring concerns and complaints about academic issues or general college issues to the Academic Advisors. Please note: the Academic Advisors cannot advise students about issues related to Student Finance. Any questions in this area should be addressed to the trained staff in that department. In all other areas, the Academic Advisors are here to make sure that the students' voice is heard.

The Registrar and Department Chairpersons provide service to students as well. The Registrar closely monitors the academic progress of each student and enforces the College's policies on Satisfactory Academic Progress (SAP). Arrangements may be made with the Department Chairs to meet on a weekly basis to review academic progression. Contact with the Registrar or Department Chairperson may be made in the Academics Department or via the Mt. Sierra College Student Portal.

Student Success

College can get tough, and when it does the wise student finds a tutor. Tutors are provided by the College at no charge to the student. Mt. Sierra College offers peer tutoring as well as tutoring by experienced faculty. Students who are seeking tutoring assistance should see the Student Success Coordinator in Academics.

The Department Chairpersons and professors are another valuable resource for academic support. Students are urged to let their professors know promptly if they are having difficulty with course material. Faculty frequently schedule free workshops for the more challenging courses.

The Student Success staff is also dedicated to enhancing the college experience through student-led clubs, special events, and leadership development opportunities. Students interested in learning about opportunities that exist on campus, or with suggestions of their own, should stop by Academics and see the Student Success Coordinator.



Learning Resources Center

The Mt. Sierra College Learning Resources Center resides in a dedicated facility with a collection of books, videos, and compact discs available for reference or circulation for Mt. Sierra College students. However, the collection does not stop with hard copies. The College currently subscribes to the Library and Information Resources Network (LIRN). Through LIRN students may access a core library collection with over 60 million journal articles, books, encyclopedias, newspapers, magazines, and audio video clips to support all academic programs. Using LIRN, students, faculty and staff have access to full text articles twenty-four hours a day – from anywhere they have access to the Internet. The library staff provides instruction on use of the database as well as all other available resources.

The Learning Resources Center houses networked PCs and Macs for student research, as well as plug-in ports for notebook computer users. Students also have access to color printing and copying. Students will need to purchase copy cards, available at the bookstore. Basic supplies and equipment such as white out, three-hole punches, paper cutters, and staplers are available for student use at all times without charge. The hours of operation are posted at the facility, as well as on the Mt. Sierra College Student Portal.

Learning Resources Center Policies

The Learning Resources Center is dedicated to use as a study area. Students should conduct their business quietly and are expected to mute audible devices before entering the facility.

The computers and network are reserved for legitimate research and study purposes. Gaming software is not permitted unless being used for a specific course, nor is web-surfing, downloading and streaming for non-educational purposes. Students may check out books, videos and compact discs from the circulating collection. The Learning Resources Center also checks out the Media Arts & Design equipment to students in that department. Materials from the reference collection are available for use in the Learning Resources Center only, and may not be checked out. Copyrighted software from the collection may not be copied.

The cost of replacement of any lost or damaged materials will be charged to the student who has checked out the material, and will include the actual replacement cost plus appropriate fees. The replacement cost for materials that are no longer obtainable will be based upon current prices for comparable items. Students with unpaid fines or fees for damages or past due materials are not eligible to register or to receive grades or transcripts.

Students who withdraw should make sure to return any Learning Resources Center material that they may have checked out prior to withdrawing or they will be charged the replacement cost plus the processing fee for the materials. This charge will be deducted from any refund due the student.

Mt. Sierra College Computers & Network

Mt. Sierra College has invested heavily in its technical infrastructure to provide student portal, Internet and network access, printers, copiers and fully equipped labs for academic purposes. These services are an integral part of providing a robust learning environment for our students. Each student is responsible for compliance with the College's policies as well as Federal and State laws. Use of these assets is restricted to current students, staff, and faculty. Guests are required to obtain permission for the use of these resources.

Rights & Responsibilities

Network and Internet access are privileges provided to Mt. Sierra College students solely for academic purposes. When connected to the network, students have the right to expect that their computers will be free from unauthorized access through the network. All students have a right to expect that the products of their intellectual efforts will be safe from destruction, theft, tampering, or other abuse. In order to protect their files, students are responsible for limiting share access, setting appropriate passwords, and for keeping their passwords confidential.

Network access to the Worldwide Web (i.e. the Internet) is provided to students for intellectual, and academic purposes and personal use should be minimal. Unnecessary traffic can impact the speed of the network and the learning process for other students. Computer and network use during class is permitted only at the Professor's discretion. Accessing, streaming, downloading, uploading, or sending copyrighted or sexually oriented or offensive material is expressly prohibited. Mt. Sierra College reserves the right to monitor, review, and disclose all such data and communications as it deems appropriate. Users should have no expectation of privacy when using such resources.

College-owned computers and related equipment are the responsibility of the Information Systems Department (I.S.) and designated lab assistants. These employees are expected to respect the privacy of computer users and maintain the equipment to enhance the educational experience for our students at Mt. Sierra. However, the I.S. department is authorized to access user files or suspend services without notice to protect the integrity of the system. The I.S. department may also examine accounts suspected of unauthorized use or misuse, or that have been corrupted or damaged. All violations will be researched, and violators determined to have committed deliberate misuse or abuse of these systems will be disciplined as deemed appropriate by the Academics Department following the guidelines of the Academic Integrity Policy. Serious violations, such as unauthorized access to any system other than one's own, may lead to dismissal or expulsion from the College

Mt. Sierra College Student Portal

The faculty and staff of Mt. Sierra College are always looking for ways to enhance the educational experience. One important resource for information and interaction is the student portal, accessed on the Internet. Students may use the portal to access the College catalog, calendar of events, term schedule, online job postings, contact information including email links for all College departments, links to online learning resources, and more. In addition, students can join online study groups or clubs, or start new ones. All students are provided with a unique login ID and password by the Academics department at Orientation. To access the student portal, log in at www.mtsierra.edu and start exploring.

The Mt. Sierra College Student Portal was created for current students and alumni to enhance both the educational and social experience at Mt. Sierra. Users are expected to act responsibly. The Website administrator has the right to remove material if necessary. Examples of material that may be removed are material deemed offensive, outdated postings, etc. Users are encouraged to change their passwords after their initial access to the portal.

Campus Bookstore

Mt. Sierra College maintains a campus bookstore to ensure that students can find their textbooks with ease and convenience. In addition to textbooks, the bookstore also sells basic supplies such as copy cards, pens and pencils, specialty papers, art supplies, college wear, and more. The bookstore houses the cashier's office and is a convenient place to make monthly payments or check the status of one's account. Hours and refund policy are posted at the bookstore.

Career Development

Mt. Sierra College provides professional placement assistance to all its students and graduates who are actively seeking educationally related positions. Information on non-educationally related positions is provided as well. While the College cannot guarantee employment, the Career Development department can and will assist students and graduates in their job search by providing information on current full-time and part-time job opportunities. Students may access this information via the Mt. Sierra College Portal. Students may also schedule an appointment with the Director of Career Development for personalized assistance. There is no cost to students, graduates, or employers for this service.

Students and graduates must be in good standing with the College in order to receive placement assistance. The College reserves the right to deny graduate placement to students who are not actively pursuing employment, who voluntarily leave a college-referred position within one (1) year of placement without due cause, or who are terminated for negligence or illegal activity from any College-referred position.

Additional services provided by the Career Development department include: individual résumé assistance, interview and job search techniques, resource material on job search strategies, information on internships, extensive lists of company and job-search websites, as well as information on professional and trade organizations for each of the College majors.

Enrollment Verification

Students needing proof of their enrollment at Mt. Sierra College for any purpose should contact the Registrar's Office. Enrollment status will be based upon the student's actual enrollment at the time the verification is prepared. If verification is required while the College is on recess, the enrollment status will be based upon registration status for the following quarter.

Family Educational Rights and Privacy Act of 1974

Mt. Sierra College complies with the Family Education Rights and Privacy Act of 1974 (FERPA). This act enables all students to restrict release of information and to review their academic records, including grades, attendance, and advising reports. All applicants for admission to the College are requested to submit a signed Release of Information form. This release is held in applicant and student files, and is referred to whenever access to a file is requested. Only those agencies or individuals authorized by law are allowed access without express written permission of the student unless otherwise specified on the release. Students who wish to submit an updated release may do so at the Academics counter. FERPA allows parents of children claimed as dependents for federal income tax purposes access to their children's academic records without a signed release.

Students wishing to review their files should address a written request to the Registrar. The College will meet all requests for review within 45 days of the receipt of the request. After review, students may request that inaccurate records or misleading data be corrected or removed as allowed by FERPA. Such changes may be effected through informal or formal hearings. Only written requests will be accepted.

Americans with Disabilities Act

Disabilities should not be allowed to limit a student's education. Reasonable accommodation will be made when such is dictated by disability-related needs and when students have fulfilled their responsibilities of notification and verification. Upon acceptance to the College applicants should advise the Academics Department of the existence of a disability, accompanied by a specific request for accommodation and documentation of the disability. Appropriate accommodation will be determined based upon this request and the accompanying documentation. All requests and documentation are confidential. It is the responsibility of the applicant or student to provide this documentation, and the cost for such documentation must be met by the applicant or student. This includes the cost for necessary professional medical, psychological, or educational assessments.

Discrimination and Harassment

Mt. Sierra College is committed to the concept of mutual respect, consideration, and personal responsibility, allowing all members of the College community the right to work and learn in an environment free from discrimination and harassment. The College complies with the anti-discrimination and harassment provisions of Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and all other federal and state laws and regulations.

The College maintains and strictly enforces a zero tolerance policy against discrimination and harassment on the basis of any legally protected characteristic, including gender and sexual orientation. Complaints of discrimination or harassment can be made orally or in writing to an instructor, Department Chairperson, administrator, or any management employee of the College. A formal grievance may be filed regarding such conduct. The Human Resources Coordinator serves as the Title IX Coordinator for the College.

Campus Safety

A truly safe campus can be achieved only through the cooperation of students, faculty, and staff. It is the responsibility of all members of the Mt. Sierra College community to report any crime, suspicious activity, or other emergency on campus to the appropriate College official.

All visitors are required to check in with the College Receptionist. College premises are open to enrolled students, faculty and staff, and visitors with legitimate business. Mt. Sierra College reserves the right to limit, revoke or refuse campus access at any time. To insure the safety of the College community, Mt Sierra College maintains video surveillance of the campus, including hallways and classrooms.

Students who are witness to or victim of a crime should immediately report the incident to campus security, local law enforcement, and to the Dean. Any College staff member will be glad to assist during an emergency. The policy regarding acts or threats of violence is fully covered under the Workplace Violence Prevention section of this catalog.

When reporting an incident be prepared to provide the following information:

- Description of incident
- Date, time, and location of occurrence
- Description of the person(s) or vehicle(s) involved
- Individuals notified of incident

Upon receipt of this report, the College administration will determine the appropriate response that could include disciplinary action against the offender(s), notification to law enforcement, notification to the campus community, or other public safety alternatives as determined appropriate.

In compliance with the Campus Crime and Security Act of 1990, a report is released each fall and distributed annually to the student population. This report provides campus crime statistics as well as suggestions regarding crime prevention strategies, important policy information about emergency procedures, and information on support services for victims of sexual assault. A copy of the most recent report is available upon request.

Workplace Violence Prevention

Mt. Sierra College strives to provide a workplace and learning environment free from acts and threats of violence. The College expressly prohibits and will not tolerate any acts or threats of violence by or against any College student, employee, or visitor. This policy is applicable to all individuals while on College premises, and also while off the premises when such acts or threats are directly related to the individual's status or activities as a student or employee at Mt. Sierra College.

The College will take reasonable steps to prevent acts or threats of violence from occurring, and will take prompt action against any individual who engages in threatening behavior or acts of violence. Such action will include, as appropriate, removal from the premises by security or law enforcement personnel and prosecution to the full extent of the law.

Mt. Sierra College prohibits students, employees, and visitors from bringing firearms or other weapons onto College premises. Compliance with this policy will be strictly enforced and sanctions for violations will be imposed, up to and including expulsion from the College or termination of employment.

The College maintains a program to eliminate violence or threats of violence from its learning and working environment, including the provision of workplace violence awareness and prevention training, a Threat Assessment Coordinator, and a Workplace Violence Prevention Team. The senior management team of the College fully supports the work of the Threat Assessment Coordinator and Workplace Violence Prevention Team in investigating and resolving problems of workplace violence or threats of violence whenever they occur.

Students and employees have a duty to report any threats or acts of violence that they observe or of which they become aware. Such a report may be made to a faculty member, College administrator, supervisor, or management employee of the College. If circumstances permit and a student so desires, a formal complaint may be made to the Human Resources Coordinator or the College President.

Student Code of Conduct

Students voluntarily elect to join the learning community of Mt. Sierra College. Members of this community, in order to preserve an environment where learning may flourish, are expected to conduct themselves in a way that supports the values and standards of the College. Whenever on campus or on the student network students are expected to accept the authority and respect the standards of the College.

Those who choose to violate the code of conduct and/or the rules of the College will be referred to the Dean. The Dean will fully investigate the facts of the incident and will determine what level of disciplinary action is needed. The severity of the violation will determine the disciplinary action taken. The Dean may take the following actions: verbal discussion with the student; official written warning to the student; probation for a specified period; up to the maximum penalty of expulsion from the College. Record of written warnings, probation, and expulsion will become part of students' permanent files.

Students are expected to display at all times:

- Conduct that is orderly
- Honesty and Professionalism
- Respect for the property of the College, students, and visitors
- Dress and grooming that is consistent with good hygiene and safety

Causes for disciplinary action include the following:

- Disorderly conduct, including intentional disruption or obstruction of College classes and activities
- Academic dishonesty, detailed in the Mt. Sierra College Academic Integrity policy
- Unauthorized reproduction of copyrighted software or material for oneself or others, or receipt of unauthorized copies
- Willful damage or alteration of property, equipment, and premises belonging to the College, College employees, or College students
- Smoking, eating, or drinking in unauthorized areas on campus
 - Food and beverages are not permitted in the Learning Resources Center, classrooms, study rooms, laboratories, or around any piece of computer equipment belonging to the college
 - Smoking is allowed only in the designated smoking area in the rear parking lot of the campus
- Possessing, using, or being under the influence of alcohol or illegal drugs while on campus
- Physical or verbal abuse to any individual on campus, on the student network, or at College sponsored activities off campus
- Possession of a weapon while on campus or at College sponsored activities off campus
- Harassment, including but not limited to sexual harassment, of any member of the College community
- Failure to comply with any legitimate direction from College officials
- Gambling anywhere on campus
- Bare feet or provocative attire on campus
- Any other action that violates local, state, or federal laws

Controlled Substance Policy

Mt. Sierra College is committed to maintaining a healthy and non-threatening environment free of drugs and alcohol. To this end the full text of the Controlled Substance Abuse and Treatment Policy is distributed directly to all members of the College community once a year. A summary of the key points is provided below.

Mt. Sierra College considers the use, possession, distribution, or sale of drugs except when taken under a licensed doctor's prescription, as contrary to the welfare of the College community. Students, faculty, and staff in violation of state, federal, or local regulations with respect to illegal drugs will be subject to criminal prosecution as well as campus disciplinary action.

Mt. Sierra College prohibits the possession, distribution, sale, or consumption of alcoholic beverages by students, faculty, or staff campus. Violation of this policy will result in disciplinary action, with a maximum penalty of expulsion for students or termination in the case of staff and faculty. Student organizations and associations should be aware that they may be held responsible for the actions of individuals, including non-members, in the event alcoholic beverages are made available at any functions hosted by that organization.

Grievance Policy

Mt. Sierra College makes every effort to protect the educational and personal interests of its students, and to protect students from capricious, arbitrary, unreasonable, unlawful, false, malicious, or professionally inappropriate evaluations or behavior from faculty or staff members.

The College offers two types of due process so that disputes can be settled in an amicable and mutually agreeable manner, while protecting the educational interests of the student and College. The Academic Grievance Procedure shall be used in cases where a grade or similar evaluation is being disputed. The Non-Academic Grievance Procedure shall be used in response to allegations of violations of the Code of Student Conduct, College rules and regulations, and acts or threats of intimidation, discrimination or harassment.

Academic Grievance Procedure

Except in cases where capricious, malicious, incompetent or unfair grading can be clearly demonstrated, faculty members shall have final authority in the assignment of a grade. However, there may be times that a student believes that he or she has not received an appropriate grade. The student should first contact the Registrar's Office to verify that the grade has been recorded accurately. If so, the student should follow the following steps in the prescribed order:

1. Meet with the faculty member who assigned the grade. The student should present evidence that supports the claim that the grade assigned was inappropriate;
2. If the faculty member determines that the grade assigned was in error, the faculty member shall submit a "Grade Change" form to the Registrar. All academic records will be changed to reflect the revised grade;
3. If the faculty member is no longer on the Mt. Sierra College staff, the appropriate Department Chairperson shall appoint a qualified faculty member to review the work submitted by the student. If a grade change is deemed warranted, the Department Chairperson, based upon the recommendation of the qualified faculty member, shall submit a "Grade Change" form to the Registrar;
4. If a dispute still exists, the student shall submit a written request for review to the appropriate Department Chairperson. If the dispute involves a grade assigned by the Department Chairperson, the written request shall be submitted to the Dean or his/her designee. The Department Chair, Dean or his/her designee shall review the case. If there is concern about the grading process, the faculty member will be requested to re-evaluate the student's performance and consider assigning a new grade;
5. If a dispute still exists after review by the appropriate Department Chairperson, the student may submit a written request to the Dean or his/her designee for review. After a review is conducted, the Dean may request the faculty member to review the student's performance and consider assigning a new grade, if deemed appropriate;
6. Unless it can be clearly demonstrated that the grade assigned was done in an unfair, capricious, or incompetent way, the grade assigned by the faculty member will be upheld;
7. If it is determined that the grade assigned was done in a capricious, unfair or incompetent way, the Department Chairperson shall appoint a qualified faculty member to review the work of the student and recommend an appropriate grade. The Dean must approve this appointment. The Dean must approve the revised grade. Once approved, the Dean will submit a "Grade Change" form to the Registrar and all academic records will be adjusted. The decision of the Dean is final.

Non-Academic Grievance Procedure

Students may grieve actions taken as a result of the imposition of discipline, violations of College Policy (including violations of the College's policy on academic integrity) or other actions by college staff or other students that are deemed inappropriate by the student. The following procedural due process shall be followed:

1. The student shall submit a written request to the Dean for either a review of the case or an appeal of action taken by the College against the student for violations of College Policy;
2. Upon receipt of the written the request, the Dean or his/her designee shall appoint an Appeals/Review Committee to review the appeal or allegations. The committee shall be comprised of one general education faculty member appointed by the Dean or his/her designee, one faculty member appointed by the Department Chairperson of the major department of the student filing the request for appeal, and two students appointed by the Dean or his/her designee. The Dean or his/her designee shall chair the Appeals/Review Committee;
3. The Committee shall consider all relevant testimony and supporting documentation presented by the student filing the request for appeal or review. Legal counsel cannot represent the student;
4. Based upon a thorough review of all relevant evidence and testimony, the Appeals/Review Committee shall make a recommendation to the Dean. This shall take place within 10 business days from the filing of the request for appeal or review. The Dean will render a written decision;
5. If the student believes that there are extenuating circumstances or that all of the evidence presented was not appropriately considered, the student may submit a written appeal to the College President. The President shall review the appeal and render a written decision. The decision of the President is final.

Complaints

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

Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212

A copy of the Commission's Complaint Form is available from the office of the College President and on the Commission's website, <http://accsc.org>.



Mitchell Gohman, Media Arts & Design Faculty

academic programs

Academic Programs

Mt. Sierra College offers degree programs in three areas of study: business, media arts and design, and technology. The College has designed its degree programs to provide students with a well-rounded education - a technology driven, academically sound curriculum for tomorrow's professionals. All programs may be completed in twelve consecutive quarters over a period of 36 months.

Each program has two components: a core curriculum, which are the courses directly relating to the field of study, and a general education curriculum. The core curriculum for each degree major is intended to provide students with a solid foundation in their field of study, preparing them for positions in the working world. The majority of core courses include hands-on experience or lab simulations in a virtual environment to maximize the students' education.



Alan Sullivan, Class of 2008

A strong interdisciplinary general education is an important component of every Mt. Sierra College degree. Students learn important critical thinking skills that will be valuable in daily life as well as in the academic setting. Written and verbal communication skills are developed extensively throughout the curriculum in core courses as well as general education courses, to ensure that students are equipped to express themselves effectively. In addition to learning practical skills that will serve them in the workplace, students are exposed to the diversity and complexity of the world through a variety of courses, allowing them to develop a greater understanding of global and environmental factors that shape the world around them, and to prepare them for making ethical and practical decisions throughout their lives through the application of principles learned while completing their education.

Students in Business and Technology programs complete a Senior Capstone Project. The project, the culmination of their educational experience, will provide students with a chance to work with businesses and not-for-profit agencies in resolving the technological challenges facing industry leaders today and tomorrow. Students in the Media Arts and Design department create a Senior Thesis. This project-based thesis will be the foundation to a portfolio that will serve as the key to many exciting professional opportunities.

