WESTWOOD COLLEGE®

EST. 1953

A PLACE WHERE YOU CAN SUCCEED®

2012 ACADEMIC CATALOG

California/Colorado/Georgia/Virginia

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WELCOME TO WESTWOOD COLLEGE

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

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

Welcome!

Dean Gouin
System President and Chief Executive Officer

WESTWOOD COLLEGE ADMINISTRATION

Dean Gouin
System President and Chief Executive Officer

Norm Blome
Senior Vice President, Compliance

Greg Frost
Chief Financial Officer

John Keim
Provost and Chief Academic Officer

Bill Ojile
Chief Legal and Compliance Officer

Lou Pagano
Chief Operating Officer – Westwood College Online

Matt Sopcich
Chief Marketing Officer

Sue Wierenga
Chief Information Officer

Rick Yaconis
Chief Operating Officer

TABLE OF CONTENTS

NOTE FROM THE PRESIDENT 3

ADMINISTRATION. 3

ABOUT WESTWOOD
History of the College 7
Mission Statement 8
Institutional Purposes 8
Statement on Diversity 8
Rights of the College 8
General Education 8
Transformative Teaching 9
Program Advisory Committees 10
Curriculum Committees 10
Assessment and Student Learning 10
Alumni Retraining 10
Westwood Campuses. 10
Affiliations 13
Accreditations 13
Licenses, Permits, Registrations 14
Legal Status 14
Agencies 14
Addendum 15
Academic Calendar 2012-13 16

PROGRAMS
Program Matrix 18
School of Business
Business Administration: Major in Accounting (BS). 20
Business Administration: Major in Healthcare Management (BS) 21
Business Administration: Major in Human Resource Management (BS) 22
Business Administration: Major in Management (BS) 23
Business Administration: Major in Marketing Management (BS). 24
Business Administration: Major in Project Management (BS) 25
Construction Management (BS) 26
Hospitality Administration (BS) 27
Business Administration (AAS). 28
Construction Management (AAS) 29
Hospitality Administration (AAS) 30
School of Design
Graphic Design: Major in Animation (BS) 31
Graphic Design: Major in Game Art (BS). 32
Graphic Design: Major in Visual Communications (BS) 33
Interior Design (BS) 34
Computer Aided Design/ Architectural Drafting (AAS) 35
Graphic Design (AAS) 36
School of Justice
Criminal Justice: Major in Administration (BS). . . .37
Criminal Justice: Major in Corrections (BS) 38
Criminal Justice: Major in Investigations (BS) . . .39
Criminal Justice (AAS) 40
Paralegal (AAS) 41
School of Technology
Information and Network Technologies: Major in Cisco® Network Systems 42
Information and Network Technologies: Major in Computer Forensics (BS) 43
Information and Network Technologies: Major in Network Management (BS) 44
Information and Network Technologies: Major in Systems Security (BS) 45
Software Development: Major in Game Software Development (BS). 46
Information and Network Technologies 47
Information Technology (AAS) 48
School of Healthcare
Health Information Technology (AAS) 49
Medical Assisting (AOS) 50
Medical Insurance Coding and Billing (AAS) 51
Medical Office Management (AAS) 52
Medical Assisting (DIP) 53
School of Industrial Services
Automotive Technology (AOS) 54
Surveying (AAS) 55

ACADEMICS
Class Times 59
LAW Evening Criminal Justice Schedule Option . .59
DNS Blended Schedule Option 59
Grading System 60
Undergraduate Grading System. 62
Placement 62
Foundational Coursework 62
Institutional Credit 63
Grade Change 63
Class Size 63
Definition of a Quarter Credit Unit 63
Upper-Division Status 63
Student Progress Reports 63
Tutoring Program 63
Learning Commons 63
Transcripts 64
Graduation Requirements 64
Academic Awards 64
Academic Policies 64
Attendance 66
Factors Affecting Program Length 66
Consortium Agreement for Online Courses 66
Consortium Agreement for Westwood College Students 67
Satisfactory Academic Progress 70
Evaluation Point Standards 70
Counting Grades for the Completion Rate Calculation 71
Leave of Absence. 73
Deployed Military Leave of Absence 73
Transfer Credits and Proficiency Exam Credits . . .73
Transfer Student 74
Multiple Attempts. 74
Academic Integrity Policy 74
Examination of Student Records. 75
Cancellation of Classes 76
Notice Concerning Transferability of Units and Degrees Earned at Westwood. 77

STUDENT SERVICES
General Information 81
Student Resources 81
Students with Disabilities 82
Campus Life. 83
Student Conduct and Discipline 84
Student Technology Use Policy 85
Student Harassment Policy 87
Student Complaint/Grievance Procedure 89
Agreement to Binding, Individual Arbitration and Waiver of Jury Trial. 91
Additional Information 92
Where to Get Answers 95

CAREER SERVICES
Career Services 99
Career Services Advising. 99
Student Work Opportunities 99
Students' Responsibilities 100
Alumni Services 100

ADMISSIONS
Admissions Process 103
Admissions Requirements – Undergraduate Programs 103
Admission of Non-Native Speakers of English . .105
Admission of International Applicants – Undergraduate Programs 105
Additional Admission Requirements for Selected Programs 107
Cancelled Applications 107
Returning Students 107
Re-Enrollment 108
Late Admission 108
Advanced Academic Standing 108
Admission of Non-Credential-Seeking Students 108
Non-Discrimination Policy 109
Information for Veterans 109
Students Approved for Government/Tribal Funding 109
Education Alliance 109

FINANCIAL AID
General Information 113
Tuition, Charges, and Materials/Tool Kits 113
Textbooks 114
Add/Change and Drop Periods. 114
Financial Aid Available 114
Application Procedure for Financial Aid 119
Satisfactory Academic Progress 120
Notice to Applicants of Financial Aid 121
Return of Title IV 121
Refund Policies 121
Refund and Distribution Policy. 124
Tuition and Fees Repayment 125

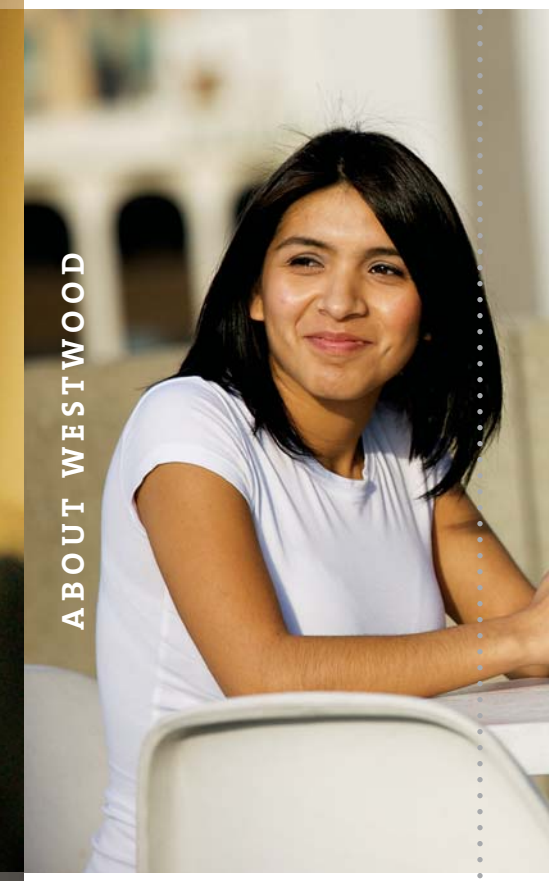
COURSE DESCRIPTIONS
Alphabetical Listings 129

MBA PROGRAM
Admissions
Admissions Requirements. 165
Admission of International Applicants. . .165
Academics
Academic Year 166
Satisfactory Academic Progress 166
Evaluation Point Standards 166
Graduate Grading System 167
Financial Aid
Financial Aid Available 167
Course Descriptions 168
MBA Program Description 170

3.5 PROGRAMS OF STUDY
Program Matrix 174
Business Administration: Major in Accounting and Financial Management (BS). 175
Business Administration: Major in Fashion Merchandising (BS). 176
Business Administration: Major in Healthcare Management (BS) 177
Business Administration: Major in Management (BS) 178
Business Administration: Major in Marketing Management (BS). 179
Business Administration: Major in Retail Management (BS) 180
Construction Management (BS) 181
Hospitality Administration (BS) 182
Business Administration (AAS). 183
Fashion Merchandising (AAS) 184
Hospitality Administration (AAS) 185
Animation (BS) 186
Game Art (BS). 187
Interior Design (BS) 188
Visual Communications (BS) 189
Computer Aided Design/ Architectural Drafting (AAS) 190
Graphic Design and Multimedia (AAS). 191
Criminal Justice (BS) 192
Criminal Justice (AAS) 193
Paralegal (AAS) 194
Game Software Development (BS) 195
Information Technology: Major in Cisco® Network Systems (BS) . . .196
Information Technology: Major in Computer Forensics (BS) 197
Information Technology: Major in Network Management (BS) 198
Information Technology: Major in Systems Security (BS) 199
Information Technology (AAS) 200
Medical Assisting (AOS) 201
Automotive Technology (AOS) 202
Surveying (AAS) 203

3.5 COURSE DESCRIPTIONS
Alphabetical Listings 207

2011–12 ACADEMIC CATALOG



HISTORY OF THE COLLEGE

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

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

Westwood opened a campus in south Denver to provide a convenient location for students who live in the southern part of the Front Range region. Westwood College – Denver South, which opened in 1998, is a branch of Westwood College – Denver North.

Westwood opened its first campus outside the Denver area in Anaheim, Calif. in January 1999. The second California campus opened in Los Angeles in May 1999. In 2000, Westwood opened its O'Hare campus in Schiller Park , Ill. as a branch campus of Redstone College, and its River Oaks campus in Calumet City, Ill. as a branch of Westwood. The third California college, the Inland Empire campus, opened in Upland, Calif. in May 2001 as a branch of Denver North.

In August 2001, following the purchase, renaming, and relocation of Heartland School of Business, the third Chicago campus, DuPage, opened in Woodridge, Ill.

Westwood College also opened its North Fort Worth campus, a branch of the DuPage campus, in Euless, Texas in October 2001.

In August 2002, Westwood opened a second Texas college in Dallas as a branch of the O'Hare Airport campus. Following the purchase of the Practical School (Los Angeles), the school was renamed as Westwood College – South Bay and relocated first to Long Beach and then to its current location in Torrance, Calif.

During this time, Westwood College also purchased Vanderschmidt School (St. Louis) and relocated the college to the Chicago area. The O'Hare campus (Redstone branch) was closed after training out or transferring all students to the O'Hare Airport campus, currently located in Chicago.

In 2003, Westwood opened its Chicago Loop location in August, and its Houston South campus in October. In the following year, the Atlanta-Midtown campus opened in May 2004 and the Atlanta-Northlake campus opened in August 2004. The Arlington-Ballston campus opened in Virginia in October 2005. The Annandale campus opened in Virginia in March 2006. Both Virginia campuses are branches of Westwood College – South Bay.

The Denver North campus began the development of online programs in 2002. The online campus received branch approval in August 2008 and began its first term in May 2009. It operates in Westminster, Colo.

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

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

comprised of experienced industry professionals and hiring managers.

MISSION STATEMENT

Westwood College is an institution of higher learning dedicated to providing quality, career-focused undergraduate and graduate programs that prepare students with the knowledge, skills, and credentials needed to launch, enhance, or change careers. The college offers broad access to education and serves a diverse, multicultural body of students in an environment that promotes pride, respect, and teamwork. The college's programs are designed to empower students to pursue their individual career goals.

INSTITUTIONAL PURPOSES

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

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

STATEMENT ON DIVERSITY

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

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

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

To our campuses and campus communities, we commit to recruit an experienced and qualified faculty and staff who are reflective of the infinitely varied human talent available. We recognize the unique nature of our campus communities, particularly their workforce needs, and our connection to these communities through Westwood College's employment opportunities and student enrollment.

RIGHTS OF THE COLLEGE

Westwood College reserves the right to make changes at any time to any terms of this catalog, including but not limited to policies, procedures, academic programs and courses, faculty and administrative staff, the academic calendar and the amount of tuition and fees. Westwood College also reserves the right to make changes in equipment and instructional materials, to modify curriculum or to cancel classes.