Students who successfully complete all degree course and credit hour requirements listed for a program will be awarded the Bachelor's degree applicable to that program.

FlexLearn® and Online

All Mt. Sierra College degrees are offered via the FlexLearn® system – the College's innovative approach that combines traditional on campus education with the flexibility of online and hybrid learning. Students also have the option of enrolling in one of the College's distance education programs and completing all courses fully online, an excellent option for motivated students who live out of the area.

Mt. Sierra College uses the services of eCollege to deliver online courses, as well as the online component of hybrid courses. Technical assistance is available to students twenty-four hours a day, seven days a week. Upon enrollment, students receive orientation on how to access the various services provided by Mt. Sierra College and eCollege. Students enrolled in online courses complete lectures and labs online, while those enrolled in hybrid courses enjoy the convenience of online lectures combined with a weekly session on campus with the professor for hands-on lab time.

Bachelor of Science Degrees in Business

Business Administration	FlexLearn® Only
Business-Entrepreneurship	FlexLearn® Only

Bachelor of Arts Degrees in Media Arts & Design

Media Arts & Design *w/concentrations in:*

Game Arts & Design	FlexLearn® Only
Graphic Design	FlexLearn® and Online
Multimedia Arts & Design	FlexLearn® and Online
Visual Effects & Digital Video	FlexLearn® and Online

Bachelor of Science Degrees in Technology

Information Technology *w/concentrations in*

Computer Information Technology	FlexLearn® and Online
Information Security	FlexLearn® and Online
Telecommunications Technology	FlexLearn® and Online



Business Degree Programs

Bachelor of Science Degree Program Business Administration

With a presence in virtually every sector of the economy, Business Administration continues to be a heavily sought-after skill with universal appeal. When you include the integration of technology into standard business practices, then you have moved into the business of the twenty-first century.

Business Administration graduates have skills fostered by hands-on labs and small classes taught by faculty with years of industry experience. General education courses selected for their applicability to Business Administration create a balance of knowledge. Students study technology challenges that face today's businesses. The result: graduates who are prepared to take on national and international business challenges, grounded in a fundamental and sound understanding of management and technology.

Preparation sets the Mt. Sierra College graduate apart from the competition. Challenging courses emulate future workplace tasks. When that first day on the job arrives, graduates have the confidence and skills to communicate effectively, evaluate strategies, and implement vision.

Graduates with a Bachelor of Science degree in Business Administration are prepared to move into the professional world in entry-level positions such as Administrator, Analyst, Bookkeeper, Accounting Clerk, Human Resources, Project Manager, and Sales Agent or Sales Representative.

Bachelor of Science Degree Program Business - Entrepreneurship

As a significant contributor of jobs and innovations, entrepreneurship is vital to the stability of the American economy. Having a million dollar idea is one thing, but having the education and skill to execute the idea and turn it into a successful business is another. Enter Mt. Sierra College and the true entrepreneur.

Knowledge is indeed power when starting a new business or when integrating skills with other forward-thinking companies. The Entrepreneurship degree provides students with the skills to both launch a new business or to function successfully in an established corporation that employs entrepreneurial management strategies. As students analyze business strategies and explore how to secure funding, they also learn how to write business plans, develop marketing strategies, and examine potential markets ripe for an entrepreneurial enterprise. Via faculty and networking opportunities, students are introduced to industry innovators who provide invaluable perspectives on starting and operating a business.

Students in the Entrepreneurship Program receive a solid foundation in a variety of business-based courses taught by faculty with years of professional experience, rounded out with courses in computer and information technology. Classes are designed to enhance an understanding of business and technology assessment, analysis, organizational growth, and management. In addition, students gain a working knowledge of essential computer and information technology. General education courses selected for their applicability to entrepreneurship make up the balance of classes. Hands-on labs and optional faculty-supervised internships put classroom learning into action.

With a bachelor's degree in Entrepreneurship, graduates are especially equipped to start a business of their own or to enter the work force in entry-level positions similar to those in the Business Administration degree including Management or Technical Consultant, Market Researcher, Budget Analyst, Risk Analyst, Sales Analyst or Sales Representative in a variety of fields.

Business Curriculum and Degree Requirements

Business degree programs are designed for completion in twelve quarters. Students must complete all listed courses and credits to graduate. A typical term schedule is provided in the following Program Outlines. However, courses may be offered in different terms than indicated in this outline and not all courses are offered every quarter. Pre-collegiate requirements are determined by entrance assessment results. Mt. Sierra College reserves the right to amend this curriculum at any time.



Term	Course	Description	Credits	Type of Course
Term 1	BUS 100	Business Fundamentals	4	Core Course
	CIT 101	Introduction to PC Hardware & Lab	4	Core Course
	ENG 080	Evolving English (if required)	[4]	Pre-collegiate Course
	PDT 115	College Research & Study Skills	4	General Education Course
	SOC 165	Sociology	4	General Education Course
Total Credits Term 1			16	Excluding ENG 080
Term 2	CIT 102	Introduction to PC Operating Software & Lab	4	Core Course
	ECN 150	Economics I	4	Core Course
	ENG 135	English Composition	4	General Education Course
	MTH 080	Technical Mathematics (if required)	[4]	Pre-collegiate Course
	POL 210	Political Science	4	General Education Course
Total Credits Term 2			16	Excluding MTH 080
Term 3	ECN 250	Economics II	4	Core Course
	ENG 155	Advanced English Composition	4	General Education Course
	MTH 135	College Algebra	4	General Education Course
	PHL 145	Critical Thinking & Problem Solving	4	General Education Course
Total Credits Term 3			16	
Term 4	CIT 210	Introduction to Database Administration & Lab	4	Core Course
	MKT 215	Marketing I	4	Core Course
	MTH 375	Statistics	4	General Education Course
	PSY 215	Psychology	4	General Education Course
Total Credits Term 4			16	
Term 5	CIT 360	Systems Analysis & Design & Lab	4	Core Course
	ECN 350	Managerial Economics	4	Core Course
	HUM 205	History of Civilization	4	General Education Course
	MGT 310	Business Management I	4	Core Course
Total Credits Term 5			16	
Term 6	ACC 101	Accounting Basics I	4	Core Course
	ENG 300	Professional Writing	4	General Education Course
	MGT 315	Business Management II	4	Core Course
	POL 300	Elements of International Relations	4	General Education Course
Total Credits Term 6			16	
Term 7	ACC 102	Accounting Basics II	4	Core Course
	ITM 420	Operations Research & Implementation	4	Core Course
	SEC 130	Introduction to Information Security & Lab	4	Core Course
	SPH 305	Speech Communications	4	General Education Course
Total Credits Term 7			16	
Term 8	ACC 350	Managerial Accounting	4	Core Course
	BUS 326	eCommerce I	4	Core Course
	PMT 310	Project Management & Lab	4	Core Course
	SEC 280	Disaster Recovery & Lab	4	Core Course
Total Credits Term 8			16	
Term 9	BUS 327	eCommerce II	4	Core Course
	FIN 301	Finance	4	Core Course
	GE 1	General Education Elective	4	General Education Course
	MGT 410	Human Resource Management	4	Core Course
Total Credits Term 9			16	
Term 10	BUS 435	Business Planning	4	Core Course
	ACC 301	Computerized Accounting	4	Core Course
	MGT 460	Customer Relationship Management	4	Core Course
	PDT 425	Career Strategies	4	General Education Course
Total Credits Term 10			16	
Term 11	BUS 450	Business Strategic Planning	4	Core Course
	BUS 480	Negotiation Strategies	4	Core Course
	ITM 430	Quantitative Management	4	Core Course
	PMT 410	Senior Project I & Lab	4	Core Course
Total Credits Term 11			16	
Term 12	BUS 485	Management Strategies	4	Core Course
	BUS 490	Leadership: Building & Managing Success Teams	4	Core Course
	PHL 405	Ethics & Legal Issues	4	General Education Course
	PMT 499	Senior Project II	4	Core Course
Total Credits Term 12			16	
Pre-collegiate Credits			8	if required
Required Core Credits			128	
Required General Education Credits			64	
Total Required Credits: BUSINESS ADMINISTRATION			192	excluding pre-collegiate credits

Program Outline Curriculum & Degree Requirements Business Administration

**Program Outline
Curriculum &
Degree Requirements**
Business - Entrepreneurship

Term	Course	Description	Credits	Type of Course
Term 1	BUS 100	Business Fundamentals	4	Core Course
	CIT 101	Introduction to PC Hardware & Lab	4	Core Course
	ENG 080	Evolving English (if required)	[4]	Pre-collegiate Course
	PDT 115	College Research & Study Skills	4	General Education Course
	SOC 165	Sociology	4	General Education Course
Total Credits Term 1			16	Excluding ENG 080
Term 2	CIT 102	Introduction to PC Operating Software & Lab	4	Core Course
	ECN 150	Economics I	4	Core Course
	ENG 135	English Composition	4	General Education Course
	MTH 080	Technical Mathematics (if required)	[4]	Pre-collegiate Course
	POL 210	Political Science	4	General Education Course
Total Credits Term 2			16	Excluding MTH 080
Term 3	ECN 250	Economics II	4	Core Course
	ENG 155	Advanced English Composition	4	General Education Course
	MTH 135	College Algebra	4	General Education Course
	PHL 145	Critical Thinking & Problem Solving	4	General Education Course
Total Credits Term 3			16	
Term 4	CIT 210	Introduction to Database Administration & Lab	4	Core Course
	MKT 215	Marketing I	4	Core Course
	MTH 375	Statistics	4	General Education Course
	PSY 215	Psychology	4	General Education Course
Total Credits Term 4			16	
Term 5	CIT 360	Systems Analysis & Design & Lab	4	Core Course
	ECN 350	Managerial Economics	4	Core Course
	HUM 205	History of Civilization	4	General Education Course
	MGT 310	Business Management I	4	Core Course
Total Credits Term 5			16	
Term 6	ACC 101	Accounting Basics I	4	Core Course
	ENG 300	Professional Writing	4	General Education Course
	MGT 315	Business Management II	4	Core Course
	POL 300	Elements of International Relations	4	General Education Course
Total Credits Term 6			16	
Term 7	ACC 102	Accounting Basics II	4	Core Course
	ITM 420	Operations Research & Implementation	4	Core Course
	SEC 130	Introduction to Information Security & Lab	4	Core Course
	SPH 305	Speech Communications	4	General Education Course
Total Credits Term 7			16	
Term 8	BUS 326	eCommerce I	4	Core Course
	FIN 311	Finance I for Entrepreneurs	4	Core Course
	PMT 310	Project Management & Lab	4	Core Course
	SEC 280	Disaster Recovery & Lab	4	Core Course
Total Credits Term 8			16	
Term 9	BUS 327	eCommerce II	4	Core Course
	FIN 321	Financial Management for Entrepreneurs	4	Core Course
	GE 1	General Education Elective	4	General Education Course
	MGT 410	Human Resource Management	4	Core Course
Total Credits Term 9			16	
Term 10	BUS 435	Business Planning	4	Core Course
	ACC 301	Computerized Accounting	4	Core Course
	MGT 460	Customer Relationship Management	4	Core Course
	PDT 425	Career Strategies	4	General Education Course
Total Credits Term 10			16	
Term 11	BUS 450	Business Strategic Planning	4	Core Course
	BUS 480	Negotiation Strategies	4	Core Course
	MKT 300	Advertising & Public Relations	4	Core Course
	PMT 410	Senior Project I & Lab	4	Core Course
Total Credits Term 11			16	
Term 12	BUS 485	Management Strategies	4	Core Course
	BUS 490	Leadership: Building & Managing Success Teams	4	Core Course
	PHL 405	Ethics & Legal Issues	4	General Education Course
	PMT 499	Senior Project II	4	Core Course
Total Credits Term 12			16	
Pre-collegiate Credits			8	if required
Required Core Credits			128	
Required General Education Credits			64	
Total Required Credits: ENTREPRENEURSHIP			192	excluding pre-collegiate credits

Media Arts & Design Degree Programs

Bachelor of Arts Degree Program

Media Arts & Design with a concentration in Game Arts & Design

People once called them games. Now we call them training for pilots and soldiers, learning tools for children, and totally-blow-your-mind-graphics. What was once a cottage industry is now an 11 billion dollar market that desperately needs programmers and designers. With the hands-on education Mt. Sierra College offers, students become skilled professionals. They develop the ability to bring a game from concept to storyboard to a market-viable product, melding sound, visual effects, story, animation lighting and user interfaces. Graduates of the Games Arts & Design program enter the field eager to develop the next generation of games and simulations for a growing industry.

Students enrolling in the Game Arts and Design area of specialization will take courses that build a solid foundation in multimedia arts and design and will take specialized courses in game and simulation development.

Students specializing in Game Arts and Design will be prepared for employment in the areas of game and simulation development. Students will possess strong design abilities and will explore the world of interactivity so prevalent in the gaming, defense and health occupation arenas.

Graduates with a Bachelor of Arts in Game Arts and Design are prepared to enter the workforce in entry-level careers such as Game Asset Designer, 2D and 3D Artist, 3D Modeler and Compositor, Lighting Specialist, Environment Artist, Digital Model Maker, Rigger, Texture Mapper, Graphics and Special Effects Artist, Animator, Game Level Designer or Quality Assurance/ Game Tester.



Media Arts & Design Degree Programs

Bachelor of Arts Degree Programs

Media Arts & Design with concentrations in

- **Graphic Design**
- **Multimedia Arts & Design**
- **Visual Effects & Digital Video**

The Mt. Sierra College programs in Media Arts and Design have been created to turn students' passionate dreams into vivid reality. The Bachelor of Arts in Graphic Design, Multimedia Arts and Design, and Visual Effects and Digital Video concentrations are designed for students who are creative, enjoy working with computers and traditional artistic techniques, and who would like to enter the exciting fields of graphic design, computer graphics and digital entertainment. Students prepare for careers in media design, audio/visual production, video program development, and animation using industry-based standards that yield professional results.

Producing graduates who can effectively communicate an idea or concept using a wide variety of technologically and creatively based tools is the goal of Media Arts and Design department. Training the eye to understand and create art appropriate for use in business, arts and entertainment, education, and media is an important foundation to these programs. Educated specialists with creative talent, technical expertise and an ability to communicate effectively and critically will continue to be in demand.

Students are given the opportunity to learn many creative techniques that are employed in the business of media arts and design. Creating effective artistic products that promote business, industry and media arts goals is the driving force behind the Media Arts and Design degree programs. Through a solid understanding of critical thinking, communication skills and other general education courses, hands-on experience using the latest hardware and software applications, students will combine the use of cutting age technology with traditional design principles in solving challenges faced by the changing and diverse global marketplace. Mt. Sierra College students will be guided in their exploration and creative development by a caring faculty with strong and varied industry experience.

Students enrolling in one of these three degree concentrations will, during the first nine quarters of enrollment, explore the foundations of media arts and design. Students receive hands-on, practical and theoretical experiences in the following areas: design, drawing, digital illustration, typography, storytelling, animation, sound, web authoring, logo design, interactive design, digital video, motion graphics, 3-D design, business marketing, and general education.

Based upon a greater understanding of and exposure to the many opportunities that exist within media arts and design, students entering the tenth quarter will take courses in their specialty of Multimedia Arts and Design, Visual Effects and Digital Video, or Graphic Design. All programs culminate in a project-based senior thesis, the foundation to a working portfolio. Students provide the passion and creativity, and Mt. Sierra College will provide the palette and electronic brush.

Graphic Design

Using traditional design concepts along with today's technology, Mt. Sierra College Graphic Design graduates will be prepared to tackle complex design challenges using a wide variety of software, hardware and proven design applications. Students will learn how to create a distinctive "look" for promotional, print, graphic designs, brochures, logos, packaging, illustrations, billboards and advertisements. From idea conception to delivery of the finished product, students create materials that effectively promote products and services. Mt. Sierra College graduates use their trained artistic eyes to create strategic visions in this market-driven field.

Students specializing in Graphic Design will receive intense study in Publication Design, Information Design, Pre-Press Design, Packaging Design, and additional electives to gain expertise in other areas of media arts and design.

Graphic Design graduates are prepared for a variety of entry-level career opportunities including Graphic Artist, Computer Artist, Digital Imaging Specialist, Digital Illustrator, Layout Artist, Production Artist, Desktop Publisher, Production Coordinator, Prepress Technician, Web Designer and Assistant Art Director, as well as many of the opportunities available to graduates from other Media Arts & Design concentrations.



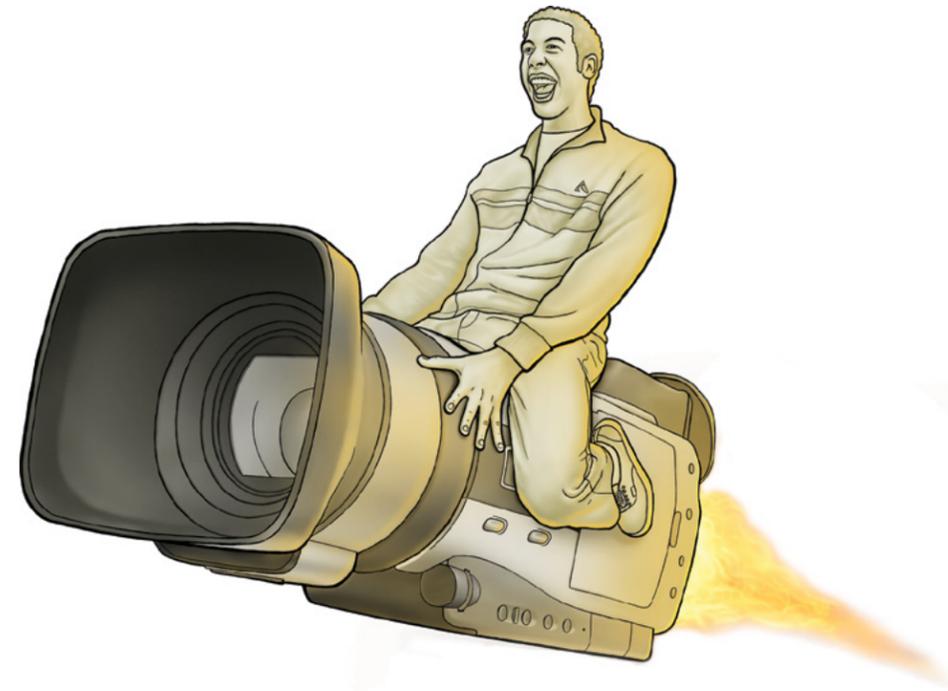


Multimedia Arts & Design

Pixels and pencils come together for Multimedia Arts and Design students. The world of entertainment, education and business requires a media arts and design professional who can tackle a wide variety of challenges using proven design techniques with the latest technology. Students specializing in this area will develop the ability to create websites, presentations, brochures, educational materials, and other media that promote a concept or product. Creating a sense of energy and excitement through the use of images and words are the hallmarks of Multimedia Arts and Design. Graduates will have the ability to become entrepreneurs and freelance artists within the expanding world of media arts and design.

Students specializing in Multimedia Arts and Design will pursue coursework in Web Commerce, Interactive Design, and electives that will allow the student to explore areas of specialized interest.

In addition to many of the opportunities available to graduates from other Media Arts & Design concentrations, Multimedia Design graduates are equipped for entry-level careers such as Multimedia Artist, Animator, Web Developer, Web Designer, Interactive Designer, Multimedia Producer, Multimedia Programmer, Multimedia Scriptwriter, Digital Imaging Specialist, Digital Illustrator, and Production Artist.



Visual Effects & Digital Video

The Visual Effects and Digital Video student is seriously playful. Professionals in the visual effects and digital video field cut through the clutter and deliver a lot of information in a short amount of time. Visual Effects & Digital Video is design in motion.

The curriculum of the Visual Effects & Digital Video program prepares students with the technological and design foundations to develop a digital portfolio worthy of entry-level positions. These roles support the demands of television, film, the Internet, and a myriad of other media outlets that rely on animated graphic design and seamlessly composited digital video. The program meets its mission by providing students with aesthetic and design awareness, technical skills and lifelong learning strategies that will assist them in launching their careers.

With a specialty in Visual Effects and Digital Video, students will explore the world of sound, digital video, advanced 3-D principles, and electives that will round out a strong expertise in visual effects and digital video.

Visual Effects and Digital Video graduates are prepared for a variety of entry-level career opportunities in the film, video, television or corporate communications fields as Production Assistant, Assistant Director, Digital Artist, Production Artist and Designer, Interactive Designer, Visual Effects Specialist, Audio-Visual Collections Specialist, Broadcast and Sound Production Technician, Camera Operator or Film and Video Editor, as well as many of the opportunities associated with other Media Arts and Design concentrations.

Media Arts & Design Curriculum and Degree Requirements

All Media Arts & Design degree concentrations are designed for completion in twelve quarters. Students must complete all courses and credits listed for their concentration to graduate. A typical term schedule is provided in the following Program Outlines. Courses may be offered in different terms than indicated in the outlines and not all courses are offered every quarter. Pre-collegiate requirements are determined by entrance assessment results. Mt. Sierra College reserves the right to amend the curriculum at any time.