GENERAL EDUCATION

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

- Westwood College's general education approach will inspire and instill in its students the necessity for lifelong intellectual and social growth. Upon graduation, Westwood

College students will demonstrate: **understanding and appreciation for lifelong learning and intellectual curiosity.**

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

TRANSFORMATIVE TEACHING

Transformation implies fundamental change. The Westwood College approach to education is called Transformative Teaching because the college's commitment is to graduate students who have fundamentally changed their knowledge and skill level in their chosen field, strengthened their ability to continue learning on their own, and altered their perspectives on career and life.

Transformative Teaching at Westwood College is:

- **Career-Focused.** The mission of Westwood College is to provide quality, career-focused undergraduate and graduate programs that prepare students with the knowledge, skills, and credentials needed to launch, enhance, or change careers.

  Successful careers help set student lives on a course of independence, dignity, and contribution to society for themselves and their families.

  Degree programs are developed by the faculty based on current, relevant input from Program Advisory Committees (PACs), employers, professional organizations, and trends in industry and higher education. The curriculum is frequently updated to meet the needs of a changing workplace and changing society.

  Westwood College faculty members have academic credentials as well as years of professional experience relevant to the courses they teach. Thus, Westwood College faculty members bring a current workplace perspective into each class. They are able to link concepts and theories to hands-on, workplace problems and situations, allowing students to practice and prepare through relevant academic activities.

  Because the institution's focus is on career preparation, Westwood College maintains a business-like environment and promotes consistent student attendance, a responsible attitude, lifelong learning, and professional behavior. To encourage ongoing skills development, the college offers free retraining to all graduates.

- **Respectful and Collaborative.** Westwood College proudly seeks and serves a richly diverse student population. The college fosters a respectful learning environment where a student's background and experience are valued and incorporated, when possible, into the learning community. Students learn to work together collaboratively on course projects that help to promote respect, pride, and teamwork. Students regularly provide feedback on course content, instructional methods, and administrative services and resources by participating in surveys and focus groups. There are a variety of student activities at each campus, and all students are encouraged to get involved.
- **Active and Applied.** Teaching is not business-as-usual at Westwood. Faculty use active learning methods to encourage strong student participation, create a dynamic learning environment, and promote long-term retention and application of learning. Assignments are practical and allow students to directly apply concepts and theories to life and workplace situations. The curriculum incorporates ethical decision-making and encourages the development of communication skills and a commitment to lifelong learning. Labs provide students with the opportunity to use state-of-the-industry technology and prepare graduates to apply their skills and knowledge in the workplace.

  A careful assessment identifies students who would benefit from placement in foundational courses in math and writing to give them a more solid footing in college-level work. Westwood College general education courses help strengthen students' chances for success by having them apply critical thinking, logic, communication, and problem-solving skills to relevant issues and problems. These skills are further developed and applied in the major courses for their chosen career.
- **Student-Centered.** At Westwood College, this means that decisions about curriculum, campus operations, schedules,

services, learning resources, and teaching are made with the best interest of students in mind. These elements provide the right blend to help make Westwood College graduates stand out in their chosen fields:

- ◊ Experienced, academically prepared and trained faculty
- ◊ Current and relevant curriculum
- ◊ Student and career support services
- ◊ Labs with state-of-the-industry technology
- ◊ Learning Commons resources for research, information literacy, and reinforcement of lifelong learning skills
- ◊ Co-curricular activities
- ◊ Continuous assessment and feedback of learning

PROGRAM ADVISORY COMMITTEES

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

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

CURRICULUM COMMITTEES

Select Westwood College faculty serve on Curriculum Committees. These committees define specific learning outcomes for each program that students are expected to master. These committees then map the program outcomes to courses in the program. In addition, they define criteria for the program-level portfolio, capstone, or other assessment-related projects. The Curriculum Committees, or Faculty Design Teams appointed by them, then tackle each course in the program to create or revise the content of common elements that will be taught across all campuses, by all faculty, including online, on-ground, and blended.

ASSESSMENT AND STUDENT LEARNING

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

Since at Westwood College the students are at the center of the teaching and learning model, improving the college depends upon active student involvement. The college evaluates its effectiveness to ensure student needs are met and to continually improve. The college measures student learning on an individual basis in the classroom as well as at the program level across the college. Learning assessment in the classroom is designed to improve individual students' learning as well as teaching methods. Learning assessment at the program level is designed to inform curricular and teaching improvements as well as to provide a benchmark for comparison to the higher learning community.

The college uses a variety of measures to assess learning from direct examples of student work, graduation and employment rates, and employer feedback. Using these multiple sources of information helps to guide Westwood in making decisions that improve the college and, therefore, enhance the student's total college experience. The assessment of student learning reflects how well the college is able to provide learning opportunities consistent with its mission.

ALUMNI RETRAINING

In support of the college's mission and to encourage lifelong learning, all Westwood graduates are entitled to participate in the Westwood Alumni Retraining Program. Subject to space availability, students meeting the graduation requirements listed in the ACADEMICS section of this catalog can:

- audit a class they have already taken
- take an updated course
- learn about new equipment/software

There is no tuition charge for qualified graduates who participate in the Westwood Alumni Retraining Program; however, retraining is limited to the program from which the student graduated and charges for books, tools and other fees may apply. Retraining is also limited to programs that are still being offered. Please see the campus Education Department for more information.

WESTWOOD CAMPUSES

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

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

Westwood has the right to close, transfer, or relocate all or any part of the college. If such a change should occur, Westwood will provide 30 days' notice of such change. Students will continue enrollment at the new location. If a student is affected by a change of location, he/she shall be entitled to a refund under the refund policies described in the catalog.

CALIFORNIA

Westwood College – Anaheim (LAA)
1551 South Douglass Road
Anaheim, CA 92806
Telephone: 714-704-2720

This facility is located next door to the Arrowhead Pond of Anaheim, across from Edison Field, and just blocks away from Disneyland. Originally opened in January 1999, the campus relocated to its new location in December 2003. The two-story campus is 50,000 square feet, evenly distributed on both floors, which includes 32 classrooms, two information technology laboratories, and four study rooms. The laboratories are equipped with workplace-relevant equipment and technology, such as PC and Macintosh computers and Internet access. Other campus features include a Learning Commons, a large student lounge with amenities, a Student Services Center to assist future and current students with academic and housing needs, and Career Development Center to support current and graduate students with professional skill building and employment.