Term	Course	Description	Credits	Type of Course
Term 1	CIT 103	Introduction to Computers for Game Design & Lab	4	Core Course
	ENG 080	Evolving English (if required)	[4]	Pre-collegiate Course
	GAM 100	Design Basics I for Gaming & Lab	4	Core Course
	PDT 115	College Research & Study Skills	4	General Education Course
	PHL 145	Critical Thinking & Problem Solving	4	General Education Course
Total Credits Term 1			16	Excluding ENG 080
Term 2	DES 110	Drawing I & Lab	3	Core Course
	ENG 135	English Composition	4	General Education Course
	GAM 101	Design Basics II for Gaming & Lab	4	Core Course
	GAM 105	Digital Illustration & Lab	4	Core Course
	MTH 080	Technical Mathematics (if required)	[4]	Pre-collegiate Course
Total Credits Term 2			15	Excluding MTH 080
Term 3	DES 112	Information Visualization & Lab	3	Core Course
	ENG 155	Advanced English Composition	4	General Education Course
	GAM 102	Sculpture & Lab	4	Core Course
	GAM 104	Game Design & Gameplay & Lab	4	Core Course
Total Credits Term 3			15	
Term 4	ENG 250	Mythology	4	General Education Course
	GAM 130	Digital Imaging I for Gaming & Lab	4	Core Course
	GAM 232	Traditional Animation & Lab	4	Core Course
	HUM 235	Art History	4	General Education Course
Total Credits Term 4			16	
Term 5	GAM 200	Character & Environment Design and Lab	4	Core Course
	GAM 230	Digital Imaging II for Gaming and Lab	4	Core Course
	GAM 250	Introduction to Three-Dimensional Principles and Lab	4	Core Course
	MTH 135	College Algebra	4	General Education Course
Total Credits Term 5			16	
Term 6	CIT 140	Programming Fundamentals I & Lab	4	Core Course
	GAM 220	Level Design & Lab	4	Core Course
	GAM 252	Materials, Lighting & Rendering in 3-D & Lab	4	Core Course
	GAM 260	Environmental Modeling & Lab	4	Core Course
	GAM 280	Digital Compositing I for the PC & Lab	4	Core Course
Total Credits Term 6			20	
Term 7	CIT 240	Programming Fundamentals II & Lab	4	Core Course
	GAM 254	Lighting for Games & Lab	4	Core Course
	GAM 350	Keyframe Animation & Lab	4	Core Course
	GAM 360	Organic & Character Modeling & Lab	4	Core Course
	HUM 240	History of Graphic Design	4	General Education Course
Total Credits Term 7			20	
Term 8	GAM 352	Special Effects & Lab	4	Core Course
	GAM 354	Alternative Techniques in 3-D Production I & Lab	4	Core Course
	GAM 380	Digital Compositing II for the PC & Lab	4	Core Course
	HUM 350	Acting for Animators	4	General Education Course
	PSY 215	Psychology	4	General Education Course
Total Credits Term 8			20	
Term 9	ENG 260	Storytelling	4	General Education Course
	GAM 356	Alternative Techniques in 3-D Production II & Lab	4	Core Course
	GAM 362	Character Setup & Character Rigging & Lab	4	Core Course
	GAM 370	Beginning Scripting for Games and Lab	4	Core Course
Total Credits Term 9			16	
Term 10	ENG 400	Story & Character Development in Games	4	General Education Course
	GAM 460	Scientific Visualization I & Lab	4	Core Course
	GAM 470	Advanced Scripting for Games & Lab	4	Core Course
	GAM 480	Game Audio & Sound Design & Lab	4	Core Course
Total Credits Term 10			16	
Term 11	GAM 410	Senior Thesis I for Gaming	2	Core Course
	GAM 462	Scientific Visualization II & Lab	4	Core Course
	GE 1	General Education Elective	4	General Education Course
	SPH 305	Speech Communications	4	General Education Course
Total Credits Term 11			14	
Term 12	GAM 412	Senior Thesis II for Gaming	2	Core Course
	PDT 426	Career Strategies for Media Arts	4	General Education Course
	PDT 447	Emerging Technologies in Media Arts	4	General Education Course
	PHL 405	Ethics & Legal Issues	4	General Education Course
Total Credits Term 12			14	
Pre-collegiate Credits			8	if required
Required Core Credits			130	
Required General Education Credits			68	
Total Required Credits: GAME ARTS & DESIGN			198	excluding pre-collegiate credits

**Program Outline
Curriculum &
Degree Requirements
Media Arts & Design
with a concentration
in
Game Arts & Design**

Program Outline, Curriculum & Degree Requirements

**Media Arts & Design with concentrations in
Graphic Design, Multimedia Arts & Design, and Visual Effects & Digital Video**

Terms 1 – 9 – All Concentrations

Term	Course	Description	Credits	Type of Course
Term 1	DES 100	Design Basics I & Lab	4	Core Course
	DES 140	Introduction to Macintosh Computers & Lab	4	Core Course
	ENG 080	Evolving English (if required)	[4]	Pre-collegiate Course
	PDT 115	College Research & Study Skills	4	General Education Course
	PHL 145	Critical Thinking & Problem Solving	4	General Education Course
Total Credits Term 1			16	Excluding ENG 080
Term 2	DES 103	Digital Photography & Composition & Lab	4	Core Course
	DES 110	Drawing I & Lab	3	Core Course
	DES 120	Digital Illustration I & Lab	4	Core Course
	ENG 135	English Composition	4	General Education Course
	MTH 080	Technical Mathematics (if required)	[4]	Pre-collegiate Course
Total Credits Term 2			15	Excluding MTH 080
Term 3	DES 102	Typography/Layout & Lab	4	Core Course
	DES 111	Drawing II & Lab	3	Core Course
	ENG 155	Advanced English Composition	4	General Education Course
	MTH 135	College Algebra	4	General Education Course
Total Credits Term 3			15	
Term 4	DES 121	Digital Illustration II & Lab	4	Core Course
	DES 130	Digital Imaging I & Lab	4	Core Course
	ENG 250	Mythology	4	General Education Course
	HUM 235	Art History	4	General Education Course
Total Credits Term 4			16	
Term 5	DES 200	Design Concepts & Lab	4	Core Course
	DES 210	Animation & Lab	4	Core Course
	DES 230	Digital Imaging II & Lab	4	Core Course
	SOC 165	Sociology	4	General Education Course
Total Credits Term 5			16	
Term 6	DES 231	Digital Imaging III & Lab	4	Core Course
	DES 240	Sound I & Lab	4	Core Course
	DES 251	Web Design I & Lab	4	Core Course
	MKT 215	Marketing I	4	General Education Course
	PSY 215	Psychology	4	General Education Course
Total Credits Term 6			20	
Term 7	DES 201	Logo Design & Lab	4	Core Course
	DES 261	Interactive Media I & Lab	4	Core Course
	DES 280	Digital Video & Lab	4	Core Course
	HUM 240	History of Graphic Design	4	General Education Course
	SPH 305	Speech Communication	4	General Education Course
Total Credits Term 7			20	
Term 8	DES 302	Advanced Typography & Lab	4	Core Course
	DES 351	Web Design II & Lab	4	Core Course
	DES 370	Motion Graphics I & Lab	4	Core Course
	DES 390	3-D Principles I & Lab	4	Core Course
Total Credits Term 8			16	
Term 9	DES 361	Interactive Media II & Lab	4	Core Course
	DES 371	Motion Graphics II & Lab	4	Core Course
	DES 391	3-D Principles II & Lab	4	Core Course
	ENG 260	Storytelling	4	General Education Course
Total Credits Term 9			16	

PROGRAM OUTLINE: Terms 9 through 12 – Graphic Design

Term	Course	Description	Credits	Type of Course
Term 10	BUS 435	Business Planning	4	General Education Course
	DES 400	Publication Design & Lab	4	Core Course
	DES 401	Information Design & Lab	4	Core Course
	ME 1	Specialization Elective	4	Core Course
Total Credits Term 10			16	
Term 11	DES 403	Packaging Design & Lab	4	Core Course
	DES 404	Pre-Press Design & Lab	4	Core Course
	ENG 335	Introduction to Literature	4	General Education Course
	ME 2	Specialization Elective	4	Core Course
Total Credits Term 11			16	
Term 12	DES 411	Senior Thesis & Lab	4	Core Course
	PDT 426	Career Strategies for Media Arts	4	General Education Course
	PDT 447	Emerging Technologies in Media Arts	4	General Education Course
	PHL 405	Ethics & Legal Issues	4	General Education Course
Total Credits Term 12			16	
Collegiate Credits			8	if required
Required Core Credits			126	
Required General Education Credits			72	
Required Credits: GRAPHIC DESIGN			198	excluding pre-collegiate credits

PROGRAM OUTLINE: Terms 9 through 12 – Multimedia Arts & Design

Term	Course	Description	Credits	Type of Course
Term 10	BUS 435	Business Planning	4	General Education Course
	DES 451	Web Design III & Lab	4	Core Course
	DES 471	Dynamic Web Media I & Lab	4	Core Course
	ME 1	Specialization Elective	4	Core Course
Total Credits Term 10			16	
Term 11	DES 463	Interactive Media III & Lab	4	Core Course
	DES 472	Dynamic Web Media II & Lab	4	Core Course
	ENG 335	Introduction to Literature	4	General Education Course
	ME 2	Specialization Elective	4	Core Course
Total Credits Term 11			16	
Term 12	DES 411	Senior Thesis & Lab	4	Core Course
	PDT 426	Career Strategies for Media Arts	4	General Education Course
	PDT 447	Emerging Technologies in Media Arts	4	General Education Course
	PHL 405	Ethics & Legal Issues	4	General Education Course
Total Credits Term 12			16	
Collegiate Credits			8	if required
Required Core Credits			126	
Required General Education Credits			72	
Required Credits: MULTIMEDIA ARTS & DESIGN			198	excluding pre-collegiate credits

PROGRAM OUTLINE: Terms 9 through 12 – Visual Effects & Digital Video

Term	Course	Description	Credits	Type of Course
Term 10	BUS 435	Business Planning	4	General Education Course
	DES 440	Sound II & Lab	4	Core Course
	DES 480	Digital Video II & Lab	4	Core Course
	ME 1	Specialization Elective	4	Core Course
Total Credits Term 10			16	
Term 11	DES 481	Digital Video III & Lab	4	Core Course
	DES 490	3-D Principles III & Lab	4	Core Course
	ENG 335	Introduction to Literature	4	General Education Course
	ME 2	Specialization Elective	4	Core Course
Total Credits Term 11			16	
Term 12	DES 411	Senior Thesis & Lab	4	Core Course
	PDT 426	Career Strategies for Media Arts	4	General Course
	PDT 447	Emerging Technologies in Media Arts	4	General Education Course
	PHL 405	Ethics & Legal Issues	4	General Education Course
Total Credits Term 12			16	
Collegiate Credits			8	if required
Required Core Credits			126	
Required General Education Credits			72	
Required Credits: VISUAL EFFECTS & DIGITAL VIDEO			198	excluding pre-collegiate credits

Technology Degree Programs

Bachelor of Science Degree Program

Information Technology with a concentration in Computer Information Technology

Computer technology is used in everything around us, and students who can blend hands-on technical skills with strong critical thinking and communication skills will be in demand. Computer Information Technology students are prepared in technology while receiving a balanced curriculum which will allow them to develop skills well beyond technology.

The Computer Information Technology major covers seven focus areas: programming, operating systems, database management, systems analysis and design, networking technologies, Internet and intranet technologies, and general education. The core curriculum is designed to develop ability to solve a variety of problems through efficient utilization of modern computer concepts and technologies, and extensively covers the disciplines of software engineering, programming languages, database management, computer architecture, operating systems, client-server applications, computer networks, Internet/Intranet and website design. The curriculum emphasizes the use of application development tools, network operating systems, systems analysis and design, project and network management, and emerging technologies. All core courses include hands-on labs to maximize the students' educational experience.

Computer Information Technology is the field of study for those who strive to assume a leadership role in computer technology and are interested in the fields of database administration and programming. Computer Information Technology graduates are prepared for entry-level careers including Computer Support Specialist, Help Desk Support Specialist, Computer Technician, Database Administrator, Systems Programmer, Software and Computer Engineer, Project Manager, Systems or Software Analyst, LAN/WAN Administrator, Data Processing Specialist, Webmaster, Website Developer, Computer Network, Systems and Database Administrator, and others in the computer fields.

Bachelor of Science Degree Program

Information Technology with a concentration in Information Security

With change comes opportunity. Computer technology has become the backbone of the global economy. Securing our computer-based resources helps to secure our world. A degree in Information Security offers students the combination of hands-on experience, critical thinking, general education, communication skills and theoretical applications that will lead to opportunities for success within the expanding world of information security.

The Information Security concentration offers a core curriculum in computer operations, operating systems, database management, network administration, local, wide, and wireless networks, project management, mathematics, career strategies, critical thinking, and communication skills courses. The program has been designed to offer students unique opportunities to employ theoretical techniques through hands-on lab experiences.

Students specializing and receiving their degree in Information Security will receive coursework and hands-on experience in nine major areas: security fundamentals, security policy development and management, cyber law and ethics, computer and data forensics, applied local area networks, wide area network and wireless security, disaster recovery, security development life cycle management, and general education.

Graduates in Information Security will possess the ability to understand the fundamentals of security, understand how security flaws are exploited, design and develop rational and appropriate security measures, understand how different operating systems address security concerns, assemble and manage strategic security management teams, and apply appropriate security standards and measures for different computer environments.

Mt. Sierra College has designed its Information Security degree program to meet the training standards of the United States National Security Agency for information security programs (INFOSEC) professionals.

Information security is of ever-increasing concern. Securing the economic and information highway is of national and international importance. In addition to many of the careers listed for Computer Information Technology, students graduating with a specialization in Information Security will be prepared for entry-level professional opportunities that include Security Architect and Technologist, Security Analyst, Security Software Developer and Software Design Engineer.



Bachelor of Science Degree Program Telecommunications Technology

Telecommunications is the electronic transmission of information in the form of voice, sound, data, facsimile, picture, or video across a distance from a sender to receiver in a usable and understandable format using either analog or digital techniques. Instant availability of current and pertinent information is the goal of Telecommunications. Every business, organization, and individual has a need for telecommunications professionals.

The program has the following eight areas of focus: general telecommunications, telephony and data communications, wireless technologies, emerging technologies, networking, Internet and intranet technologies, computer information systems, and general education. Voice and data communication, local and wide area network administration, switching systems, computer/telephony integration, Windows, UNIX and LINUX operating systems, broadband, Internetworking, wireless technology, and transport protocols are covered in detail. Project management is also a key part of the Telecommunications program. All core courses include a hands-on lab to maximize the educational experience. Students learn how to integrate the various aspects of telecommunications into practical solutions for today's business and professional environment.

The program also includes business and management courses to prepare students for the growth challenges that will face them in their careers. Students are given the opportunity to explore areas of interest through the requirement of technical and general education electives.

Telecommunications Technology is designed for those students interested in computer hardware, establishing and maintaining network systems, and telephony and data communications. Graduates are prepared for entry-level careers such as Telecommunications Specialist, Computer and Telecommunications Equipment Installer and Repairer, Help Desk Specialist, Information Systems Technical Support Specialist, Network Administrator, Telecommunications Systems Analyst, Network and Traffic Engineer, LAN/WAN Administrator, Voice/Data Analyst, Wireless Communications Specialist, Data Processing Specialist, Information Service Administrator, Router Engineer, Project Manager and other related positions in the technology field.

Technology Curriculum & Degree Requirements

The Information Technology and Telecommunications degree programs are designed for completion in twelve quarters. Students must complete all courses and credits listed for their concentration to graduate. A typical term schedule is provided in the following Program Outlines. Courses may be offered in different terms than indicated in the outlines and not all courses are offered every quarter. Pre-collegiate requirements are determined by entrance assessment results. Mt. Sierra College reserves the right to amend the curriculum at any time.



**Program Outline
Curriculum &
Degree Requirements**
**Information
Technology
with a concentration
in Computer
Information
Technology**

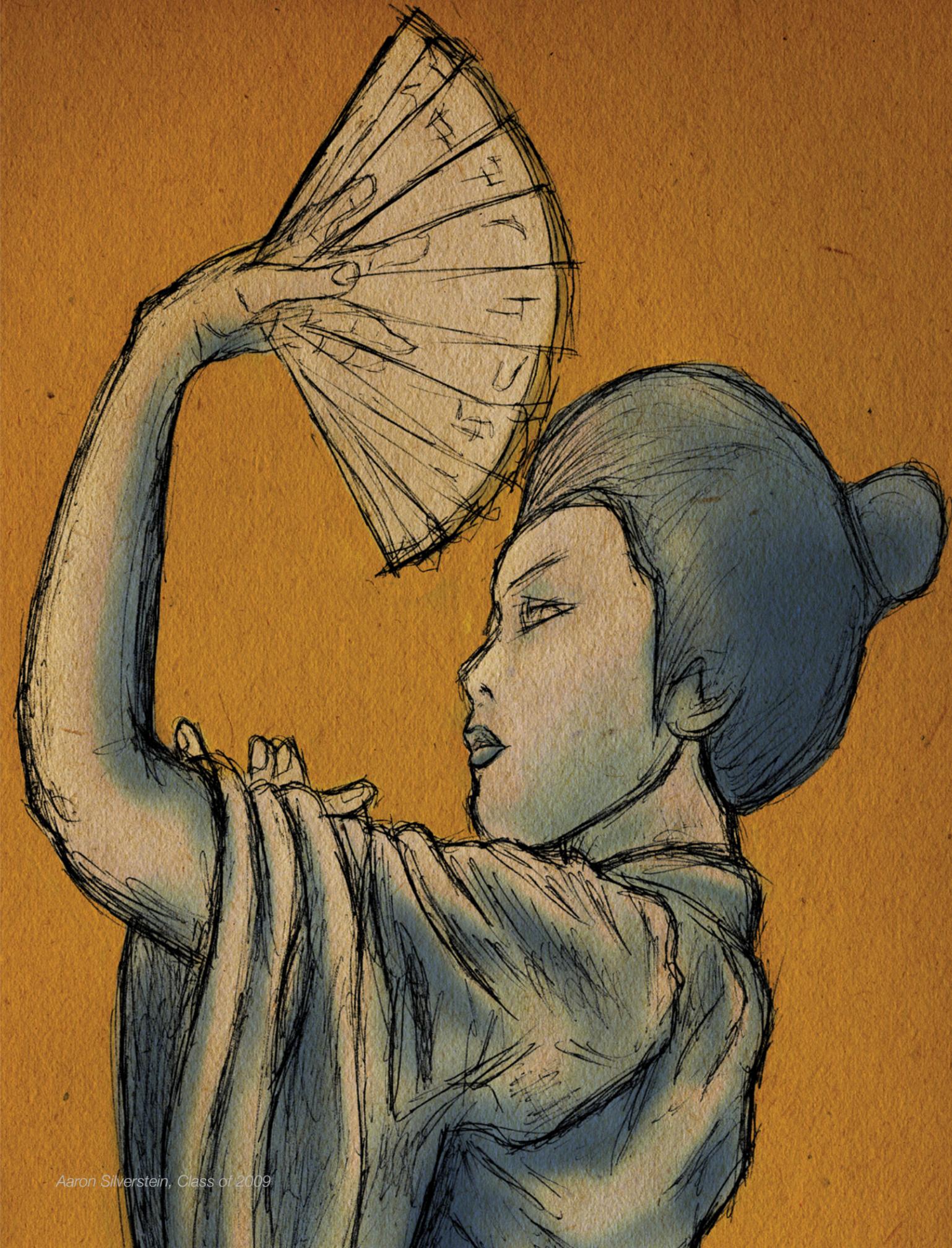
Term	Course	Description	Credits	Type of Course
Term 1	CIT 101	Introduction to PC Hardware & Lab	4	Core Course
	CIT 140	Programming Fundamentals I & Lab	4	Core Course
	ENG 080	Evolving English (if required)	[4]	Pre-collegiate Course
	PDT 115	College Research & Study Skills	4	General Education Course
	SOC 165	Sociology	4	General Education Course
Total Credits Term 1			16	Excluding ENG 080
Term 2	CIT 102	Introduction to PC Operating Software & Lab	4	Core Course
	CIT 180	C Programming & Lab	4	Core Course
	ENG 135	English Composition	4	General Education Course
	MTH 080	Technical Mathematics (if required)	[4]	Pre-collegiate Course
	PSY 215	Psychology	4	General Education Course
Total Credits Term 2			16	Excluding MTH 080
Term 3	CIT 120	Local Area Networks (LANS) I & Lab	4	Core Course
	CIT 353	Understanding UNIX & Lab	4	Core Course
	ENG 155	Advanced English Composition	4	General Education Course
	MTH 135	College Algebra	4	General Education Course
Total Credits Term 3			16	
Term 4	CIT 210	Introduction to Database Management & Lab	4	Core Course
	CIT 220	Local Area Networks (LANS) II & Lab	4	Core Course
	CIT 230	Network Systems Administration I & Lab	4	Core Course
	GE 1	General Education Elective	4	General Education Course
Total Credits Term 4			16	
Term 5	BUS 100	Business Fundamentals	4	General Education Course
	CIT 235	Network Systems Administration II & Lab	4	Core Course
	CIT 250	Object Oriented Sys Analysis & Design & Lab	4	Core Course
	SEC 130	Introduction to Information Security & Lab	4	Core Course
	PHL 145	Critical Thinking & Problem Solving	4	General Education Course
Total Credits Term 5			20	
Term 6	CIT 275	Visual Basic & Lab	4	Core Course
	CIT 330	WANS & Internet I & Lab	4	Core Course
	CIT 340	Internet I & Lab	4	Core Course
	ENG 300	Professional Writing	4	General Education Course
Total Credits Term 6			16	
Term 7	CIT 325	C++ Programming & Lab	4	Core Course
	CIT 335	WANS & Internet II & Lab	4	Core Course
	CIT 390	UNIX System Administration & Lab	4	Core Course
	SPH 305	Speech Communications	4	General Education Course
Total Credits Term 7			16	
Term 8	CIT 315	Database Administration & Lab	4	Core Course
	CIT 360	Systems Analysis & Design & Lab	4	Core Course
	CIT 420	Network Management I & Lab	4	Core Course
	PMT 310	Project Management & Lab	4	Core Course
Total Credits Term 8			16	
Term 9	CIT 345	Internet II & Lab	4	Core Course
	CIT 370	Programming in UNIX & Lab	4	Core Course
	CIT 405	Structured Query Language & Lab	4	Core Course
	CIT 425	Network Management II & Lab	4	Core Course
Total Credits Term 9			16	
Term 10	CIT 465	JAVA & Lab	4	Core Course
	GE 2	General Education Elective	4	General Education Course
	PDT 425	Career Strategies	4	General Education Course
	PHL 405	Ethics & Legal Issues	4	General Education Course
Total Credits Term 10			16	
Term 11	BUS 150	Business Law	4	General Education Course
	CIT 455	Database Design & Implementation & Lab	4	Core Course
	ENG 335	Introduction to Literature	4	General Education Course
	PMT 410	Senior Project I & Lab	4	Core Course
Total Credits Term 11			16	
Term 12	CIT 445	Intranetworking II & Lab	4	Core Course
	CIT 490	CASE Tools & Lab	4	Core Course
	ECN 150	Economics I	4	General Education Course
	PMT 499	Senior Project II	4	Core Course
Total Credits Term 12			16	
Pre-collegiate Credits			8	if required
Required Core Credits			128	
Required General Education Credits			68	
Total Required Credits: COMPUTER INFORMATION TECHNOLOGY			196	excluding pre-collegiate credits