Westwood College – South Bay (LAL)
19700 South Vermont Avenue
Torrance, CA 90502
Telephone: 310-965-0888

The LAL campus is located at 19700 S. Vermont in Torrance, Calif., located six-and-a-half miles from the former location. The campus is roughly 27,000 square feet. This location includes 21 classrooms and laboratories. Other campus features include a Learning Commons, housing workplace-relevant equipment and technology, including PC and Macintosh computers and Internet access, a student commons area, a Student Services Center, which is designed to assist current and future students with academic and housing needs, and a Career Development Center to support current and graduate students with professional skill-building and employment. The Learning Commons, Student Commons, and Career Development Center also house occupation-related, reference, and housing-related materials.

Westwood College – Los Angeles (LAW)
3250 Wilshire Boulevard, Suite 400
Los Angeles, CA 90010
Telephone: 213-739-9999

The LAW campus has been located in the heart of the Mid-Wilshire District since 1999. It serves this diverse neighborhood of about 700,000 residents and is close to the Los Angeles Staples Center, home of the L.A. Lakers and just minutes from downtown Los Angeles. Its 45,000 square feet include 24 classrooms and laboratories housing workplace-relevant equipment and technology, including PC and Macintosh computers and Internet access. Other school features include 1,000-square-foot Learning Commons, containing computers for student use. The Learning Commons, Student Commons, and Career Development Center also house occupation-related, reference, and housing-related materials.

Westwood College – Inland Empire (LAI)
20 West 7th Street
Upland, CA 91786
Telephone: 909-931-7550

The facility contains 33,800 square feet and includes 25 classrooms and laboratories housing workplace-relevant equipment and technology, including PC and Macintosh computers and Internet access. Other school features include a Learning Commons containing computers for student use. The Learning Commons, Student Commons, and Career Development Center also house occupation-related and reference materials. To reach the campus, exit Interstate 10 at Euclid Avenue in Upland, Calif. and travel north one block to 7th Street.

Westwood College – Ontario (Inland Empire learning site) (LAO)
2890 Inland Empire Boulevard
Ontario, CA 91764
Telephone: 909-931-7550

This learning site is conveniently located by Interstate 10. It houses 11 classrooms, a Learning Commons, faculty workroom/lounge, student lounge, as well as administrative offices for management and student service advisors. A full range of services are provided at this location, including student services, financial aid, career development services and academic advising. Students attending the LAI campus may be scheduled for individual courses at the LAO site.

COLORADO

Westwood College – Denver North Campus (DNN)
7350 North Broadway
Denver, CO 80221
Telephone: 303-426-9797

Conveniently located at 7350 North Broadway in north Denver, the DNN campus is accessible near the intersection of Interstate 25 and U.S. Route 36. DNN currently occupies more than 81,000 square feet of administrative and instructional space. More than 48 classrooms and labs house workplace-

Westwood classes worked for me because of the focus on the core of your studies. Most colleges I looked at did not place such an emphasis on what you would be doing. The instructors' real-work experience gave a depth of insight to the material they taught that was unsurpassed

Ryan Wessels—
2007 Information Technology: Major in Systems Security graduate

relevant equipment and technology, including PC and Macintosh computers and Internet access. The campus also houses a Learning Commons with occupation-related reference materials and a student resource center that links students to learning commons assets nationwide.

Westwood College – Denver South Campus (DNS)
3150 South Sheridan Boulevard
Denver, CO 80227
Telephone: 303-934-1122

Located in the Bear Valley Shopping Center at 3150 South Sheridan Boulevard in Denver, the DNS campus' 24,213 square feet include 25 classrooms and laboratories housing workplace-relevant equipment and technology including PC and Macintosh computers and Internet access. Other college features include an 804-square-foot Learning Commons containing occupation-related reference materials and computers for student use.

GEORGIA

Westwood College – Atlanta Midtown (ATM)
1100 Spring Street NW, Suite 102
Atlanta, GA 30309-2848
Telephone: 404-745-9096

The ATM campus is located just north of downtown Atlanta on Spring Street between 12th and 14th streets, with convenient access to the MARTA Arts Center and Midtown transit stations. The 27,500-square-foot campus has more than 12 classrooms and labs housing workplace-relevant equipment and technology, including PC and Macintosh computers and Internet access. Other school features include an 800-square-foot Learning Commons containing occupation-related reference materials and a computer commons. The campus also has student study areas for private and small-group study teams. The spacious Career Development Services area also has a student computer area for job search and placement assistance.

Westwood College – Atlanta Northlake (ATL)
2309 Parklake Drive, NE
Atlanta, GA 30345
Telephone: 404-962-2998

The ATL campus is located near I-285 between LaVista Road and Northlake Parkway, northeast of downtown Atlanta. The campus is larger than 27,500 square feet, with more than 12 classrooms and labs housing workplace-relevant equipment and technology, including PC and Macintosh computers and Internet access. Other school features include an 800-square-foot Learning Commons containing occupation-related reference materials and a computer commons. The campus also has several student study areas for private and small-group study teams. The spacious Career Development Services area also has a student computer area for job search and placement assistance.

VIRGINIA

Westwood College – Annandale (VAA)
7619 Little River Turnpike
Annandale, VA 22003
Telephone: 703-642-3770

The VAA campus is located in Fairfax County with convenient access points. The campus is located at the intersection of Little River Turnpike and the I-495 Beltway with ample free parking. The campus covers approximately 30,000 square feet in two buildings, with 21 classrooms and labs housing workplace-relevant equipment and technology, including PC and Macintosh computers, a green room, and Internet access. Other school features include 2,400 square feet of Learning Commons space containing occupation-related reference materials, quiet study space, an Interior Design collection, and a computer commons. The campus also has a student commons area for private and small-group study teams.

Westwood College – Arlington-Ballston (VAB)
4420 Fairfax Drive
Arlington, VA 22203
Telephone: 703-243-3900

The VAB campus is located in Arlington County with convenient access points. The Metro, I-66 and other surface roads conveniently feed into Arlington with minimal effort relative to other parts of the metro area. The campus is approximately 39,000 square feet, with 22 classrooms and labs housing workplace-relevant equipment and technology, including PC and Macintosh computers and Internet access. Other school features include a 1,830-square-foot Learning Commons containing occupation-related reference materials and a computer commons. The campus also has a student commons area for private and small-group study teams.

AFFILIATIONS

Westwood College campuses have a wide variety of professional and educational affiliations within the community. Some of these diverse partnerships include:

CALIFORNIA*

- Academy of Criminal Justice Sciences
- AIGA, the professional association for design
- Alpha Beta Kappa Honor Society
- American Society of Interior Designers
- Animation Army
- Cisco® Networking Academy
- Construction Management Association of America, an affiliate of the Construction Management Club
- Criminal Justice Student Association
- International Game Developer Association
- LA Siggraph
- Toastmasters

COLORADO*

- American Criminal Justice Association Lambda Alpha Epsilon
- American Society of Interior Design
- Cisco® Networking Academy
- Future Business Leaders of America PBL Chapter 2010

GEORGIA*

- Cisco® Networking Academy
- Delta Psi Epsilon
- Institute of Electrical and Electronics Engineers
- The Microsoft Developers Network Academic Alliance
- Phi Beta Lambda

VIRGINIA*

- Cisco® Networking Academy
- National Home Builders Association
- United States Green Building Council

** Not all campuses are affiliated with all listed groups.*

ACCREDITATIONS

All campuses are accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award bachelor of science degrees, associate of applied science degrees, and diplomas. The LAW campus is also accredited by ACICS to award master of business administration, bachelor of science and associate of science degrees.

The Medical Assisting Associate Degree program at the DNN, ATL and ATM campuses – for students who were admitted to these campuses before the August 2011 term – are accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP – www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB). Westwood College has voluntarily withdrawn from CAAHEP accreditation and all students admitted to the programs after the May 2011 term will, by choice, be allowed to sit for the registered medical exam (RMA) but not the certified medical exam (CMA).

Commission on Accreditation
of Allied Health Education Programs
1361 Park Street
Clearwater, Florida 33756
Telephone: 727-210-2350
Website: www.caahep.org

The instruction, course of study, facilities and equipment of this institution at the DNN campus have been evaluated by the National Automotive Technicians Education Foundation (NATEF) and meet the National Institute for Automotive Service Excellence (ASE) standards of quality for the training of automobile technicians in the following areas:

- brakes
- electrical/ electronic systems
- engine performance

- suspension and steering
- automatic transmission and transaxle
- engine repair
- heating and air conditioning
- manual drive train
- axles

For accreditation purposes, the DNS, LAA and LAI campuses are branches of the DNN (Denver) campus. The LAO campus is a learning site/satellite campus of the LAI (Upland, Calif.) campus.

The VAA (Annandale, Va.) and VAB (Arlington, Va.) campuses are branch campuses of the LAL campus (Torrance, Calif.).

The ATM (Atlanta) campus is a branch of Westwood College – DuPage (Woodridge, Ill.). The ATL (Atlanta) campus is a branch of Westwood College – O'Hare Airport (Chicago).

LICENSES, PERMITS, REGISTRATIONS

The DNN and DNS campuses are approved and regulated by the Colorado Commission on Higher Education. Evidence of the institution's licensing and accreditations is on display at the campus or may be reviewed upon written request to the campus president.

The LAA, LAI, LAL and LAW campuses are approved and regulated by the California Bureau for Private Postsecondary Education.

Evidence of the institution's licensing and accreditations is on display at the campus or may be received upon written request to the campus president.

Westwood College's approval to operate in the State of California is based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009, which was effective Jan. 1, 2010. Westwood College, under Section 94802(b) of CPPEA will, by operation of law, be approved to operate until 2012. Although the institution was approved to operate by the former Bureau for Private Postsecondary and Vocational Education, the institution's application for reapproval to operate has not been reviewed by the Bureau pursuant to this chapter. The Act is administered by the Bureau for Private Postsecondary Education, under the Department of Consumers Affairs.

The VAA and VAB campuses have been certified to operate in Virginia by the State Council of Higher Education for Virginia (SCHEV). Evidence of the institution's licensing and accreditations is on display at the campus or may be reviewed upon written request to the campus president.

The ATL and ATM campuses are authorized to operate by:

Georgia Nonpublic Postsecondary Education Commission
2082 East Exchange Place, Suite 220
Tucker, GA 30084-5305
Telephone: 770-414-3300.

The ATL and ATM campuses are also licensed by:

The South Carolina Commission on Higher Education
1333 Main Street, Suite 200
Columbia, SC 29201
Telephone: 803-737-2260

Licensure indicates only that minimum standards have been met; it is not an endorsement or guarantee of quality. Licensure is not equivalent to or synonymous with accreditation by an accrediting agency recognized by the U.S. Department of Education.

LEGAL STATUS

The DNN, DNS, LAA, LAI and LAI campuses of Westwood College are wholly-owned entities of Trav Corporation, which is a wholly-owned subsidiary of Westwood College, Inc.

The LAW campus of Westwood College is a wholly-owned entity of Wesgray Corporation, which is a wholly-owned subsidiary of Westwood College, Inc.

The LAL, VAB and VAA campuses of Westwood College are wholly-owned entities of Grant Corporation, which is a wholly-owned subsidiary of Westwood College, Inc.

The ATM campus is a branch of the DuPage campus of Westwood College and is a wholly-owned entity of Elbert, Inc., which is a wholly-owned subsidiary of Westwood College, Inc.

The ATL campus is a branch of the O'Hare Airport campus of Westwood College and is a wholly-owned entity of El Nell Inc., which is a wholly-owned subsidiary of Alta Colleges, Inc.

AGENCIES

Not all of the programs that are listed below are currently available at all campuses. Students should contact their campus student finance and/or admissions departments for the most recent information regarding these agencies' programs.

The following agency programs are available at one or more campuses:

- Bureau of Indian Affairs
- Workforce Investment Act (formerly known as JTPA)
- Immigration and Naturalization Service for Nonimmigrant Alien Students
- National Vocational Rehabilitation Act of 1920
- State Employment Training and Workman's Compensation programs
- NAFTA retraining programs

The DNN and DNS campuses are approved for veteran's education benefits by the Colorado State Approving Agency.