Term	Course	Description	Credits	Type of Course
Term 1	CIT 101	Introduction to PC Hardware & Lab	4	Core Course
	ENG 080	Evolving English (if required)	[4]	Pre-collegiate Course
	PDT 115	College Research & Study Skills	4	General Education Course
	TCT 100	Telecommunications Technology I & Lab	4	Core Course
Total Credits Term 1			12	Excluding ENG 080
Term 2	CIT 102	Introduction to PC Operating Software & Lab	4	Core Course
	ENG 135	English Composition	4	General Education Course
	MTH 080	Technical Mathematics (if required)	[4]	Pre-collegiate Course
	POL 210	Political Science	4	General Education Course
Term 2	TCT 110	Introduction to Data Communications & Lab	4	Core Course
	Total Credits Term 2			16
Term 3	ENG 155	Advanced English Composition	4	General Education Course
	HUM 110	History of Technology	4	General Education Course
	MTH 135	College Algebra	4	General Education Course
	SEC 130	Introduction to Information Security & Lab	4	Core Course
Total Credits Term 3			16	
Term 4	CIT 210	Introduction to Database Management & Lab	4	Core Course
	CIT 220	Local Area Networks II & Lab	4	Core Course
	CIT 230	Network Systems Administration I & Lab	4	Core Course
	SEC 145	Intrusion Detection & Lab	4	Core Course
Total Credits Term 4			16	
Term 5	BUS 100	Business Fundamentals	4	General Education Course
	CIT 235	Network Systems Administration II & Lab	4	Core Course
	GE 1	General Education Elective	4	General Education Course
	SEC 250	Network Security & Lab	4	Core Course
Total Credits Term 5			16	
Term 6	CIT 330	WANS & Internet I & Lab	4	Core Course
	ENG 300	Professional Writing	4	General Education Course
	PMT 310	Project Management & Lab	4	Core Course
Term 6	SEC 255	Security Design & Lab	4	Core Course
	Total Credits Term 6			16
Term 7	CIT 335	WANS & Internet II & Lab	4	Core Course
	CIT 353	Understanding Unix & Lab	4	Core Course
	SEC 270	Wide Area Network Security & Lab	4	Core Course
	SPH 305	Speech Communications	4	General Education Course
Total Credits Term 7			16	
Term 8	CIT 420	Network Management I & Lab	4	Core Course
	SEC 275	Server Security & Lab	4	Core Course
	SEC 280	Disaster Recovery & Lab	4	Core Course
	SEC 285	Web Security & Lab	4	Core Course
Total Credits Term 8			16	
Term 9	GE 2	General Education Elective	4	General Education Course
	HUM 200	Humanities in Technology	4	General Education Course
	SEC 300	UNIX/LINUX Security & Lab	4	Core Course
	SEC 305	Computer Forensics & Lab	4	Core Course
	SOC 165	Sociology	4	General Education Course
Total Credits Term 9			20	
Term 10	GE 3	General Education Elective	4	General Education Course
	PDT 425	Career Strategies	4	General Education Course
	SEC 310	Perimeter Security & Lab	4	Core Course
	SEC 315	Network Security Management & Lab	4	Core Course
Total Credits Term 10			16	
Term 11	BUS 150	Business Law	4	General Education Course
	PMT 410	Senior Project I & Lab	4	Core Course
	SEC 320	Security Penetration & Lab	4	Core Course
	SEC 330	Wireless Security & Lab	4	Core Course
Total Credits Term 11			16	
Term 12	BUS 435	Business Planning	4	General Education Course
	PHIL 405	Ethics & Legal Issues	4	General Education Course
	PMT 499	Senior Project II	4	Core Course
	SEC 490	Future Security Technology Topics & Lab	4	Core Course
Total Credits Term 12			16	
Pre-collegiate Credits			8	if required
Required Core Credits			120	
Required General Education Credits			72	
Total Required Credits: INFORMATION SECURITY			192	excluding pre-collegiate credits

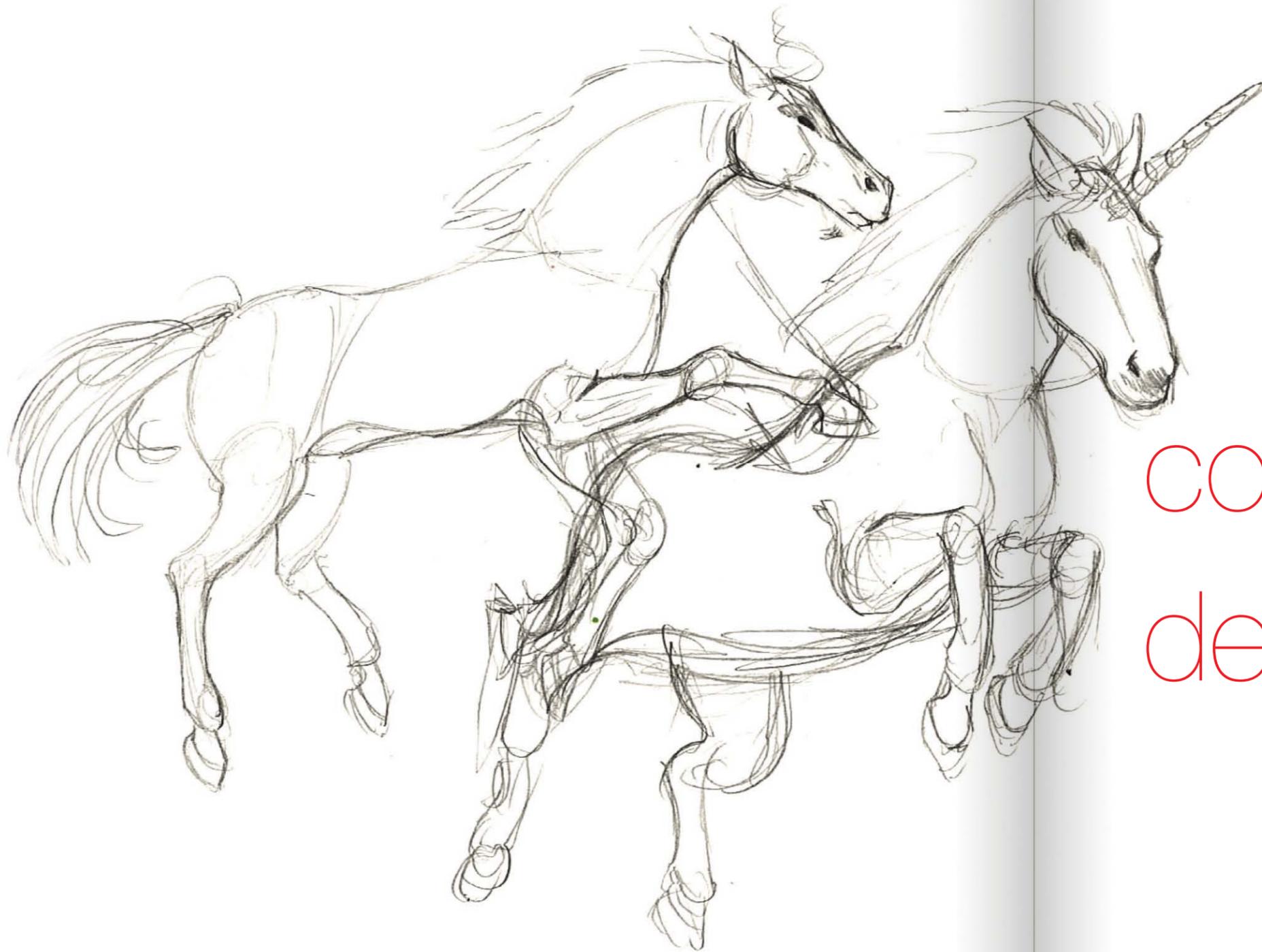
**Program Outline
Curriculum &
Degree Requirements**
**Information Technology
with a concentration in
Information Security**

**Program Outline
Curriculum &
Degree Requirements**
**Telecommunications
Technology**

Term	Course	Description	Credits	Type of Course
Term 1	CIT 101	Introduction to PC Hardware & Lab	4	Core Course
	ENG 080	Evolving English (if required)	[4]	Pre-collegiate Course
	PDT 115	College Research & Study Skills	4	General Education Course
	SOC 165	Sociology	4	General Education Course
	TCT 100	Telecommunications Technology I & Lab	4	Core Course
Total Credits Term 1			16	Excluding ENG 080
Term 2	CIT 102	Introduction to PC Operating Software & Lab	4	Core Course
	ENG 135	English Composition	4	General Education Course
	MTH 080	Technical Mathematics (if required)	[4]	Pre-collegiate Course
	TCT 110	Introduction to Data Communications & Lab	4	Core Course
	TCT 115	Introduction to Voice Communications & Lab	4	Core Course
Total Credits Term 2			16	Excluding MTH 080
Term 3	CIT 120	Local Area Networks I (LANs I) & Lab	4	Core Course
	ENG 155	Advanced English Composition	4	General Education Course
	MTH 135	College Algebra	4	General Education Course
	SEC 130	Introduction to Information Security & Lab	4	Core Course
Total Credits Term 3			16	
Term 4	CIT 230	Network Systems Administration I & Lab	4	Core Course
	CIT 220	Local Area Networks II (LANs II) & Lab	4	Core Course
	TCT 215	Switching Systems & Lab	4	Core Course
	TE 1	Technical Elective	4	Core Course
Total Credits Term 4			16	
Term 5	BUS 100	Business Fundamentals	4	General Education Course
	CIT 235	Network Systems Administration II & Lab	4	Core Course
	TCT 200	Telecommunications Technology II & Lab	4	Core Course
	TCT 210	Computer/Telephony Integration & Lab	4	Core Course
Total Credits Term 5			16	
Term 6	CIT 330	WANS & Internet I & Lab	4	Core Course
	ENG 300	Professional Writing	4	General Education Course
	PMT 310	Project Management & Lab	4	Core Course
	TCT 170	Introduction to Electronics & Lab	4	Core Course
Total Credits Term 6			16	
Term 7	CIT 335	WANS & Internet II & Lab	4	Core Course
	CIT 353	Understanding UNIX & Lab	4	Core Course
	GE 1	General Education Elective 1	4	General Education Course
	SPH 305	Speech Communication	4	General Education Course
Total Credits Term 7			16	
Term 8	CIT 340	Internet I & Lab	4	Core Course
	CIT 420	Networking Management I & Lab	4	Core Course
	TCT 355	Wireless Communications & Lab	4	Core Course
	TCT 360	Broadband Technologies & Lab	4	Core Course
Total Credits Term 8			16	
Term 9	CIT 345	Internet II & Lab	4	Core Course
	CIT 425	Networking Management II & Lab	4	Core Course
	ENG 335	Introduction To Literature	4	General Education Course
	GE 2	General Education Elective	4	General Education Course
TCT 455	Fiber Optic Communications & Lab	4	Core Course	
Total Credits Term 9			20	
Term 10	CIT 445	Intranetworking II & Lab	4	Core Course
	PDT 425	Career Strategies	4	General Education Course
	PSY 215	Psychology	4	General Education Course
	TCT 460	Transport Protocols & Lab	4	Core Course
Total Credits Term 10			16	
Term 11	GE 3	General Education Elective	4	General Education Course
	PMT 410	Senior Project I & Lab	4	Core Course
	TCT 465	Next Generation Networks & Lab	4	Core Course
	TE 2	Technical Elective	4	Core Course
Total Credits Term 11			16	
Term 12	ECN 150	Economics 1	4	General Education Course
	GE 4	General Education Elective	4	General Education Course
	PHL 405	Ethics & Legal Issues	4	General Education Course
	PMT 499	Senior Project II	4	Core Course
Total Credits Term 12			16	
Pre-collegiate Credits			8	if required
Required Core Credits			132	
Required General Education Credits			64	
Total Required Credits: TELECOMMUNICATIONS TECHNOLOGY			196	excluding pre-collegiate credits



Aaron Silverstein, Class of 2009



course
descriptions

Course Codes

The course code is a combination of three letters and three numbers. The letters refer to the discipline and the numbers to the level at which the course is commonly scheduled:

080	precollegiate
100	first year
200	second year
300	third year
400	fourth year



CODE	DISCIPLINE
ACC	Accounting
BUS	Business
CIT	Computer Information Technology
DES	Design
DIR	Directed Study
ECN	Economics
ENG	English
FIN	Finance
GAM	Gaming
GE	General Education Elective
HUM	Humanities
INT	Internship
ITM	Information Technology Management
MGT	Management
MKT	Marketing
MDT	Multimedia Design Technology
ME	Media Arts Specialization Elective
MTH	Mathematics
PDT	Professional Development
PHL	Philosophy
PMT	Project Management
POL	Political Science
PSY	Psychology
SEC	Security
SOC	Sociology
SPH	Speech
TCT	Telecommunications
TE	Technical Elective

Prerequisite: course that must be successfully completed or a specific condition that must be met prior to registering for the course.

The College reserves the right to change these descriptions at any time and to add, change, or delete courses. Not all courses are offered every quarter.

Accounting

▶ ACC-101 | Accounting Basics I

Prerequisite(s): None

In this course, students learn the fundamentals of daily business operations, bookkeeping, setting up a general ledger, and related systems: accounts payable, accounts receivable, and payroll. Students will integrate basic accounting concepts through practice in creating journals, ledgers, financial statements, and reconciling checking and cash accounts. Students will also learn how to finance a business through capital resources and will learn how to calculate interest for capital financing.

Credit Hours: 4
Lecture: 4 hours

▶ ACC-102 | Accounting Basics II

Prerequisite(s): ACC-101

In this course, students are introduced to equity financing, investments in debt, equity securities, statements of cash flow, capital investment decision-making, and creation of budgets. Emphasis is placed on using accounting data for short and long term planning, decision making, and determining business financial status and control.

Credit Hours: 4
Lecture: 4 hours

▶ ACC-301 | Computerized Accounting

Prerequisite(s): ACC 101

Students set up, build and maintain an accounting system in a hands-on learning environment. Additionally, students learn to work with a company's chart of accounts, bank deposits, write & print checks, prepare bank reconciliations, invoicing, accounts payable & accounts receivable, inventory, payroll, prepare company financial statements and various other bookkeeping and accounting tasks.

Credit Hours: 4
Lecture: 4 hours

▶ ACC-350 | Managerial Accounting

Prerequisite(s): ACC-102; MTH-135

In this course, students are introduced to effective ways to use accounting to make quantitative business decisions. Topics explored will include direct and indirect labor, overhead, capital budgeting, variance analysis, cost analysis, net present value, and internal rate of return.

Credit Hours: 4
Lecture: 4 hours

Business

▶ BUS-100 | Business Fundamentals

Prerequisite(s): None

This course provides an overview of a business entity's production, finance and accounting, and marketing functions. Organizational theories and techniques are examined, and economic, cultural, political, and technological factors are explored.

Credit Hours: 4
Lecture: 4 hours

▶ BUS-150 | Business Law

Prerequisite(s): None

Students are introduced to the concepts and principles of common law and legal systems. Law contracts, torts and sales used in business transactions are also covered. An overview of international legal principles and current issues will be included.

Credit Hours: 4
Lecture: 4 hours

▶ BUS-326 | eCommerce I

Prerequisite(s): BUS-100

This course introduces business-to-business (B2B) concepts, business-to-customer (B2C) concepts, and electronic and wireless transactions of commerce on a global scale. Students will learn about the availability of products and services, secure payment processing, order transaction and fulfillment, and security.

Credit Hours: 4
Lecture: 4 hours



▶ **BUS-327 | eCommerce II**

Prerequisite(s): BUS-326

This course is a comprehensive overview of the decisions necessary to bring a business online. It will focus on the identification of major functions of various types of e-business related application programs. It will also discuss the tools needed for appropriate consideration of current and future software and hardware, selection of a business model, acceptance of payment, marketing strategies, security, and other important issues.

Credit Hours: 4
Lecture: 4 hours

▶ **BUS-435 | Business Planning**

Prerequisite(s): MTH-135

This course covers the fundamentals of starting traditional and Internet businesses. Concepts covered include developing a viable business plan, developing profit/loss statements, and finding funding resources. The advantages and disadvantages of business formations such as incorporation versus doing-business-as (dba) are explored. Local, state, and federal tax implications are also covered.

Credit Hours: 4
Lecture: 4 hours

▶ **BUS-450 | Business Strategic Planning**

Prerequisite(s): MGT-310

Business strategy development and policy formulation is the primary focus of this course. The functions and responsibilities of senior management, issues that affect the success of the enterprise, profitability, and decisions that shape the future of business organization are examined.

Credit Hours: 4
Lecture: 4 hours

▶ **BUS-476 | eCommerce III**

Prerequisite(s): BUS-327

This course analyzes the challenges that arise when building, using and updating electronic methods to conduct transactions in modern business. Specifically, the course will cover security, website design, database interfaces, and networks.

Credit Hours: 4
Lecture: 4 hours

▶ **BUS-480 | Negotiation Strategies**

Prerequisite(s): MKT-215; SPH-305

In this course, students will learn the fundamentals of successful negotiation practices. Students will learn to clearly identify the dynamics of a given situation, create coalitions, manage internal decision making, effectively persuade others, organize a deal cycle, and create strategic alliances.

Credit Hours: 4
Lecture: 4 hours

▶ **BUS-485 | Management Strategies**

Prerequisite(s): MGT-410; BUS-450

In this course, students analyze current industry trends, the manner in which those trends affect overall business operations both locally and globally, and the decision-making processes prompted by these trends.

Credit Hours: 4
Lecture: 4 hours

▶ **BUS-490 | Leadership: Building & Managing Success Teams**

Prerequisite(s): BUS-100; MGT-310

In this course, students will explore major theories and research on leadership and managerial effectiveness in organizations. Students will review elements of effective leadership and will explore areas such as transformational leadership, influence processes, leading teams, and leading change.

Credit Hours: 4
Lecture: 4 hours

Computer Information Technology

▶ **CIT-101 | Introduction to PC Hardware and Lab**

Prerequisite(s): None

Students receive in-depth exposure to computer hardware while learning to build and maintain computers. This course will enable students to understand the functionality of hardware and software components as well as suggested best practices for maintenance and safety issues. An introduction to networking is also covered. Students will assemble and configure a computer, install operating systems and software, and troubleshoot hardware and software problems in the hands-on lab.