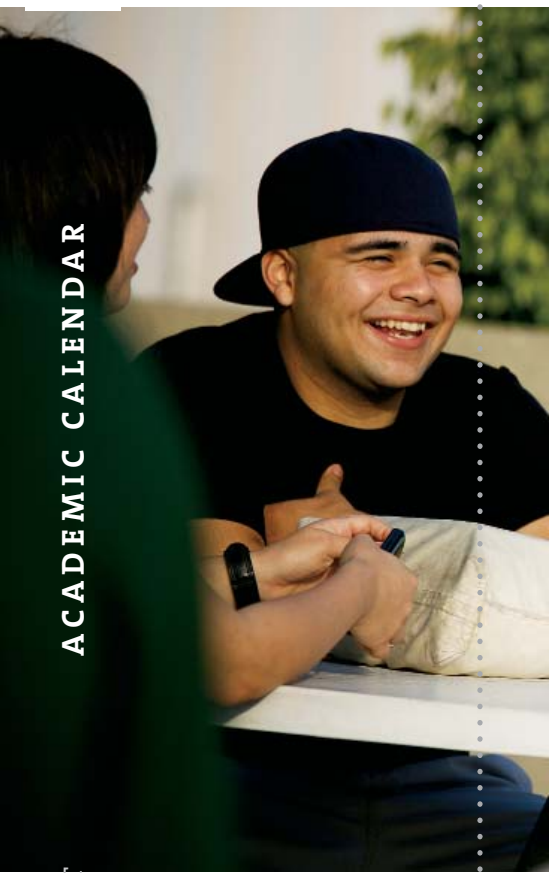
All programs offered by the college meet the requirements of federal or state laws regarding student financial assistance.

Westwood is authorized by licenses, permits, registrations, or exemptions to recruit students in several states. In addition to the ability to recruit in California, the LAA campus is authorized to recruit students in Nevada. The LAL and LAW campuses are authorized to recruit in California only. The DNN campus (only) is authorized to recruit students in California, Kansas, and New Mexico in addition to recruiting in Colorado. The DNS campus is authorized to recruit in Colorado.

The ATL and ATM campuses are authorized to recruit in Georgia and South Carolina. The VAA and VAB campuses may recruit in both Virginia and Maryland.

ADDENDUM

Please note that the catalog is not considered complete unless the appropriate addenda (if applicable) are included. An addendum may include items such as tuition, book costs, fees, and faculty. All programs offered at all campuses unless otherwise noted in the catalog program page.



ACADEMIC CALENDAR 2012-2013

MAY 2012 TERM

Classes Start	May 23
Break Day	May 28
Last Day to Add/Change Classes	May 30
Last Day to Drop Classes	June 5
Break Day	July 4
Last Day to Withdraw with a "W"	July 14
Classes End	July 27

AUGUST 2012 TERM

Classes Start	August 1
Last Day to Add/Change Classes	August 7
Last Day to Drop Classes	August 14
Break Day	September 3
Last Day to Withdraw with a "W"	September 20
Classes End	October 3

OCTOBER 2012 TERM

Classes Start	October 10
Last Day to Add/Change Classes	October 16
Last Day to Drop Classes	October 23
Break Days	November 21, 22, 23, 24
Last Day to Withdraw with a "W"	December 3
Classes End	December 15

JANUARY 2013 TERM

Classes Start	January 9
Last Day to Add/Change Classes	January 15
Break Day	January 21
Last Day to Drop Classes	January 22
Last Day to Withdraw with a "W"	February 28
Classes End	March 13

MARCH 2013 TERM

Classes Start	March 20
Last Day to Add/Change Classes	March 26
Last Day to Drop Classes	April 2
Last Day to Withdraw with a "W"	May 8
Classes End	May 21

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

PROGRAMS OF STUDY

Programs Approved by Campus

Not all programs are offered at all campuses. Program offerings are subject to change prior to the term start date.

	CALIFORNIA				COLORADO		GEORGIA		VIRGINIA	
	Anaheim*	Inland Empire*	South Bay	Los Angeles	Denver North*	Denver South*	Atlanta Midtown	Atlanta Northlake	Annandale	Arlington-Ballston
SCHOOL OF BUSINESS – MASTER DEGREES										
Master of Business Administration (Page 170)				X						
SCHOOL OF BUSINESS – BACHELOR DEGREES										
Business Administration: Major in Accounting (Page 20)	X	X	X	X			X	X	X	X
Business Administration: Major in Healthcare Management (Page 21)	X	X	X	X	X	X	X	X	X	X
Business Administration: Major in Human Resource Management (Page 22)	X	X	X	X	X	X	X	X	X	X
Business Administration: Major in Management (Page 23)	X	X	X	X	X	X	X	X	X	X
Business Administration: Major in Marketing Management (Page 24)	X	X	X	X			X	X		
Business Administration: Major in Project Management (Page 25)	X	X	X	X			X	X	X	X
Construction Management (Page 26)	X	X	X	X	X	X	X	X	X	X
Hospitality Administration (Page 27)	X	X	X	X			X	X		
SCHOOL OF BUSINESS – ASSOCIATE DEGREES										
Business Administration (Page 28)	X	X	X	X	X	X	X	X	X	X
Construction Management (Page 29)	X	X	X	X	X	X	X	X	X	X
Hospitality Administration (Page 30)	X	X	X	X			X	X		
SCHOOL OF DESIGN – BACHELOR DEGREES										
Graphic Design: Major in Animation (Page 31)	X	X	X	X			X	X	X	X
Graphic Design: Major in Game Art (Page 32)	X	X	X	X	X	X	X	X	X	X
Graphic Design: Major in Visual Communications (Page 33)	X	X	X	X			X	X	X	X
Interior Design (Page 34)	X	X	X	X	X	X			X	
SCHOOL OF DESIGN – ASSOCIATE DEGREES										
Computer Aided Design/Architectural Drafting (Page 35)	X	X	X	X	X	X	X	X	X	
Graphic Design (Page 36)	X	X	X	X	X	X	X	X	X	X
SCHOOL OF JUSTICE – BACHELOR DEGREES										
Criminal Justice: Major in Administration (Page 37)	X	X	X	X	X	X	X	X	X	X
Criminal Justice: Major in Corrections (Page 38)	X	X	X	X	X	X	X	X		
Criminal Justice: Major in Investigations (Page 39)	X	X	X	X	X	X	X	X	X	X
SCHOOL OF JUSTICE – ASSOCIATE DEGREES										
Criminal Justice (Page 40)	X	X	X	X	X	X	X	X	X	X
Paralegal (Page 41)	X	X	X	X						
SCHOOL OF TECHNOLOGY – BACHELOR DEGREES										
Information and Network Technologies: Major in Cisco® Network Systems (Page 42)					X	X			X	X
Information and Network Technologies: Major in Computer Forensics (Page 43)	X	X	X	X	X	X	X	X	X	X
Information and Network Technologies: Major in Network Management (Page 44)	X	X	X	X	X	X	X	X	X	X
Information and Network Technologies: Major in Systems Security (Page 45)	X	X	X	X	X	X	X	X	X	X
Software Development: Major in Game Software Development (Page 46)	X	X	X	X	X	X				
SCHOOL OF TECHNOLOGY – ASSOCIATE DEGREES										
Information and Network Technologies (Page 47)	X	X	X	X	X	X	X	X	X	X
Information Technology (Page 48)	X	X	X	X	X	X	X	X	X	X

Programs Approved by Campus

Not all programs are offered at all campuses. Program offerings are subject to change prior to the term start date.

	CALIFORNIA				COLORADO		GEORGIA		VIRGINIA	
	Anaheim	Inland Empire	South Bay	Los Angeles	Denver North	Denver South	Atlanta Midtown	Atlanta Northlake	Annandale	Arlington-Ballston
SCHOOL OF HEALTHCARE OF TECHNOLOGY – ASSOCIATE DEGREES										
Health Information Technology (Page 49)	X	X	X	X	X	X	X	X	X	X
Medical Assisting (Page 50)					X	X	X	X		
Medical Insurance Coding and Billing (Page 51)	X	X	X	X						
Medical Office Management (Page 52)	X	X	X	X	X	X	X	X	X	X
SCHOOL OF HEALTHCARE OF TECHNOLOGY – DIPLOMA PROGRAMS										
Medical Assisting (Page 53)	X	X	X	X					X	X
SCHOOL OF INDUSTRIAL SERVICES – ASSOCIATE DEGREES										
Automotive Technology (Page 54)					X					
Surveying (Page 55)					X					

BUSINESS ADMINISTRATION: MAJOR IN ACCOUNTING

BACHELOR OF SCIENCE

PROGRAM LENGTH: 34 months
CREDIT HOURS: 180.0
CLOCK HOURS: 1820

COURSE REQUIREMENTS FOR GRADUATION:

The program includes coursework typically delivered as described here.

Course Area	Minimum Credits
Core	45.0
Career Major	36.0
General Education	
Humanities	31.5
Social Sciences	22.5
Mathematics	9.0
Natural and Physical Science	4.5
Career Development	9.0
Electives	22.5
Total	**180.0**

PROGRAM DESCRIPTION

The Bachelor of Science degree in Business Administration with a Major in Accounting equips students with the skills necessary to enter and advance in the field of accounting. The program provides students with a solid business foundation in accounting, finance, human resources, business law, and marketing. In addition, the program helps students develop general management skills and provides them with a framework for critical thinking and ethical decision making. The program also introduces students to common business software applications for word processing, spreadsheets, and presentations. The career major courses cover a wide range of accounting topics and relevant coursework in financial accounting and reporting, as well as taxation and managerial decision making.

PROGRAM OUTCOMES

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

- Discuss how the basic business functions of accounting, finance, human resources, operations, and marketing are interconnected.
- Demonstrate proficiency with software applications common in business.
- Describe the management practices used for planning, organizing, and controlling operations in an organization.
- Illustrate how ethical issues influence behavior in a business environment.
- Demonstrate an understanding of the generally accepted accounting principles, and the bodies that oversee accounting standards.
- Use accounting information to report business performance and make business decisions.

LABORATORIES AND EQUIPMENT

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

Course No.	Course Title	Quarter Credits
CORE		
minimum 45.0 credit hours required		
ACCT120	Principles of Accounting I	4.5
ACCT122	Principles of Accounting II	4.5
BUSN100	Introduction to Business	4.5
BUSN210	Introduction to Business Law	4.5
BUSN350	Organizational Theory and Behavior	4.5
FINC101	Introduction to Finance	4.5
HRMT110	Principles of Human Resource Management	4.5
ITCS101	Computer Applications	4.5
MGMT100	Principles of Management	4.5
MKTG100	Principles of Marketing	4.5
CAREER MAJOR: ACCOUNTING		
minimum 36.0 credit hours required		
ACCT270	Fundamentals of Cost Accounting	4.5
ACCT302	Auditing	4.5
ACCT310	Individual Taxation	4.5
ACCT320	Corporate Tax	4.5
ACCT360	Intermediate Accounting I	4.5
ACCT362	Intermediate Accounting II	4.5
ACCT400	Accounting for Nonprofits and Government	4.5
ACCT480	Accounting Capstone	4.5
GENERAL EDUCATION		
minimum 67.5 credit hours required		
HUMANITIES		
minimum 31.5 credit hours required		
COMM305	Public Speaking	4.5
ENGL121	College Writing I	4.5
ENGL221	College Writing II	4.5
HIST420	Contemporary History	4.5
HUMN180	Ethical and Critical Thinking	4.5
HUMN250	Humanities	4.5
LITR301	Introduction to Literature	4.5
SOCIAL SCIENCES		
minimum 22.5 credit hours required		
ECON310	Economics	4.5
POLS107	American Government	4.5
PSYC101	Introduction to Psychology	4.5
SOCS121	Human Relations	4.5
SOCS321	Intercultural Relations	4.5
MATHEMATICS		
minimum 9.0 credit hours required		
MATH170	College Algebra I	4.5
MATH340	Introduction to Statistics	4.5
NATURAL AND PHYSICAL SCIENCES		
minimum 4.5 credit hours required		
PHYS121	Introduction to Physical Science	4.5
CAREER DEVELOPMENT		
minimum 9.0 credit hours required		
PDEV111	Success Strategies	4.5
PDEV200	Career Management	4.5
ELECTIVES		
minimum 22.5 credit hours required		
BUSN300	Business Ethics	4.5
BUSN320	International Business	4.5
ENVR313	Environmental Studies	4.5
ITCS201	Advanced Business Software Applications	4.5
MGMT200	Managing Stress and Conflict in the Workplace	4.5
MGMT225	Essentials of Project Management	4.5
MGMT230	Principles of Small Business Management	4.5
MGMT400	Operations Management	4.5
MKTG210	Customer Service	4.5
POLS423	Political Science	4.5

Electives should be chosen with advisement from a campus program chair or academic dean.