Credit Hours: 4

Lecture: 3 hours

Lab: 2 hours

▶ **CIT-102 | Introduction to PC Operating Software and Lab**

Prerequisite(s): None

Students study multiuse/multitasking operating systems to understand how operating systems work with computer hardware. The course covers managing and troubleshooting today's popular operating systems, as well as managing computer memory and support hard drives and printers. The hands-on lab will help students learn how to select an operating system and install it on a hard drive. Also covered is the use of utilities to troubleshoot computers and upgrade operating systems.

Credit Hours: 4

Lecture: 3 hours

Lab: 2 hours

▶ **CIT-103 | Introduction to Computers for Game Design and Lab**

Prerequisite(s): None

This introductory course explores computer concepts such as hardware, software, the Internet, digital communication, storage devices and capacities, file management, networking and sharing, file types, and maintenance and security. In addition to core computer proficiencies, students will gain a professional comfort in composing word processing, spreadsheets, and presentation documents. The course will also focus on industry related materials such as sound, video, and interactive technologies. Course instruction will incorporate hands-on exercises to maximize the students' learning outcomes.

Credit Hours: 4

Lecture: 3 hours

Lab: 2 hours

▶ **CIT-120 | Local Area Networks (LANs) I and Lab**

Prerequisite(s): None

Introduction to the building blocks, components, technology, standards, and characteristics of local area computer networking is the primary focus of this course. Following the introduction of the basic concepts of networks and network system administration, students build a foundation in current networking technologies. The course provides the knowledge necessary to perform post-installation and day-to-day administration in a single-domain and multiple-domain Windows based network. In the hands-on lab students will identify features of major networking concepts, create and customize user and group accounts, administer rights and polices, and configure the user environment.

Credit Hours: 4

Lecture: 3 hours

Lab: 2 hours

▶ **CIT-140 | Programming Fundamentals I and Lab**

Prerequisite(s): none

This course provides an introduction to fundamental programming concepts. Students will learn flowcharting, logic, elements of object-oriented design, and basic coding theory using today's popular programming and scripting languages. Various types of object-oriented programming and scripting applications will be covered. Lab exercises include the processes involved in writing and debugging computer programs and scripts.

Credit Hours: 4

Lecture: 3 hours

Lab: 2 hours

▶ **CIT-180 | C Programming and Lab**

Prerequisite(s): CIT-150

This course provides the introduction to C programming, including top down planning, structured programming and modular design using conditional branching, looping, switch statements, operations of arrays and functions. Topics covered include number system, structure of C programs, syntax, comments, header files, variable types, programmed decision blocks, logical operators, formatted I/O, library functions, pointer arithmetic, data files, and dynamic memory allocations. Students improve programming techniques using seven steps: defining the program objective, designing the program, writing the code, compiling, running the program; testing/debugging the program, and maintaining/modifying the program.

Credit Hours: 4

Lecture: 3 hours

Lab: 2 hours

▶ **CIT-210 | Introduction to Database Management and Lab**

Prerequisite(s): CIT-101

Concepts and objectives of a successful database management system (DBMS) are covered in this course. The objectives are to learn the purpose of database technology, understand the components of DBMS, develop skills to model user requirements using entity-relationships (top-down) or semantic-objects (bottom-up), explain data normalization, and understand the role of data and database administration. Also presented are concepts of database integrity and SQL language. Case studies are used to emphasize the DBMS concepts, through the use of case studies. Students are provided real-world problems, in a laboratory setting, on implementing key concepts of database management. Students have opportunities to develop and implement various aspects of database administration using systems used in modern business applications.

Credit Hours: 4

Lecture: 3 hours

Lab: 2 hours

▶ **CIT-220 | Local Area Networks (LANs) II and Lab**

Prerequisite(s): CIT-101; CIT-102

An introduction to wireless protocols is provided for the design and management of local area networks as well as wide area networks. Students also cover topics ranging from general wireless networking to specific protocols, services and applications. Students receive applied practice in designing wireless local area networks and wide area networks utilizing appropriate protocol services, applications and utilities.

Credit Hours: 4

Lecture: 3 hours

Lab: 2 hours

▶ **CIT-230 | Network Systems Administration I and Lab**

Prerequisite(s): CIT-102

This course covers network administration skills such as how to identify and upgrade software and hardware, simple and custom network operating system installation, configuration of current network operating systems, and optimization of system performance. Lab experience includes implementing directory services, selecting the most suitable directory services structure for a given business situation, identifying the issues involved in planning an effective directory services structure, analyzing and optimizing servers, creating a measurement baseline by collecting data log files and viewing reports.

Credit Hours: 4

Lecture: 3 hours

Lab: 2 hours

▶ **CIT-235 | Network Systems Administration II and Lab**

Prerequisite(s): CIT-230

Setup, configuration, use, and support of TCP/IP and other network services on operating systems such as Microsoft Windows 200X servers covered in the lecture portion of this course. Students will install and configure servers based on current Windows Server operating systems, identify the network and host ID, identify the function of a subnet mask, identify the difference between static and dynamic IP routing, and configure computers running Windows server.

Credit Hours: 4

Lecture: 3 hours

Lab: 2 hours

▶ **CIT-240 | Programming Fundamentals II and Lab**

Prerequisite(s): CIT-140

This course focuses on writing, compiling, debugging, and executing computer programs and scripts. Students will follow top-down design and modular development techniques to create objects, events, through polymorphism, inheritance, and other methods. Lab exercises include creating and manipulating objects using popular object-oriented programming and scripting languages.

Credit Hours: 4

Lecture: 3 hours

Lab: 2 hours

▶ **CIT-250 | Object Oriented Systems Analysis, Design and Lab**

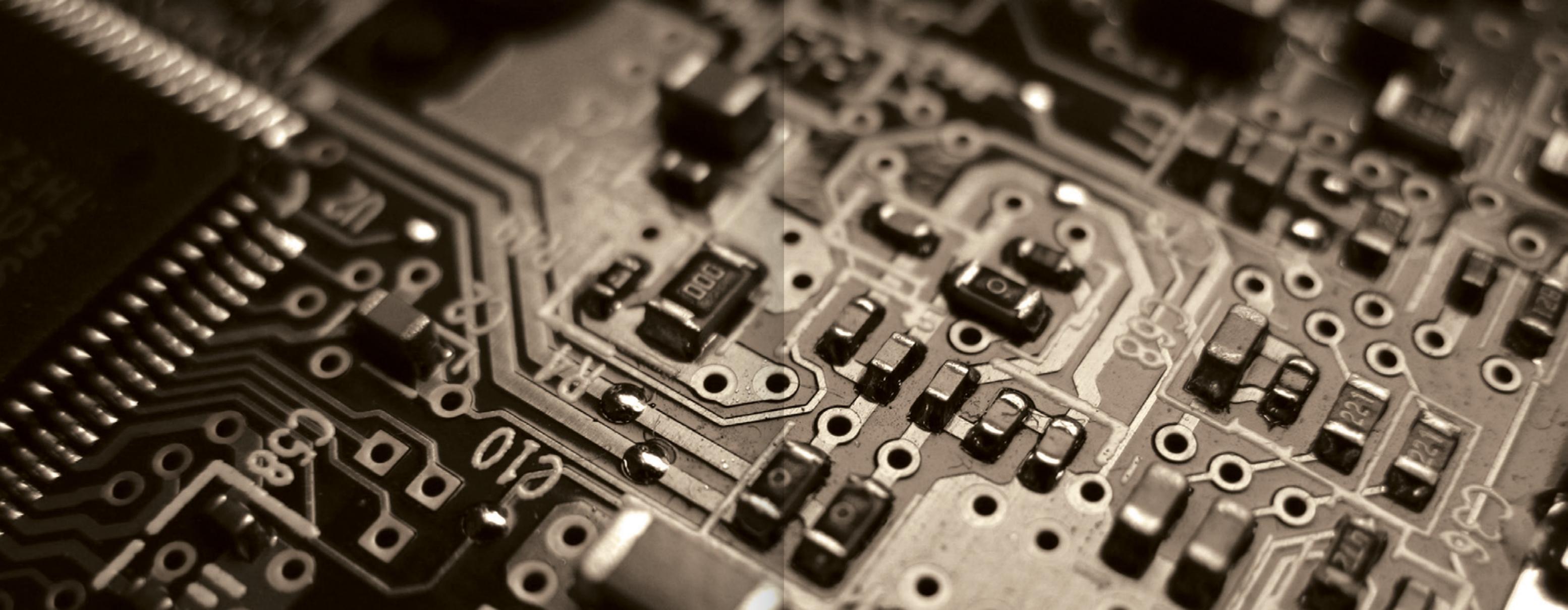
Prerequisite(s): CIT-150

This course provides the study of design patterns commonly found in a broad range of software domains and exploration of new design techniques for applying object-oriented technology in a learn-by-example format. Lab exercises are designed to help students understand how to develop object-oriented software that is reusable, portable, and extensible.

Credit Hours: 4

Lecture: 3 hours

Lab: 2 hours

**► CIT-275 | Visual Basic and Lab**

Prerequisite(s): CIT-250

This course covers how to create sophisticated Visual Basic applications capable of solving business problems. In addition, the events-driven programming model is described. Students will create an application with forms and add functionality for multiple events, as well as functions and sub-routine procedures.

Credit Hours: 4

Lecture: 3 hours

Lab: 2 hours

► CIT-315 | Database Administration and Lab

Prerequisite(s): CIT-210

This course covers the database administration topics, including installing and configuring the database, managing database components such as tables, queries, reports, managing database access/security, assigning user permissions, how to backup and restore databases, backup and restore considerations, importing and exporting data. Oracle or MS SQL is the platform used to explain the above objectives. Designed databases are used to explain some of the important concepts studied in this course. The labs are designed to create databases, tables, queries, and reports. Students have hands-on opportunities to administer databases that are in common use in the modern business environment.

Credit Hours: 4

Lecture: 3 hours

Lab: 2 hours

► CIT-325 | C++ Programming and Lab

Prerequisite(s): CIT-180; CIT-250

Introduction to the basics of using C++ for object-oriented programming (OOP), Input/output (I/O) streams; I/O manipulators; file I/O; function and operator overloading; classes, objects, constructors, destructors and friend functions; inheritance, polymorphism, and composition; virtual base classes, virtual functions and templates are studied. Labs focus on how to create OOPS programs using association of data structures with operation.

Credit Hours: 4

Lecture: 3 hours

Lab: 2 hours

► CIT-330 | Wide Area Networks (WANs), Internetworking I and Lab

Prerequisite(s): CIT-102

The course provides instruction in the fundamentals of interconnecting computer networks and transporting data, voice, and video applications outside a local area via common carrier lines. Interconnectivity equipment including bridges, routers, gateways and switches as well as Internetworking devices, the OSI reference model, data-link protocols, and network protocols are considered. Students learn to optimize server-to-server network traffic, identify generated scenarios in a CISCO environment, and identify the functions of routers in networking components and distributed networking components.

Credit Hours: 4

Lecture: 3 hours

Lab: 2 hours

► **CIT-335 | Wide Area Networks (WANs), Internetworking II and Lab**

Prerequisite(s): CIT-220; CIT-330

This course provides an in-depth look at network support professionals who install, configure, customize, and support CISCO operating systems. Also discussed are routing concepts and networking utilities provided by various vendors. In the laboratory portion of the course, students are offered hands-on opportunities to install, configure and support a variety of routers. Students learn to troubleshoot and handle common problems in LAN, WAN, and wireless applications.

Credit Hours: 4

Lecture: 3 hours
Lab: 2 hours

► **CIT-340 | Internet I and Lab**

Prerequisite(s): CIT-101

This course provides instruction on Internet features, services, and capabilities of the Internet. Browsers, search engines, Internet Service Providers, specialty sites, and the World Wide Web will be studied to facilitate designing and publishing WEB home pages. How to author, design, and publish WEB pages will be explored, as well as evolution of the Hyper Text Markup Language (HTML), dHTML, CSS, and Javascript. Students will create and design their own WEB site and home pages using text editors, HTML Editors, HTML, word processor add-ons, and conversion tools. Students will explore, in an experiential way, business and personal applications of effective website and Internet applications.

Credit Hours: 4

Lecture: 3 hours
Lab: 2 hours

► **CIT-345 | Internet II and Lab**

Prerequisite(s): CIT-340

This course expands on the services and capabilities of the Internet by focusing on Internet Commerce. Topics such as design, revenue, and security will be covered. Students will design eCommerce websites using the tools covered in CIT 340, Internet I, as well as plug modules designed to handle payment, shipping and security.

Credit Hours: 4

Lecture: 3 hours
Lab: 2 hours

► **CIT-353 | Understanding UNIX and Lab**

Prerequisite(s): CIT-102

This course is designed to familiarize technical and non-technical students with operating and networking systems other than Microsoft. The student is introduced to the multi-user, multi-tasking operating system UNIX/LINUX through the examination of its features and analyzing applications. Application of UNIX operating commands occurs in a hands-on environment. Students will be able to apply theory to a practical application of UNIX operating system features.

Credit Hours: 4

Lecture: 3 hours
Lab: 2 hours

► **CIT-359 | Introduction to Systems Analysis & Design and Lab**

Prerequisite(s): CIT-210

This course covers gathering, organizing, and interpreting information methodologies in improving organizational systems. Proper systems planning, design, and implementation aspects of the systems design life cycle are covered in detail. Topics include preparation of systems specifics, detailed system design, and data flow diagrams. For analyzing business needs, designing appropriate solutions, and managing their implementations are also covered. Students will complete textbook case studies using popular design and software applications.

Credit Hours: 4

Lecture: 3 hours
Lab: 2 hours

► **CIT-360 | Systems Analysis, Design Methodology and Lab**

Prerequisite(s): CIT-250

This course covers tools and techniques used in systems analysis, design, and project management. Topics include preparation of system specifics, detailed system design, Gantt charts, Performance Evaluation and Review Technique (PERT), and data flow diagrams. Practical discussions of alternative forms of input, output, processing, storage and telecommunications, as well as methodology for analyzing business needs, designing appropriate solutions, and managing their implementations are also covered. Design model standards such as Windows Open Services Architecture (WOSA) and Common Object Request Broker Architecture (CORBA) are previewed. Case studies are used to evaluate the different methods of analyzing the flow of data, using the information presented in the laboratory portion of the course. Students are given practical experience in analyzing the effectiveness of various systems using a variety of computerized applications.

Credit Hours: 4

Lecture: 3 hours
Lab: 2 hours

► **CIT-370 | Programming in UNIX and Lab**

Prerequisite(s): CIT-325; CIT-353

Application of UNIX and Linux popular scripting languages is the focus of this course. Students will develop an understanding of the shell, including various commands and syntax and all available major text filtering tools. Students gain practical experience in basic and advanced shell programming techniques. Students will use scripting languages in the development of actual programs.

Credit Hours: 4

Lecture: 3 hours
Lab: 2 hours

► **CIT-390 | UNIX Systems Administration and Lab**

Prerequisite(s): CIT-353

This course addresses UNIX/LINUX administration, command line tools, and troubleshooting system-level problems. Students will gain practical experience as a UNIX Administrator by actually administering UNIX/LINUX and developing problem solving strategies in a real world environment.

Credit Hours: 4

Lecture: 3 hours
Lab: 2 hours

► **CIT-405 | Structured Query Language (SQL) and Lab**

Prerequisite(s): CIT-275; CIT-315

The course covers high performance database management systems designed to meet the demanding requirements of distributed client/server computing, supporting very large databases through its integration with Open Database Connect technology. Students learn to write and execute SQL code using Microsoft or Oracle tools. Students put into practice database design, indices, joins, sub queries, views, data integrity, creating and filtering a database, selecting data, sorting, grouping and joining tables.

Credit Hours: 4

Lecture: 3 hours
Lab: 2 hours

► **CIT-420 | Network Management I and Lab**

Prerequisite(s): CIT-235

This course provides the skills to plan and implement network operating systems. Topics cover proper use of networking protocols, as well as networking services such as DHCP, DNS, WINS, RA, IP Routing and IP Security. Using Windows 200x, students will design, implement, and support the server in a multi-domain enterprise environment. Students will create a measurement baseline by collecting data, creating log files, and viewing the reports of the log files. Students participate in hands-on use of OSI-based network management software and other network management platforms.

Credit Hours: 4

Lecture: 3 hours
Lab: 2 hours

► **CIT-425 | Network Management II and Lab**

Prerequisite(s): CIT-420

This course covers the integration of network management approaches to multiprotocol internetworks. Simple Network Management Protocol (SNMP) is also covered in depth. Emphasis is placed on one of the following: HP Open View, IBM's View Point, or other popular network management tools. Experience in configuring and operating interconnectivity hardware and popular network management software is included.

Credit Hours: 4

Lecture: 3 hours
Lab: 2 hours

▶ **CIT-445 | IntraNetworking II and Lab**

Prerequisite(s): CIT-420

This course continues concepts learned in CIT-420, Network Management I, by focusing on applied network management functions. This course includes configuring, administering, and troubleshooting services available within a network infrastructure such as DNS, DHCP, RIP, RAS, as well as active directory objects such as users and groups. Students are provided a hands-on opportunity to configure routers, build an intranetwork with multiple networks and routing protocols utilizing a variety of media.

Credit Hours: 4

Lecture: 3 hours
Lab: 2 hours

▶ **CIT-455 | Database Design, Implementation and Lab**

Prerequisite(s): CIT-315; CIT-405

This course presents an Oracle or Microsoft relational database management system for client/server application development. The fundamentals of design concepts including concerns and problems are presented. Students perform a number of exercises designed to teach the basic tools of Oracle or Microsoft, including table and index creation, screen and report generation, SQL load utilities, and an overview of embedded SQL. Query optimization and database recovery are also covered.

Credit Hours: 4

Lecture: 3 hours
Lab: 2 hours

▶ **CIT-465 | Programming with JAVA and Lab**

Prerequisite(s): CIT-360

Techniques to develop applications for the desktop environment and Internet will be addressed in this course. Students in this course will write their own program using either the Microsoft environment, or the Abstract Windowing Toolkit (AWT) in combination with JAVA applications called applets. Hands on experience are given in the creation of JAVA programs and data modeling using JAVA syntax.

Credit Hours: 4

Lecture: 3 hours
Lab: 2 hours

▶ **CIT-490 | Computer Aided Software Engineering (CASE) Tools and Lab**

Prerequisite(s): CIT 465

Tools used to automate software construction and aid in the analysis and design of large software systems—computer-based software engineering tools are discussed and applied. Topics include team-work, software standards and processes, personal software processes, software engineering (CASE) tools (i.e., CASE tools for classical and object-oriented software specification, analysis, design, verification, validation, testing, and maintenance. Students write complete code using event-flow, state-transition, data-flow, and other such analysis and design diagrams in a laboratory setting.

Credit Hours: 4

Lecture: 3 hours
Lab: 2 hours

Design

▶ **DES-100 | Design Basics I and Lab**

Prerequisite(s): None

This course is an overview of basic design principles and the considerations involved in graphic design/visual communications theory—making meaningful, creative visual messages, presented for information, identification, persuasion and entertainment use. The course introduces techniques of conceptualization, design, and production that can be applied to general visual communication and applications commonly used by professionals in the design industry.

Credit Hours: 4

Lecture: 3 hours
Lab: 2 hours

▶ **DES-102 | Typography/Layout and Lab**

Prerequisite(s): DES-110; DES-140

This course introduces students to the basics of layout and typography using the elements and fundamentals of design. The skills necessary to design and produce basic to complex page layouts, whether for print or digital delivery, will be covered. Page composition tools will be used to solve problems encountered in publication design.

Credit Hours: 4

Lecture: 3 hours
Lab: 2 hours

▶ **DES-103 | Digital Photography and Composition and Lab**

Prerequisite(s): DES-100; DES-140

The class will explore, but will not be limited to, the digital aspects of photography. Photography is studied for its functional aesthetic values, and for its role in the world of art and design. Emphasis is placed on the creative approach to picture taking and making. Students are introduced to many types of photographic styles and techniques. Hands-on control of photo equipment and techniques, experimentation, problem solving, and portfolio development are critical to the course.

Credit Hours: 4

Lecture: 3 hours
Lab: 2 hours

▶ **DES-110 | Drawing I and Lab**

Prerequisite(s): None

This course covers perspective drawing and visualization. This course will present 1-, 2-, 3-point perspective as well as basic visualization techniques utilizing traditional drawing instruments. Line and value drawing will also be explored, utilizing models and objects. The elements of design will be emphasized when observing still-life settings and when producing the rendered image.

Credit Hours: 3

Lecture: 2 hours
Lab: 2 hours

▶ **DES-111 | Drawing II and Lab**

Prerequisite(s): DES-110

This course will refine the drawing techniques presented in Drawing 1, focusing on compositional organization. Different styles of illustration, different media and new techniques of drawing will be explored to produce various solutions to visual communication problems.

Credit Hours: 3

Lecture: 2 hours
Lab: 2 hours

▶ **DES-112 | Information Visualization and Lab**

Prerequisite(s): DES-110

This course will refine the drawing techniques presented in the Drawing I class, as well as concentrate on compositional organization, information architecture and pre-visualization. Different visualization techniques using different media and new techniques of drawing will be explored to produce various solutions to visual communication problems.

Credit Hours: 3

Lecture: 2 hours
Lab: 2 hours

▶ **DES-120 | Digital Illustration I and Lab**

Prerequisite(s): DES-100; DES 110; DES-140, Concurrent Enrollment in DES 110 allowed.

This course will cover the industry standard digital illustration tools used in the visual communications area. The fundamental concepts of professional illustration, logo production and label design are covered. The design and illustration process is emphasized in the construction of portfolio level illustrations.

Credit Hours: 4

Lecture: 3 hours
Lab: 2 hours

▶ **DES-121 | Digital Illustration II and Lab**

Prerequisite(s): DES-111; DES-120

This course covers computer illustration in the vector environment, furthering the knowledge and skills presented in Digital Illustration I. Students will develop aesthetic and communication skills that will be used to create illustrations and visual concepts used in the art and design industry. The course will also study the style and philosophies of other artists and illustrators. The development of a personal style will be encouraged.

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

▶ **DES-130 | Digital Imaging I and Lab**

Prerequisite(s): DES-103; DES-111; DES-120

This course will cover the core, industry standard digital imaging tools used in the visual communications area. The fundamental concepts of professional imaging, the basics of bitmapped image manipulation, and digital output resolution requirements for print and multimedia is also discussed. The design development and production process are reinforced in the construction of a variety of compositions.

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

▶ **DES-140 | Introduction to Macintosh Computers and Lab**

Prerequisite(s): None

Students learn the operation of Macintosh computers and computer basics such as booting up the computer, mouse functions, and desktop environments. Instruction covers Macintosh operating systems, iLife, Microsoft Office Suite, and the Internet. Focus will be placed on how to set up and manage files, move in and out of various programs, and how to manage memory and extensions. Other topics that will be discussed include scanner operation, disk drives, CD-ROMs, DVDs, sound and movie player operations, and configuration of peripheral devices.

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

▶ **DES-200 | Design Concepts and Lab**

Prerequisite(s): DES-102; DES-121; DES-130

This course focuses on the realm of ideas, design problem solving, and creativity enhancement techniques as applied to the media fields. Through both visual and verbal exercises and advanced projects augmented with research, students will be encouraged to evolve their own individuality and unique aesthetics as relevant to their specific career goals.

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

▶ **DES-201 | Logo Design and Lab**

Prerequisite(s): DES-121; DES-200; DES-231

This course offers an introduction to the principles of symbol, trademark, and iconography design. The development of corporate identity systems, color and typographic considerations, and motion/sequential applications will also be covered.

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

▶ **DES-210 | Animation and Lab**

Prerequisite(s): DES-102, DES-121, DES-130

Background, techniques, and tools of basic animation such as squash and stretch, secondary action, anticipation, exaggeration, timing, staging, arc motion, and perspective. While concentrating on character development, the course also introduces pencil-test/camera recording for animation. Focus includes key frame-based digital animation tools and motion as an expressive design component.

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

▶ **DES-230 | Digital Imaging II and Lab**

Prerequisite(s): DES-102; DES-121; DES-130

Students continue the development of skills and techniques using industry standard digital imaging tools. The course also covers digital imagery as required in real production situations as well as more advanced image manipulation tools in the use of vector graphic, photo retouching, and filters. The design development and production process are reinforced in the construction of professional compositions. In addition, the course includes detailed coverage of the output of various file formats.

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

▶ **DES-231 | Digital Imaging III and Lab**

Prerequisite(s): DES-200, DES-210, DES-230

This class covers more advanced skills using Adobe Photoshop, focusing on technique and style to produce enhanced digital images. Advanced photo retouching, vector tools and manipulation techniques such as those used to produce professional quality output are also covered. Output for print, motion graphics, and web graphics will be covered as well.

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

▶ **DES-240 | Sound I and Lab**

Prerequisite(s): DES-210; DES-230

Introduction to sound begins as an overview of sound elements, formats and file types. This course provides an opportunity to learn many aspects of audio production through demonstrations and hands-on production. Students receive instruction in recording sound, music, voice-over techniques, editing sound, sound effects and mixing tracks using non-destructive techniques utilizing the most modern professional equipment and software. This course will review many of the compression and decompression techniques and technologies that must be considered for sound production for the web, video and film, and gaming.

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

▶ **DES251 | Web Design I and Lab**

Prerequisite(s): DES-102; DES-120; DES-130

This course is an introduction to the world of Web Design. From building web pages, integrating media, optimizing web imagery, to publishing sites for live viewing— students will gain the foundation necessary to begin creating web projects that are well-formed and meet the modern demands of a rapidly growing industry.

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

▶ **DES261 | Interactive Media I and Lab**

Prerequisite(s): DES-102; DES-120; DES-130

Students are given an introduction to motion and animation principles in design of the interactive experience. Techniques and concepts of interactive navigation, graphic user interface, and feedback will be covered. Animation principles such as squash and stretch, secondary action, etc. are further developed. Information, interaction, and presentation design are also explored through practical projects using graphics, sound, and text to enhance animation.

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

▶ **DES-280 | Digital Video and Lab**

Prerequisite(s): DES-231; DES-240

Students are given an overview of video technologies, equipment and production techniques. Students are taught the principles of video production through demonstrations and hands-on production. Students will produce digital video projects to support in-class learning. The production techniques that are explored include the use of the camera, lenses, lighting, and sound equipment. Editing procedures and techniques in the post-production phase are fully examined and practiced. Students gain a thorough understanding of the video and audio formats including some basic video engineering principles as to what constitutes acceptable broadcast and audio levels. Students learn compression and decompression technologies, master video editing software, and learn the basics of copywriting.

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours



Alan Sullivan, Class of 2008

▶ **DES-302 | Advanced Typography and Lab**

Prerequisite(s): DES-201

This course is dedicated to both the creative as well as the functional possibilities of letters, words and text in graphic design. Students will be encouraged to build upon their layout skills with the relevant software, and to develop their own unique aesthetic and design sensibility through a series of portfolio-driven projects. Course will also include exercises and analysis of typographic solutions, with in-depth discussions of typographic masters and their work.

Credit Hours: 4

Lecture: 3 hours

Lab: 2 hours

▶ **DES351 | Web Design II and Lab**

Prerequisite(s): DES-121; DES-230; DES-250 or DES-251

From its foundational selectors to the advanced composition of a web page, this course gives students an expert command of the web designer's primary tool of choice—Cascading Style Sheets (CSS). Students receive hands on experience developing the appearance of web sites through the application of CSS.

Credit Hours: 4

Lecture: 3 hours

Lab: 2 hours

▶ **DES361 | Interactive Media II and Lab**

Prerequisite(s): DES-121; DES-230; DES-260 or DES-261

This course covers the scripting language of interactive web and designs. Using Design Tools and Flash to approach Interactive design, user interface design, defining the user experience, and the steps to develop interactive titles are also included, as well as scripting to add interactivity to interactive presentations.

Credit Hours: 4

Lecture: 3 hours

Lab: 2 hours

▶ **DES-370 | Motion Graphics I and Lab**

Prerequisite(s): DES-201; DES-280

This course provides instruction in the history, technology and design of motion and the graphic image. Working with scanned images, graphics, text and video, the process of developing a motion concept will be emphasized to produce complete motion sequences. Projects may include title sequences, commercials, TV bumpers and news graphics and other motion graphic applications. Lab exercises will be conducted to prepare students for the larger portfolio projects.

Credit Hours: 4

Lecture: 3 hours

Lab: 2 hours

▶ **DES-371 | Motion Graphics II and Lab**

Prerequisite(s): DES-370; DES-390

This course will focus on the communication of type, image and motion. The fundamental skills of using motion-based software will be brought to production level, preparing students for working in the motion graphics industry. Utilizing the design process, students will develop mastery over the industry-standard motion software to create portfolio pieces that will illustrate their artistic and storytelling abilities. Hands-on exercises are engineered to teach and support the design and technical aspects of visual communication using motion, sound and light, and time.

Credit Hours: 4

Lecture: 3 hours

Lab: 2 hours

▶ **DES-390 | 3-D Principles I and Lab**

Prerequisite(s): DES-302; DES-370 Concurrent enrollment in DES-370 allowed.

This course covers basic illustration in the three-dimensional environment, including perspective, primitive placement, modeling, lighting, and rendered 3-D imaging.

Credit Hours: 4

Lecture: 3 hours

Lab: 2 hours

▶ **DES-391 | 3-D Principles II and Lab**

Prerequisite(s): DES-390

This course builds upon the techniques of 3-D modeling, covering aspects of lighting, camera and animation. This course will also cover object metamorphosis, hierarchical motion description, motion paths, and rendering and exporting animations to other environments.

Credit Hours: 4

Lecture: 3 hours
Lab: 2 hours

▶ **DES-400 | Publication Design and Lab**

Prerequisite(s): DES-302; HUM-240

This course is concerned with the design considerations and problem-solving aspects of editorial layout and the interplay of typographic and pictorial components pertaining to magazines, brochures, corporate literature, books manuals, catalogs and the like. Students will generate original concepts for publication prototypes including working with actual copy and given professional marketing/demographic strategies to better assimilate real-world working conditions.

Credit Hours: 4

Lecture: 3 hours
Lab: 2 hours

▶ **DES-401 | Information Design and Lab**

Prerequisite(s): DES-302; DES-360; HUM-240

This course provides an overview of the principles and considerations involved in information design and theory—making functional yet creative visual models for abstract or quantitative data, exploring how design plays an important role to help clarify, illuminate, or instruct. Students will create various projects in the areas of charts, diagrams, maps, floor plans, and assembly procedures, etc.

Credit Hours: 4

Lecture: 3 hours
Lab: 2 hours

▶ **DES-403 | Packaging Design and Lab**

Prerequisite(s): DES-400; DES-401

Students participate in a workshop course concentrating on the development of effective, sales-driven design solutions followed through to mocked-up prototypes for various areas of packaging and product displays. Product marketing, merchandising, and branding will also be covered.

Credit Hours: 4

Lecture: 3 hours
Lab: 2 hours

▶ **DES-404 | Pre-Press Design and Lab**

Prerequisite(s): DES-400; DES-401

This course will cover the principles of color and prepress file preparation. This includes the preparation of image files known as preflight output, as well as importing and exporting of files from imaging and layout software, and other applications to image setters. The problems with output files, as used in service bureaus to produce complex and sophisticated digital images for print, are also addressed.

Credit Hours: 4

Lecture: 3 hours
Lab: 2 hours

▶ **DES-411 | Senior Thesis and Lab**

Prerequisite(s): Open to students in their eleventh term or higher.

This course gives seniors the opportunity to apply the skills and knowledge that they have learned in the development of actual professional projects. Evaluation of student or team performance is shared between faculty members and experienced industry representatives.

Credit Hours: 4

Lecture: 3 hours
Lab: 2 hours

▶ **DES-440 | Sound II and Lab**

Prerequisite(s): DES-371

This course introduces additional professional techniques in the recording of production tracks with actors on the set, on location as well as in the recording studio. Students will gain more understanding of the technical and aesthetic aspects of sound and conduct an examination of recording and mixing music, recording double system sound for video and film productions. Post-production techniques used in video and filmmaking- EFFECTS editing, ADR (dialog replacement), SWEETENING, LOOPING and FOLEY are thoroughly explored. Students will learn the skills in advanced multi-track mixing and mastering techniques for CD, video and DVD, and game production.

Credit Hours: 4

Lecture: 3 hours
Lab: 2 hours

▶ **DES451 | Web Design III and Lab**

Prerequisite(s): DES-250 or DES-251

From simple rollovers to advanced animation and interaction, this course gives students a firm understanding of JavaScript's role in web applications. Students receive practical experience for developing the behavior of web sites through the application of JavaScript.

Credit Hours: 4

Lecture: 3 hours
Lab: 2 hours

▶ **DES463 | Interactive Media III and Lab**

Prerequisite(s): DES-360 or DES-361

This course covers the scripting language of interactive web. Students explore the design of human computer interfaces for the display and control of information on the computer screen, as well as crafting of the tasks of interaction design to create interface orientation, navigation, usability, accessibility, and functionality. Emphasis is placed on the planning and organization of information on the computer screen and on interface designs that provide effective feedback to the user while maintaining consistency, simplicity, and ease of operation.

Credit Hours: 4

Lecture: 3 hours
Lab: 2 hours

▶ **DES471 | Dynamic Web Media I and Lab**

Prerequisite(s): DES-360 or DES-361; DES-462 or DES-451

This course focuses on a deeper understanding of Web Design technologies by introducing relational database management systems and their impact on dynamically driven websites. The course will focus on designing web databases and interfacing with the data stored in these tables to present interactive information through a web browser. Hands on lab exercises will include creation of web applications employing a database. Topics include database design, relational tables, database connections, database queries, Content Management Systems (CMS), and multimedia related assets.

Credit Hours: 4

Lecture: 3 hours
Lab: 2 hours

▶ **DES472 | Dynamic Web Media II and Lab**

Prerequisite(s): DES-450 or DES-471

This course brings all of the foundational web concepts under one roof to see how these technologies can coexist within web projects, while exploring their strengths and weaknesses in practice. The course will also examine Content Management Systems, giving the client the ability to make changes to predefined aspects of their website.

Credit Hours: 4

Lecture: 3 hours
Lab: 2 hours

▶ **DES-480 | Digital Video II and Lab**

Prerequisite(s): DES-370; ENG-260

This course emphasizes production towards the finished product. Students are taught more principles of video production through demonstrations, hands-on production and critical analysis. Students learn additional professional techniques in production: multi-camera in television and film, EFP and ENG. Projects produced in this course are combining all the techniques and skills achieved in the previous courses including sound, motion graphics and design work. These videos will be completely written and thoroughly storyboarded in the pre-production phase. Projects may be commercial, informational, documentary or narrative. Students will begin to explore scriptwriting for film and television.

Credit Hours: 4

Lecture: 3 hours
Lab: 2 hours

▶ **DES-481 | Digital Video III and Lab**

Prerequisite(s): DES-480

The goals of this course are to develop the student's ability to express original ideas on video and to instill a thorough understanding of the technical and aesthetic aspects of video production. Students are now required to produce a longer form of digital video in any genre. Students develop more of their skills in directing, working with actors, set design, advanced lighting and camera techniques. Students learn how to plan, budget and schedule a major video production and gain some insight into the business of video, film and broadcasting. Students wishing to move on to the video thesis project will begin to develop their ideas and scripts in this class. The best of the student work may be entered in festivals around the country.

Credit Hours: 4

Lecture: 3 hours
Lab: 2 hours

▶ **DES-490 | 3-D Principles III and Lab**

Prerequisite(s): DES-480

This course fully explores the higher-level animation capabilities of 3-D, directing students in the development of concept through execution of the 3-D animation. Students will gain a thorough understanding of the entire process of 3-D animation and be able to integrate 3-D technology in a variety of other media.

Credit Hours: 4

Lecture: 3 hours

Lab: 2 hours

Directed Studies

▶ **DIR-101 through DIR-104 | Directed Study 1-4**

Prerequisite(s): 10th term or higher; approval from Academic Dean and Departmental Chair.

In a variable credit course(s) investigating topical subjects pertinent to program of study, students will undertake collective or individual investigation, research, surveys, or seminars of selected topics. Credit value of the course is determined by the number of contact hours required to complete the project and the content of the project.

Economics

▶ **ECN-150 | Economics I**

Prerequisite(s): None

This course provides an introduction to Economics presenting the basic interactions of individuals, firms and government in a market-oriented economy. The course includes analysis of supply and demand, scarcity, market prices, interest rates, and the role of monetary and fiscal policies in promoting economic growth and stability.

Credit Hours: 4

Lecture: 4 hours

▶ **ECN-250 | Economics II**

Prerequisite(s): ECN-150

Students learn the principles of pricing cost analysis, aggregate economic analysis, marketing systems, and international trade and policies.

Credit Hours: 4

Lecture: 4 hours

▶ **ECN-350 | Managerial Economics**

Prerequisite(s): ECN-250

In this course, students will study different markets and the businesses that function within those markets. The decision making process will be explored with special emphasis on marginal analysis, opportunity cost, cost of production, labor markets elasticity, supply and demand, monopoly, oligopoly, consumer theory, and perfect competition.

Credit Hours: 4

Lecture: 4 hours

English

▶ **ENG-080 | Evolving English**

Prerequisite(s): None

In this course, students learn the basic elements of good sentence and paragraph level writing with an emphasis on the presentation and practical application of proper sentence level and paragraph level writing, particularly for an academic environment. Students are prepared for college-level composition courses. Placement in ENG-080 is determined by the analysis of the student's writing assessment completed upon application to Mt. Sierra College.

Non-degree applicable.

Credit Hours: 4

Lecture: 4 hours

▶ **ENG-135 | English Composition**

Prerequisite(s): ENG-080 w/minimum grade of 'C'

This course covers fundamental skills of composition writing, which include following an outline and developing a written document logically and with proper citations. How to write a basic editorial composition utilizing correct grammar, cohesive sentence structure, and a clear thesis with appropriate support is also covered. In addition, the course focuses on how to read more effectively, as well as edit one's own work. Students must pass a Common Writing Final Exam and earn a 'C' or higher in order to proceed to ENG-155.

Credit Hours: 4

Lecture: 4 hours

▶ **ENG-155 | Advanced English Composition**

Prerequisite(s): ENG-135 w/minimum grade of 'C'

Building on the skills acquired in English composition, this course continues to develop the student's ability to read, analyze, and evaluate, as well as write essays and articles that both enhance an appreciation of the written word and provide the opportunity to utilize and apply the various modes of discourse in compositions, culminating in written research projects.

Credit Hours: 4

Lecture: 4 hours

▶ **ENG-250 | Introduction to Mythology**

Prerequisite(s): ENG-155 w/minimum grade of 'C'

Students are introduced to the fundamental building blocks of the archetypal story through exploring original myths from the ancient Greek, Roman, Germanic, Celtic traditions, as well as from selected non-European traditions.

Credit Hours: 4

Lecture: 4 hours

▶ **ENG-260 | Storytelling**

Prerequisite(s): ENG-155 w/minimum grade of 'C'

This course explores the writing experience. Students will learn the history of storytelling, working with different media (epic poems, plays, short stories, comic books and screenplays) through exercises inside and outside of class. These exercises will familiarize the students with the fundamental elements used in writing a narrative, including characters, the 3-act structure, scene construction, conflict and resolution, and lines of action and counteraction. Students will complete original narrative writing assignments, including revised drafts, in each of the various forms studied.

Credit Hours: 4

Lecture: 4 hours

▶ **ENG-300 | Professional Writing**

Prerequisite(s): ENG-135 w/ minimum grade of 'C'

This course offers students the skills needed to expand the principles of writing into a professional context. Emphasis will be placed on the principles of professional writing in common applications, as the course will include electronic communication, oral reporting, reports, and correspondence. Students may also learn to create online documents for communication purposes.

Credit Hours: 4

Lecture: 4 hours

▶ **ENG-335 | Introduction to Literature**

Prerequisite(s): ENG-155 w/minimum grade of 'C'

This course explores the form and content of fictional stories, poems, and plays, providing the student with the opportunity to examine the artistic problems encountered and solved by the creators of these works. Emphasis is placed on the narrative style, the artist's objective, and the artist's point of view. The instruction provides the means to sharpen critical skills and to participate in the creation, development, and telling of stories.

Credit Hours: 4

Lecture: 4 hours

► **ENG-400 | Story & Character Development in Games**

Prerequisite(s): ENG-260; GAM-220

In this class the student learns the essence of good storytelling and explores the process of writing stories for games. Included in this course are character development concepts, plot development, interactivity and branch points. The classic dramatic arc is examined along with a discussion of the 36 dramatic situations. Also included are methods and techniques for conveying story elements in games via visual and audio queues.

Credit Hours: 4

Lecture: 4 hours

Finance

► **FIN-301 | Finance**

Prerequisite(s): ACC-350, MTH-135

Students will learn the three major financial areas involving the financial system, investments, and business finance. The focus is on the practice of finance which includes the role of the financial system to a nation's economy, the concepts of the time value of money, how businesses raise funds, and how financial management obtains information from the financial markets to efficiently and profitably manage assets.

Credit Hours: 4

Lecture: 4 hours

► **FIN-311 | Finance I for Entrepreneurs**

Prerequisite(s): ACC-102; MTH-135

In this course, students will learn the fundamentals of recognizing sound financial opportunities and will learn to evaluate those opportunities through the examination and interpretation of financial data which include balance sheets, income statements, cash flow statements, and related financial information from various industry and competitor financial data reporting mechanisms.

Credit Hours: 4

Lecture: 4 hours

► **FIN-321 | Financial Management for Entrepreneurs**

Prerequisite(s): FIN-311

This course analyzes how to manage cash flow considerations such as excess cash, deficient cash positioning, and daily operations. Students also apply tools for determining growth opportunities, marketing share, and financial positioning through product, location, and/or service development and expansion.

Credit Hours: 4

Lecture: 4 hours

Game Arts & Design

► **GAM-100 | Design Basics I for Gaming and Lab**

Prerequisite(s): None

This course is an overview of basic design principles and the considerations involved in design/visual communications theory and gaming—making meaningful, creative visual messages presented for information, identification, persuasion and entertainment use. The course introduces techniques of conceptualization, design, and production that can be applied to general visual communications and applications commonly used by professionals in the design industry.

Credit Hours: 4

Lecture: 3 hours

Lab: 2 hours

► **GAM-101 | Design Basics II for Gaming and Lab**

Prerequisite(s): GAM-100

This course introduces typography, layout design, principles of color theory and application. Students will also be introduced to the business of design and its problem-solving requirements, and encouraged to envision their work in the context of a professional portfolio.

Credit Hours: 4

Lecture: 3 hours

Lab: 2 hours

► **GAM-102 | Sculpture and Lab**

Prerequisite(s): DES-112

Concurrent enrollment permitted

This class is intended to aid the student in understanding the issues of line, plane, shape, mass, volume, texture and space. The student will develop the technical skills and knowledge necessary to translate a concept into a three-dimensional form. Included in the study will be a familiarization with the history of sculpture and the use of materials such as clay, plaster, wood and metal to understand form and content.

Credit Hours: 4

Lecture: 3 hours

Lab: 2 hours

► **GAM-104 | Game Design & Gameplay and Lab**

Prerequisite(s): None

This course explores the basic philosophies of game design. It covers how to write game concepts, treatments, and design documents, as well as designing gameplay, user interfaces, characters, and worlds. The course also focuses on designing with the capabilities or limitations of the platform in mind. It explores an overview of the life cycle of a video game including conception, development, production, manufacture, and distribution. It also includes considerations of current game trends and their implication for the future of games.

Credit Hours: 4

Lecture: 3 hours

Lab: 2 hours

► **GAM-105 | Digital Illustration for Gaming and Lab**

Prerequisite(s): CIT-103; GAM-100;

Concurrent enrollment in DES-110 allowed

This course will cover the industry standard digital illustration tools used in gaming and the visual communications area. The fundamental concepts of professional illustration, production of logo and label design are covered. The design and illustration process is emphasized in the construction of portfolio-level illustrations.

Credit Hours: 4

Lecture: 3 hours

Lab: 2 hours

► **GAM-130 | Digital Imaging I for Gaming and Lab**

Prerequisite(s): GAM-101, GAM-105

This course will cover the core, industry-standard digital imaging tools used in the visual communications area and gaming industry. The fundamental concepts of professional imaging, the basics of bitmapped image manipulation, and digital output resolution requirements for print and multimedia are also discussed. The design development and production processes are reinforced in the construction of a variety of compositions.

Credit Hours: 4

Lecture: 3 hours

Lab: 2 hours

▶ **GAM-200 | Character & Environment Design and Lab**

Prerequisite(s): DES-112; GAM-104

In this class the student will create concepts for different types of games and convey their ideas via sketch art. Game worlds will be envisioned and the student will prototype these worlds by drawing concept art for the game. Both characters and environments will be addressed.

Credit Hours: 4

Lecture: 3 hours
Lab: 2 hours

▶ **GAM-220 | Level Design and Lab**

Prerequisite(s): GAM-200

This course introduces the art of game level design. A combination of lecture, discussion, and hands-on activity will give the students a comprehensive understanding of what to expect as professional game and level designers. The course integrates theories and skills from a number of other disciplines in an environment that will showcase and simulate the decisions, skills, tools, problems and working conditions of a professional level designer. Students interactively discuss and apply the various theories and skills as they are presented, with the goal of creating a fun and functional game level by the end of the course.

Credit Hours: 4

Lecture: 3 hours
Lab: 2 hours

▶ **GAM-230 | Digital Imaging II for Gaming and Lab**

Prerequisite(s): GAM-130

This course continues the development of skills and techniques using the industry standard digital imaging tools. The course also covers digital imagery as required in real production situations as well as more advanced image manipulation tools in the use of vector graphic, photo-retouching, and filters used commonly in the 3D environment. The design development and production processes are reinforced in the construction of professional compositions. In addition, the course includes detailed coverage of the output of various file formats.

Credit Hours: 4

Lecture: 3 hours
Lab: 2 hours

▶ **GAM-232 | Traditional Animation and Lab**

Prerequisite(s): GAM-102

This course explores the background, techniques, and tools of basic animation such as squash and stretch, secondary action, anticipation, exaggeration, timing, staging, arc motion, and perspective. While concentrating on character development, the course also introduces pencil-test/camera recording for animation.

Credit Hours: 4

Lecture: 3 hours
Lab: 2 hours

▶ **GAM-250 | Introduction to 3-D Principles and Lab**

Prerequisite(s): GAM-130

This is a hands-on introduction to three-dimensional principles. The class objective is to familiarize the student with working and navigating in a three-dimensional environment. Topics covered include the basic techniques of how to create and animate three-dimensional scenes. An introduction to the material editor, keyframe animation, lighting, and rendering are discussed.

Credit Hours: 4

Lecture: 3 hours
Lab: 2 hours

▶ **GAM-252 | Materials, Lighting & Rendering in 3-D and Lab**

Prerequisite(s): GAM-250

This class continues with a more advanced treatment of the topics of materials, lighting and rendering. The material editor is explored in depth, including advanced material types and map channels. Advanced lighting systems such as ray tracing, radiosity, and the light tracer are covered. An overview of three-dimensional software features is also discussed.

Credit Hours: 4

Lecture: 3 hours
Lab: 2 hours

▶ **GAM-254 | Lighting for Games and Lab**

Prerequisite(s): GAM-252; GAM-260

This course examines the various techniques used to create both real and simulated lighting in games. The limitations of real lighting in games will be discussed, and the student will study simulation techniques including vertex coloring and texture baking. Advanced three-dimensional lighting concepts such as global illumination will be explored in conjunction with texture baking to create sophisticated lighting simulations.

Credit Hours: 4

Lecture: 3 hours
Lab: 2 hours

▶ **GAM-260 | Environmental Modeling and Lab**

Prerequisite(s): GAM-250

In this course, the student begins to build actual game environments. Techniques for building and texturing structures and terrain are discussed. The student will create both indoor and outdoor game levels and worlds. Construction of these worlds will conform to standard industry practices.

Credit Hours: 4

Lecture: 3 hours
Lab: 2 hours

▶ **GAM-280 | Digital Compositing I for the PC and Lab**

Prerequisite(s): GAM-230; GAM-232

This course, through lecture and hands-on exercises, covers the skills necessary to enhance video through compositing and image editing. The process of creating a video production will be covered, including pre-production, lighting, camera-work, editing and post-production. The course will also include lectures and discussions about using industry-standard editing software.

Credit Hours: 4

Lecture: 3 hours
Lab: 2 hours

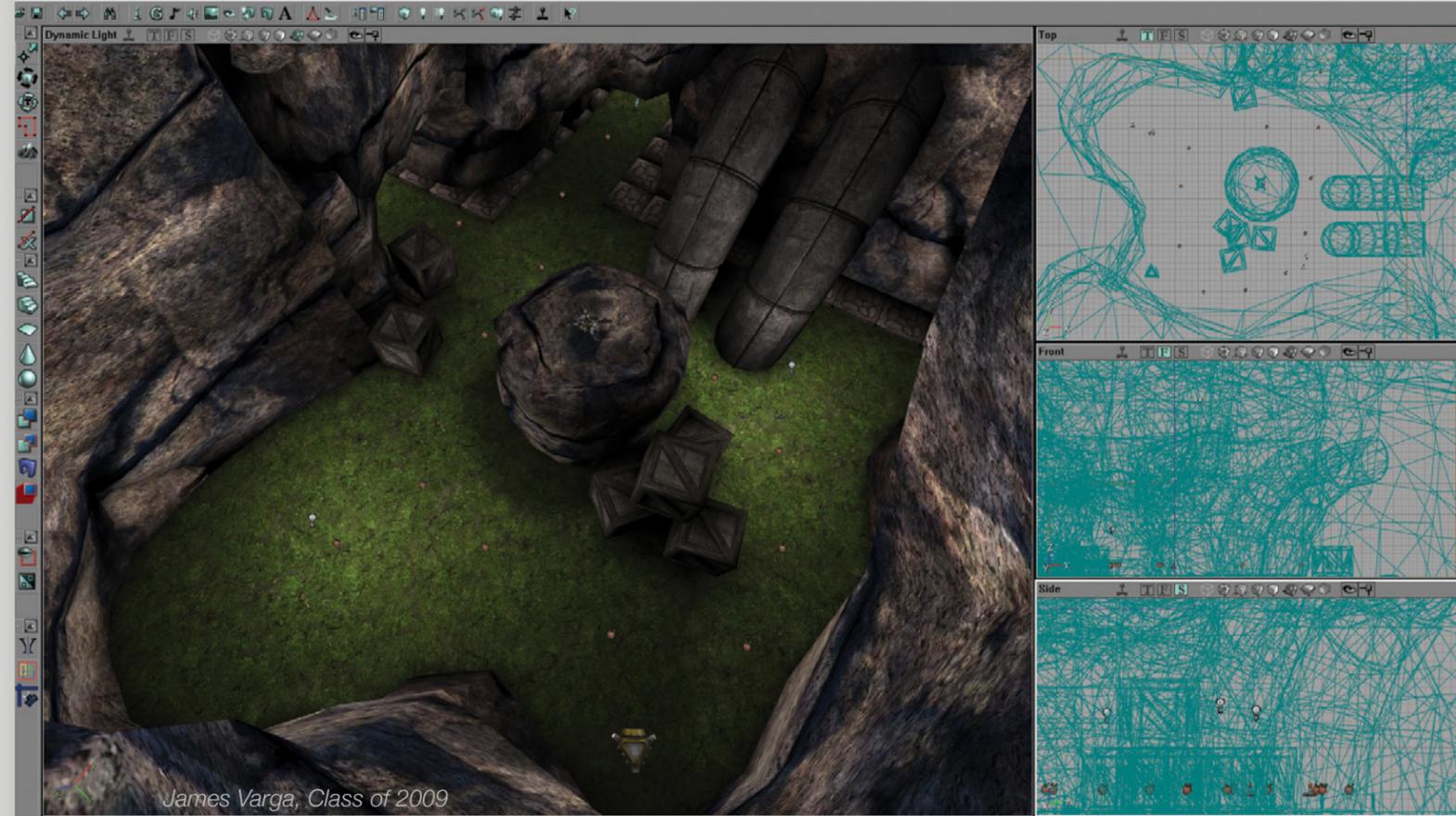
▶ **GAM-350 | Keyframe Animation and Lab**

Prerequisite(s): GAM-250

This course is an introduction to three-dimensional animation, beginning with an introduction of how animation works. The student then learns how to animate objects in a three-dimensional scene. The course also covers animation controllers and how to have a camera follow a path. Other topics include object linking, animating materials, and a detailed exposition of animation utilities.

Credit Hours: 4

Lecture: 3 hours
Lab: 2 hours



James Varga, Class of 2009

► **GAM-352 | Special Effects and Lab**

Prerequisite(s): GAM-250; GAM-350

This course covers the possibilities of adding special visual effects to a scene and the utilization of effects in game cinematics, film, television, and Internet entertainment. Lab exercises will emphasize creating effects using both digital and traditional techniques; visual effects history, covering optical effects, models, animation, matte painting, and physical effects; visual structure, and visual effects production practices and workflow.

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

► **GAM-354 | Alternative Techniques in 3-D Production I and Lab**

Prerequisite(s): GAM-360

This course covers basic illustrations in the three-dimensional environment through the exploration of other software and tools used in the gaming industry. Topics include perspective, primitive placement, modeling, lighting, key-frame animation, and rendered three-dimensional imaging.

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

► **GAM-356 | Alternative Techniques in 3-D Production 2 and Lab**

Prerequisite(s): GAM-354

This course builds upon the techniques of three-dimensional modeling through the exploration of other software and tools used in the gaming industry. Topics cover aspect of lighting, camera, character rigging and animation.

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

► **GAM-360 | Organic & Character Modeling and Lab**

Prerequisite(s): GAM-250

Students will be taught the process and techniques for building low-polygon characters and weapons. Box modeling concepts are introduced and the student is walked through the process of box modeling a character from reference art using tools available at the mesh sub-object level. Particular attention is paid to techniques that keep the three-dimensional model's polygon count low. They will also learn how to create textures for their three-dimensional models, with an introduction to UVW Unwrap, so that their models can be readily exported to a game engine.

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

► **GAM-362 | Character Setup & Character Rigging and Lab**

Prerequisite(s): GAM-360; HUM-350

This advanced class focuses specifically on the creation of game characters and how to prepare a game character for animation. In this class the student will learn how to model a character from reference art. A variety of techniques will be presented including box modeling (at the editable mesh and editable poly levels) and spline modeling with surface tools. Additional software is introduced as a means to add a bones system to a model and add the skin modifier to a character to prepare it for animation.

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

► **GAM-370 | Beginning Scripting for Games and Lab**

Prerequisite(s): GAM-352

This course is designed to give the student a basic understanding of game scripting. It can be used to extend the functionality of all aspects of three-dimensional design including modeling, animation, rendering and working with large collections of objects. It is also useful for automating repetitive tasks. This class begins by taking a student through the fundamentals of variables, functions, arrays and script constructs. It then shows how to write scripts that manipulate modifiers, particle systems, lights and cameras. Finally, the class demonstrates how to encapsulate scripts using rollout panels and floating dialog boxes.

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

► **GAM-380 | Digital Compositing II for the PC and Lab**

Prerequisite(s): GAM-280

In this course, students learn video editing and compositing from fundamentals to particles, text animation, paint, keying, 3D effects motion and masks using a variety of software packages.

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

► **GAM-410 | Senior Thesis I for Gaming**

Prerequisite(s): GAM-362; GAM-370

Note: Open to student in their eleventh term or higher.

In this course, students will begin to create a demo reel that they will use in the pursuit of their professional careers. The course begins with a review of the characteristics of good vs. poor demo reels, and explains what to emphasize. The students will storyboard their reels, begin to create content for them, and will build environments and characters for their final game projects.

Credit Hours: 2
Lecture: 2 hours

► **GAM-412 | Senior Thesis II for Gaming**

Prerequisite(s): GAM-410

This course continues the development of student created demo reels. Emphasis will be placed on adding sufficient demonstration material to be prepared to enter the marketplace.

Credit Hours: 2
Lecture: 2 hours

► **GAM-460 | Scientific Visualization I and Lab**

Prerequisite(s): GAM-370

In this course, students will learn to convey information via three-dimensional presentations with particular emphasis on their use in science, the military, and corporate training. This course will focus on developing three-dimensional visualizations for a variety of disciplines, and students will create pre-defined projects provided to them to learn this process.

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

► **GAM-462 | Scientific Visualization II and Lab**

Prerequisite(s): GAM-460

Using the knowledge gained from the project-based Scientific Visualization 1 class, students will now invent their own unique visualizations. This includes defining their own projects, performing the requisite research, and developing their own unique three-dimensional presentations of their topics.

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

► **GAM-470 | Advanced Scripting for Games and Lab**

Prerequisite(s): GAM-352; GAM-362

This course guides students in developing the requisite skills to become proficient in Technical Directing. Students explore advanced topics of scripting such as sub-object manipulation, file I/O and game exporters, and scripted plug-ins.

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

► **GAM-480 | Game Audio & Sound Design and Lab**

Prerequisite(s): GAM-380

This course explains the essential skills and tools required to produce audio music and effects in games. Students will learn the art of creating the actual music and sound effects and blending them together. Topics also include discussion of audio equipment, sound editing, and sequencing.

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours



General Education Electives

General education electives are required for several majors. This requirement is fulfilled by the completion of general education courses that are not specifically required for the student's major. These electives are noted as GE 1, 2, 3, and 4 when the requirement is fulfilled using transfer credit from another institution. These course codes are not used for courses completed at Mt. Sierra College. Each course receives 4 units of credit.

Humanities

▶ **HUM-110 | History of Technology**

Prerequisite(s): ENG-135 with minimum grade of 'C'

This course covers how society and technology have influenced governments and societies through cultural, economic, political and military processes.

Credit Hours: 4

Lecture: 4 hours

▶ **HUM-200 | Humanities in Technology**

Prerequisite(s): ENG-135 with minimum grade of 'C'

This course covers the impact of technology on humanities in the period starting with the 1990s. Topics covered include modernist assaults, Freudian revolution, war and arts, identity and image, and sound in the Information Age.

Credit Hours: 4

Lecture: 4 hours

▶ **HUM-205 | History of Civilization**

Prerequisite(s): ENG-135 with a minimum grade of 'C'

Students examine the major historical epochs that have influenced contemporary thought, customs, and beliefs beginning with the ancient civilizations and progressing through the early Greek and Roman Empires, the Middle Ages, the Renaissance, the Age of Enlightenment, the Revolutionary Period, the Industrial Revolution, and the Twentieth Century. Particular emphasis is placed on the development of nations as well as on the political, scientific, and technical influences throughout modern history.

Credit Hours: 4

Lecture: 4 hours

▶ **HUM-235 | Art History**

Prerequisite(s): DES-100 or GAM-100; ENG-155 with minimum grade of 'C'

This course surveys the concepts and major art epochs beginning with ancient civilizations and continuing through the Golden Ages of Greece and Rome, the Middle Ages, the Renaissance, the New-Classical Period, the Romantic Period, and the modern movements of realism, impressionism, expressionism, cubism, surrealism, and abstraction. Sculpture and architecture are also examined as they reflect dynamic cultural patterns. Particular emphasis is placed on the evolution of pictorial composition.

Credit Hours: 4

Lecture: 4 hours

▶ **HUM-240 | History of Graphic Design**

Prerequisite(s): DES-100 or GAM-100

This course is an overview of visual communications from prehistory to the present day graphic design. Examining and discussing many periods, movements and styles through various examples of significant individuals and cultural groups, will view the sequential chronology of design within a more defined socio-political/historic context, providing students with better insight into the relevancy of their own work within their own time. Students also produce researched design projects to help reinforce this process of understanding.

Credit Hours: 4

Lecture: 4 hours

▶ **HUM-350 | Acting for Animators**

Prerequisite(s): GAM-232

This course introduces students to acting theory by exploring the link between thinking and physical action, and between emotion and its expression. Topics critical to character design and animations development such as movement and body language, power centers, using psychological gestures, scene development, and knowing the audience are explored. In addition, the subjects of character analysis and acting principles as applied to an animator are covered.

Credit Hours: 4

Lecture: 4 hours



Information Technology Management

▶ **ITM-420 | Operations Research & Implementation**

Prerequisite(s): MTH-135; MTH-375

This course is designed to meet the needs of beginning through advanced students, and provides a balanced coverage of the theory, applications, and computations of operations research techniques – with a focus on deterministic models, probabilistic models, and nonlinear models.

Credit Hours: 4
Lecture: 4 hours

▶ **ITM-430 | Quantitative Management**

Prerequisite(s): ITM-420

This course covers different theories of quantitative management and decision theory, forecasting, and game theory for decision-making processes.

Credit Hours: 4
Lecture: 4 hours

▶ **ITM-450 | Knowledge Management**

Prerequisite(s): MGT-310

This course covers the creation, transfer, sharing, and management of knowledge that is vital to business and technology decision making processes.

Credit Hours: 4
Lecture: 4 hours

Internship

▶ **INT-xxx**

Prerequisite(s): Approval of the Academic Dean and Departmental Chair

Open to students in good standing in their tenth term or higher.

Under the supervision of a Professor, the student will serve as an intern at a business or community-based organization related to his or her field of study. The student will have the opportunity to perform tasks and complete projects that synthesize the various skills learned within the degree program in a real world environment. Credits awarded depend upon nature of the internship and the total hours of the assignment. Students may complete two internships for credit, and must enroll in the internship prior to beginning the internship.

Maximum credits granted per internship: 2 credit hours

Management

▶ **MGT-310 | Business Management I**

Prerequisite(s): BUS-100

This course provides an in-depth analysis of business enterprise as it relates to communication management, personnel management, and resource management issues.

Credit Hours: 4
Lecture: 4 hours

▶ **MGT-315 | Business Management II**

Prerequisite(s): MGT-310

An introduction to the management of processing systems, information systems, and future systems development is provided.

Credit Hours: 4
Lecture: 4 hours

▶ **MGT-410 | Human Resource Management**

Prerequisite(s): MGT-310

Theoretical and practical approaches and practices of managing human resources are covered in this course. Special attention is given to issues of training, development, performance appraisal, and the evaluation of organizational effectiveness.

Credit Hours: 4
Lecture: 4 hours

▶ **MGT-460 | Customer Relationship Management**

Prerequisite(s): MGT-310

This course introduces the student to the discipline of Customer Relationship Management (CRM) with a focus on how enterprises integrate customer service, marketing and sales strategies with technology to achieve the goals of CRM. Topics covered include developing new customers, managing existing customers, increasing customer revenues, and simplifying the sales and marketing process. CRM strategies will be discussed and analyzed from case studies.

Credit Hours: 4
Lecture: 4 hours

Marketing

▶ **MKT-215 | Marketing I**

Prerequisite(s): None

This course covers the basics of marketing strategies, with concentration on the ability to solve advertising problems, while increasing sales. Emphasis is placed on effective advertising for newspapers, radio, and television as well as on public relations and budgeting.

Credit Hours: 4
Lecture: 4 hours

▶ **MKT-300 | Advertising and Public Relations**

Prerequisite(s): MKT-215

In the course, students will explore the efforts used by advertisers to promote products and services. Students will analyze the use of media – television, newspapers, magazines, Internet – to promote products and services in the marketplace. The course will also analyze the effects of advertising on economic and social life, exploring the methods and techniques advertisers use as well as methods of research that improve advertising effectiveness.

Credit Hours: 4
Lecture: 4 hours

▶ **MKT-325 | Marketing II**

Prerequisite(s): MKT-215

This course provides an examination of marketing strategies vital to global organizations. There is a focus on superior customer value, leveraging, responding to diversity in the market place, and developing new products and services.

Credit Hours: 4
Lecture: 4 hours

▶ **MKT-350 | Marketing III**

Prerequisite(s): MKT-325

Students are introduced to consumer and buyer behavior, also emphasizing market data analysis for the e-business market.

Credit Hours: 4
Lecture: 4 hours

Mathematics

▶ **MTH-080 | Technical Mathematics***

Prerequisite(s): None

This course begins with a short review of basic arithmetic skills and continues with the application of these skills. Problem solving involving fractional and decimal dimension is emphasized. The course also introduces introductory algebra with emphasis on utilization of formulas to work with signed numbers and first-degree equation solutions. Placement in MTH-080 is determined by the results of the student's math assessment completed upon application to Mt. Sierra College.

Non-degree applicable.

Credit Hours: 4

Lecture: 4 hours

▶ **MTH-135 | College Algebra**

Prerequisite(s): MTH-080

This course provides a transition from practical arithmetic to the symbolic world of algebra by understanding and solving logical and structured approaches to variables, equations and inequalities and factoring.

Credit Hours: 4

Lecture: 4 hours

▶ **MTH-375 | Statistics**

Prerequisite(s): MTH-135

Elementary statistical concepts including variability, linear distributions, graphs, probabilities, and regression analysis are covered in this course.

Credit Hours: 4

Lecture: 4 hours

Media Arts & Design Specialization Electives

Media Arts and Design students completing a concentration in Graphic Design, Multimedia Arts & Design, and Visual Effects & Digital Video are required to complete two specialization electives in their senior year. The students should select an upper division Media Arts & Design course that is not required for their concentration. In some cases a lower division course will be approved.

These electives are noted as ME 1 and 2 when the requirement is fulfilled using transfer credit from another institution. These course codes are not used for courses completed at Mt. Sierra College. Each course transferred receives 4 credit hours.

Philosophy

▶ **PHL-145 | Critical Thinking and Problem Solving**

Prerequisite(s): ENG-080 with minimum grade of "C"

This course provides necessary skills to analyze and evaluate ideas and concepts that are encountered during and after college education. Emphasis is placed on the practical techniques to solve problems logically and effectively.

Credit Hours: 4

Lecture: 4 hours

▶ **PHL-405 | Ethics and Legal Issues**

Prerequisite(s): ENG-135 with minimum grade of "C"

This course covers human behavior as it applies to the individual in the conduct of business. Understanding legal principles and practices that govern relationships and rights will be emphasized. This course does not determine correct ethical action; rather, it is designed to assist you as a potential businessperson to make more informed and ethical decisions on a daily basis. Since there is no universal agreement on the correct ethical business norms, critical thinking and informed decision-making are emphasized.

Credit Hours: 4

Lecture: 4 hours

Political Science

▶ **POL-210 | Political Science**

Prerequisite(s): None

This course will address political relations and global policies relating to international affairs and trade with special emphasis on the evolution of worldwide government and business relationships.

Credit Hours: 4

Lecture: 4 hours

▶ **POL-300 | Elements of International Relations**

Prerequisite(s): None

This course will provide students with an overview of international politics, including states, power, national interests, instruments of foreign policy, challenges to sovereignty, ethno-nationalism, international organizations, global communications and economic interdependence.

Credit Hours: 4

Lecture: 4 hours

Professional Development

▶ PDT-115 | College Research and Study Skills

Prerequisite(s): None

Students develop the skills necessary to obtain the maximum benefit from a college education, including how to study, take notes, take tests, manage time, communicate and interrelate effectively with others, and reduce stress and enhance energy and well being. Students are required to complete this course in their first or second term of enrollment.

Credit Hours: 4
Lecture: 4 hours

▶ PDT-425 | Career Strategies

Prerequisite(s): ENG-155 with minimum grade of 'C'; Open to students in their tenth term or higher

This course concentrates on the practical techniques that prepare students to enter their career field successfully. Goal setting, company research on the Internet, résumé and cover letter preparation, as well as the application of interview strategies are emphasized.

Credit Hours: 4
Lecture: 4 hours

▶ PDT-426 | Career Strategies for the Media Arts

Prerequisite(s): ENG-155 with a minimum grade of 'C'; tenth term status. Open to students in their 10th term or higher

This course concentrates on the practical techniques that prepare students to enter their career field successfully. Goal setting, company research, résumé and cover letter preparation, portfolio presentation, and interview strategies are emphasized.

Credit Hours: 4
Lecture: 4 hours

▶ PDT-447 | Emerging Technologies in Multimedia Design

Prerequisite(s): Open to students in their tenth term or higher

This course explores the many new and emerging technologies that will impact multimedia design today and tomorrow. Students will have the opportunity to research and examine, through practical experiences, the various technological and creative influences that will shape the future of multimedia design.

Credit Hours: 4
Lecture: 4 hours

Project Management

▶ PMT-310 | Project Management and Lab

Prerequisite(s): BUS-100

This course covers implementation and management of projects. Resource management, conflict management, negotiation, and advanced scheduling techniques are also covered. Also covered is the application of popular project management software applications. Typical project plans are developed and analyzed based on real-world projects.

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

▶ PMT-410 | Applied Project Management: Senior Project I and Lab

Prerequisite(s): PMT-310

Note: Open to students in their tenth term or higher. Students must complete PMT 410 and PMT 499 in consecutive terms.

Includes managing multiple projects and sharing resources on large, complex projects and prepares students to work on their Senior Project. The course focuses on the advanced skills in using project management software. Scheduling and managing multiple projects, managing sub projects, and sharing resources between multiple projects are also explored. Students will begin work on their senior projects. Projects will be completed in PMT-499.

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

▶ PMT 499 | Senior Project II

Prerequisite(s): PMT-410

Students must complete PMT 410 and PMT 499 in consecutive terms. Students complete their senior project, begun in PMT 410, with the application of acquired skills and knowledge. Working as members of a project team, students solve a real world industry problem. Evaluation of student performance is shared between faculty members and industry representatives. The course enhances students' skills using software to analyze, develop, measure and report on Senior Project activities and results. Students will have the opportunity to work with business and non-profit community organizations in the application of strategies to increase effectiveness of the organization through the use of computerized tools.

Credit Hours: 4
Lecture: 4 hours

Psychology

▶ PSY-215 | Psychology

Prerequisite(s): None

This course studies human behavior as it applies to individual development and adjustment. Topics such as perception, personality, and motivation are emphasized as well as group roles, structure, and group influence in the decision-making process.

Credit Hours: 4
Lecture: 4 hours

Security

▶ SEC-130 | Introduction to Information Security and Lab

Prerequisite(s): CIT-101; CIT-102

This course introduces the fundamental concepts of Information security using the security development life cycle (SDLC) as the framework. Security design, development, and policy implementation strategies for different network environments will also be covered.

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

▶ SEC-145 | Intrusion Detection and Lab

Prerequisite(s): SEC-130

This course focuses on hardware and software approaches to detect intruders, including an overview of popular applications and tools, configuration, and management of these tools.

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

▶ SEC-250 | Network Security and Lab

Prerequisite(s): CIT-230

This course introduces students to implementing network security services using file systems permissions, individual and group policies, baseline security measures, network intrusion detection, and security updates.

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

▶ SEC-255 | Security Design and Lab

Prerequisite(s): CIT-230

This course teaches how to design and deploy security across systems enterprises using intrusion detection tools and virtual private networks to control and manage access.

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

▶ SEC-270 | WAN Security and Lab

Prerequisite(s): CIT-330

This course covers installation, configuration, and administration of Wide Area Network security programs and devices such as routers, hubs, switches, firewalls, and Internet Protocol Security (IPSec).

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

▶ SEC-275 | Server Security and Lab

Prerequisite(s): SEC-270

This course covers creating, implementing and administration of security policies on network LAN, WAN, and wireless servers. Firewall security, server caching, and server VPN topics are also reinforced.

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

▶ SEC-280 | Disaster Recovery and Lab

Prerequisite(s): BUS-100

In this course students learn methods to identify system vulnerabilities and take appropriate countermeasures to prevent and mitigate failure risks for an organization. Risk assessment, recovery policy design, and management roles are also covered.

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

▶ **SEC-285 | Web Security and Lab**

Prerequisite(s): SEC-270

This course is designed to educate students in the technologies, terms, and processes related to web and Internet security. Topics ranging from general to network security, management, and administration are covered for both UNIX and Microsoft Windows operating systems.

Credit Hours: 4

Lecture: 3 hours
Lab: 2 hours

▶ **SEC-300 | UNIX/Linux Security and Lab**

Prerequisite(s): CIT-353

This course covers configuring, managing, administering, and securing of Linux systems and networks. User account, protocol, and port controls are covered as well as remote management utilities.

Credit Hours: 4

Lecture: 3 hours
Lab: 2 hours

▶ **SEC-305 | Computer Forensics and Lab**

Prerequisite(s): SEC-285

This course provides students with a solid background in digital investigation, analysis, file, data, and disk repair, and data recovery. Legal aspects such as preservation of evidence, chain of custody recording, and being an expert witness is covered.

Credit Hours: 4

Lecture: 3 hours
Lab: 2 hours

▶ **SEC-310 | Perimeter Security and Lab**

Prerequisite(s): SEC-285

This course covers the application of the “castle defense” in deterring network security threats, protocol sniffing, and designing, implementing, and maintaining firewalls for Windows, UNIX, and Linux-based operating systems.

Credit Hours: 4

Lecture: 3 hours
Lab: 2 hours

▶ **SEC-315 | Network Security Management and Lab**

Prerequisite(s): CIT-420

This course covers authentication methods, network attack safeguards, infrastructure, and remote access management. Operational and organization security from a management perspective is also covered.

Credit Hours: 4

Lecture: 3 hours
Lab: 2 hours

▶ **SEC-320 | Security Penetration and Lab**

Prerequisite(s): SEC-315

This course allows students to penetrate computers and networks by using well-known hacking tools to test security configuration of computer systems and commonly used penetration testing.

Credit Hours: 4

Lecture: 3 hours
Lab: 2 hours

▶ **SEC-330 | Wireless Security and Lab**

Prerequisite(s): CIT-220

This course covers wireless threats ranging from hackers to viruses. Special focus will be on understanding, configuring, deploying, and administering wireless security tools.

Credit Hours: 4

Lecture: 3 hours
Lab: 2 hours

▶ **SEC-490 | Future Security Technology Topics and Lab**

Prerequisite(s): PMT-410

The objective of this course is to offer students an overview of security technologies that are still in the development stages. The instructor will use traditional and Internet sources to determine what future security technologies may have commercial possibilities.

Credit Hours: 4

Lecture: 3 hours
Lab: 2 hours

Sociology

▶ **SOC-165 | Sociology**

Prerequisite(s): ENG-080 with minimum grade of “C”

This course covers contemporary social institutions in the context of multi-cultural and ethnically diversified social groups, while exploring the dynamic issues of race, gender, prejudice, sexuality, and minority bias as they relate to national and global societies.

Credit Hours: 4

Lecture: 4 hours

Speech

▶ **SPH-305 | Speech Communications**

Prerequisite(s): ENG-155 with minimum grade of ‘C’

Students learn and apply the basic principles of effective communication through the use of the voice and body. Topics include audience analysis, organization, language, timing, and nonverbal communication. Practical application is also provided through individual and group presentations.

Credit Hours: 4

Lecture: 4 hours

Technical Electives

Some degree program requirements include technical electives. A technical elective requirement may be fulfilled by the completion of a technical course not equivalent to a course required for the student’s program of study. These electives are noted as TE 1 or TE 2 when this requirement is met using transfer credit from another institution. These course codes are not used for courses completed at Mt. Sierra College. Each transfer elective granted receives 4 units of credit.

Telecommunications Technology

▶ **TCT-100 | Telecommunications Technology I and Lab**

Prerequisite(s): None

Students are introduced to telecommunications as a discipline with a focus on the fundamentals of a wide range of topics including technologies, career opportunities, user and vendor associations, standards organizations, professional organizations, regulatory organizations, and history, providing a comprehensive overview and scope of telecommunications technology. Facilities infrastructure and structured wiring plans for telecommunications systems are studied. There is a strong emphasis on the fundamentals of structured wiring and cable installation in accordance with ANSI and EIA/TIA standards. Students participate in the installation and testing of a Telecommunications Grounding System, as well as pre-installation procedures, cable pulling, cable testing, and troubleshooting.

Credit Hours: 4

Lecture: 3 hours
Lab: 2 hours

▶ **TCT-110 | Introduction to Data Communications and Lab**

Prerequisite(s): TCT-100

This course covers the fundamental concepts of analog and digital communications, as well as transmission and modulation methods for data networks. Also covered are industry standards, basic electronics for data communications, protocols, modems, data service unit/channel service units (DSU/CSU) and connectivity in local and wide area networks. Students are introduced to basic test equipment used in data communications including the breakout box, Penta-Scanner, volt-ohm meter, and other related equipment. Structured cabling for data networks according to EIA/TIA standards is emphasized. Students will perform hands-on installation, configuration, and troubleshooting of data communication equipment and systems.

Credit Hours: 4

Lecture: 3 hours
Lab: 2 hours

▶ **TCT-115 | Introduction to Voice Communications and Lab**

Prerequisite(s): TCT-100

This course provides an understanding of the technology of telephone systems and voice technology basics such as analog transmission, modulation techniques, amplification, multiplexing, and switching basics. Private telephony networks are compared with public networks. The laboratory builds upon the TCT-100 laboratory. Students “rough-in” voice structured cabling systems, perform pre-installation and termination of work area outlets, install cable-support systems, demonstrate fire-stopping techniques, install horizontal and backbone cables, and remove abandoned cable systems. Students perform testing, troubleshooting, and repair of voice systems, and are introduced to telecommunications grounding techniques. Basic phone technology including hands-on installation, repair, and programming of phone and PBX systems will be introduced.

Credit Hours: 4

Lecture: 3 hours
Lab: 2 hours

▶ **TCT-170 | Introduction to Electronics and Lab**

Prerequisite(s): None

Students will explore the theory of DC and AC and applications of DC and AC circuits. The course studies the three circuit parameters - resistance, inductance, and capacitance. The mathematical application of Ohm's law, series circuits, parallel circuits and compound circuits are undertaken. Magnetism, electro-magnetism and atomic structure are also investigated. Hands on lab activity show how DC/AC circuits, semiconductor, device linear circuits and digital circuits work. Labs covering the construction of circuitry will demonstrate how circuit parameters work.

Credit Hours: 4

Lecture: 3 hours
Lab: 2 hours

▶ **TCT-200 | Telecommunication Technologies II and Lab**

Prerequisite(s): TCT-100

This course covers managing and running a telecommunications organization and network. Planning, organizing, and controlling skills for procuring, installing, and operating large telecommunications systems are developed and used. Vendors, regulatory bodies, user groups, and professional organizations are studied using strategic planning and feasibility analysis. Developing requirements and specifications, writing requests for proposals (RFPs), and cost-benefit analysis methods are also investigated. Engineering economics is introduced. Software applications are employed to analyze network performance problems, track repairs, generate management reports, and perform financial analysis.

Credit Hours: 4

Lecture: 3 hours
Lab: 2 hours

▶ **TCT-210 | Computer and Telephony Integration (CTI) and Lab**

Prerequisite(s): TCT-110; CIT-102

This course surveys the history and evolution of integrating voice, data, and image processing technologies (CTI). Students will examine standards, applications, and concepts as well as business needs analysis and case studies. Students will study and build a voice mail and an automated attendant system. Hands-on skills are gained by designing and installing voice mail systems and automated attendants.

Credit Hours: 4

Lecture: 3 hours
Lab: 2 hours

▶ **TCT-215 | Switching Systems and Lab**

Prerequisite(s): TCT-115

This course provides an introduction of the evolution of switching technology and the history of PBX systems. Students will learn to analyze voice system requirements using traffic theory and will investigate proprietary and PC based switching systems. The course will culminate in students planning major switch procurements for a business organization using RFPs, RFIs, RFQs, cost-benefit analysis, and CENTREX vs. PBX analysis. Installing components, programming features, troubleshooting, and interpretation of system performance will also be covered. In the hands on lab, students design, install and operate a switching system.

Credit Hours: 4

Lecture: 3 hours
Lab: 2 hours

▶ **TCT-355 | Wireless Communications and Lab**

Prerequisite(s): CIT-220

This course covers the evolution of wireless communications as an outgrowth of IEEE's 802.11 standards. Wireless network such as cellular, packet radio, specialized mobile radio, personal communications services, satellite, spread spectrum, and infrared are covered in detail. Hands-on lab assignments include designing, troubleshooting, operating, and managing wireless networks.

Credit Hours: 4

Lecture: 3 hours
Lab: 2 hours

▶ **TCT-360 | Broadband Technologies and Lab**

Prerequisite(s): CIT-235

This course explores the major broadband technologies including ISDN, frame relay, fast packet switching, cell switching, FDDI, SONNET, and ATM. Application of broadband technologies to LAN networks and WAN networks is included. Students will create LAN and WAN networks using a variety of broadband technologies.

Credit Hours: 4

Lecture: 3 hours
Lab: 2 hours

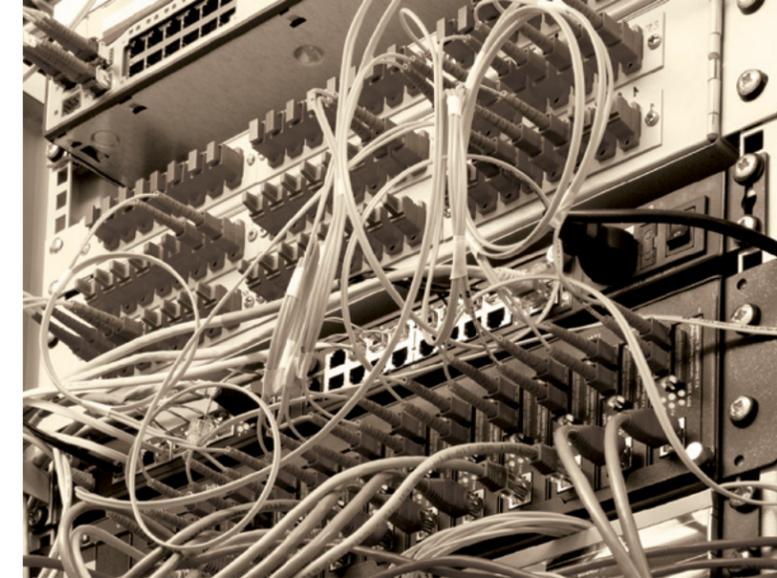
▶ **TCT-455 | Fiber Optic Communications and Lab**

Prerequisite(s): TCT-360

This course explores fiber-optic communications, providing comprehensive and intuitive introduction to this transport medium. The course covers concepts of building up and understanding of optical fibers, their properties, light sources and detectors, and fiber optic components and their application in fiber-optic systems. The course also covers the basics of fiber-optic management and troubleshooting. Lab assignments will include hands-on assignments in fiber-optic design, terminating, routing, as well as troubleshooting fiber-optic cables.

Credit Hours: 4

Lecture: 3 hours
Lab: 2 hours



▶ **TCT-460 | Transport Protocols and Lab**

Prerequisite(s): CIT-335

Students learn how to move and control information between networks using transport protocols. Error handling, prioritization, and security features of transport protocols are also covered as well as OSI Connection Oriented Transport Service (COTS) and Connectionless Transport Service (CLTS), SPX, TCP/IP, and NetBIOS and NetBEUI protocols. Students develop skills in providing connection-oriented data-delivery services across networks. Students will also learn how to provide end-to-end data exchanges and troubleshoot problems. In a laboratory setting, students will actually transport information between using various transport protocols. Students will learn how to handle errors, security issues and other problems associated with the transmission of data and voice.

Credit Hours: 4

Lecture: 3 hours
Lab: 2 hours

▶ **TCT-465 | Next Generation Networks and Lab**

Prerequisite(s): TCT-460

This course examines the next evolution of technologies and the effects on networks, especially high-speed networks and fast-LAN networks. Students research new applications that are being developed for networks. Students will explore, through case studies and hands-on experience, high-speed networks and fast LAN networks.

Credit Hours: 4

Lecture: 3 hours
Lab: 2 hours



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