Note: *Courses above are organized by content area; courses may be taught in a sequence that differs from the order represented above.*

BUSINESS ADMINISTRATION: MAJOR IN HEALTHCARE MANAGEMENT

BACHELOR OF SCIENCE

PROGRAM LENGTH: 34 months
CREDIT HOURS: 180.0
CLOCK HOURS: 1820

COURSE REQUIREMENTS FOR GRADUATION:

The program includes coursework typically delivered as described here.

Course Area	Minimum Credits
Core	45.0
Career Major	36.0
General Education	
Humanities	31.5
Social Sciences	22.5
Mathematics	9.0
Natural and Physical Science	4.5
Career Development	9.0
Electives	22.5
Total	**180.0**

PROGRAM DESCRIPTION

The Bachelor of Science degree in Business Administration with a Major in Healthcare Management is designed to provide students and working professionals with the knowledge and skills needed by healthcare professionals seeking entry-level positions or advancement in their field. The program provides students with a solid business foundation in accounting, finance, human resources, business law, and marketing. In addition, the program helps students develop general management skills and provides them with a framework for critical thinking and ethical decision making. The program also introduces students to common business software applications for word processing, spreadsheets, and presentations. The career major courses cover a wide range of healthcare topics and relevant coursework in healthcare law, long-term care, risk management, and public health.

PROGRAM OUTCOMES

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

- Discuss how the basic business functions of accounting, finance, human resources, operations, and marketing are interconnected.
- Demonstrate proficiency with software applications common in business.
- Describe the management practices used for planning, organizing, and controlling operations in an organization.
- Illustrate how ethical issues influence behavior in a business environment.
- Explain the structure of the healthcare system in the United States and key stakeholders.
- Interpret healthcare laws and policies and their impact on healthcare costs and level of care.

LABORATORIES AND EQUIPMENT

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

Course No.	Course Title	Quarter Credits
CORE		
minimum 45.0 credit hours required		
ACCT120	Principles of Accounting I	4.5
ACCT122	Principles of Accounting II	4.5
BUSN100	Introduction to Business	4.5
BUSN210	Introduction to Business Law	4.5
BUSN350	Organizational Theory and Behavior	4.5
FINC101	Introduction to Finance	4.5
HRMT110	Principles of Human Resource Management	4.5
ITCS101	Computer Applications	4.5
MGMT100	Principles of Management	4.5
MKTG100	Principles of Marketing	4.5
CAREER MAJOR: HEALTHCARE MANAGEMENT		
minimum 36.0 credit hours required		
HCMT100	Introduction to Healthcare	4.5
HCMT200	Law and Compliance in Healthcare	4.5
HCMT230	Public Health and Disease	4.5
HCMT241	Healthcare Delivery and Financing	4.5
HCMT250	Introduction to Long-Term and Elderly Care	4.5
HCMT310	Health Information Systems	4.5
HCMT430	Risk Management in Healthcare	4.5
HCMT480	Healthcare Management Capstone	4.5
GENERAL EDUCATION		
minimum 67.5 credit hours required		
HUMANITIES		
minimum 31.5 credit hours required		
COMM305	Public Speaking	4.5
ENGL121	College Writing I	4.5
ENGL221	College Writing II	4.5
HIST420	Contemporary History	4.5
HUMN180	Ethical and Critical Thinking	4.5
HUMN250	Humanities	4.5
LITR301	Introduction to Literature	4.5
SOCIAL SCIENCES		
minimum 22.5 credit hours required		
ECON310	Economics	4.5
POLS107	American Government	4.5
PSYC101	Introduction to Psychology	4.5
SOCS121	Human Relations	4.5
SOCS321	Intercultural Relations	4.5
MATHEMATICS		
minimum 9.0 credit hours required		
MATH170	College Algebra I	4.5
MATH340	Introduction to Statistics	4.5
NATURAL AND PHYSICAL SCIENCES		
minimum 4.5 credit hours required		
PHYS121	Introduction to Physical Science	4.5
CAREER DEVELOPMENT		
minimum 9.0 credit hours required		
PDEV111	Success Strategies	4.5
PDEV200	Career Management	4.5
ELECTIVES		
minimum 22.5 credit hours required		
BUSN300	Business Ethics	4.5
BUSN320	International Business	4.5
ENVR313	Environmental Studies	4.5
ITCS201	Advanced Business Software Applications	4.5
MGMT200	Managing Stress and Conflict in the Workplace	4.5
MGMT225	Essentials of Project Management	4.5
MGMT230	Principles of Small Business Management	4.5
MGMT400	Operations Management	4.5
MKTG210	Customer Service	4.5
POLS423	Political Science	4.5

Electives should be chosen with advisement from a campus program chair or academic dean.

Note: *Courses above are organized by content area; courses may be taught in a sequence that differs from the order represented above.*

BUSINESS ADMINISTRATION: MAJOR IN HUMAN RESOURCE MANAGEMENT

BACHELOR OF SCIENCE

PROGRAM LENGTH: 34 months
CREDIT HOURS: 180.0
CLOCK HOURS: 1820

COURSE REQUIREMENTS FOR GRADUATION:

The program includes coursework typically delivered as described here.

Course Area	Minimum Credits
Core	45.0
Career Major	36.0
General Education	
Humanities	31.5
Social Sciences	22.5
Mathematics	9.0
Natural and Physical Science	4.5
Career Development	9.0
Electives	22.5
Total	**180.0**

PROGRAM DESCRIPTION

The Bachelor of Science degree in Business Administration with a Major in Human Resource Management provides students with the knowledge and skills needed to advance their careers, or to prepare for entry-level positions in business, government and non-profit organizations. The program provides students with a solid business foundation in accounting, finance, human resources, business law, and marketing. In addition, the program helps students develop general management skills and provides them with a framework for critical thinking and ethical decision making. The program also introduces students to common business software applications for word processing, spreadsheets, and presentations. The career major courses cover a wide variety of human resource management topics and relevant coursework in staffing organizations, developing talent, designing compensation systems, and developing human resource management systems and strategies.

PROGRAM OUTCOMES

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

- Discuss how the basic business functions of accounting, finance, human resources, operations, and marketing are interconnected.
- Demonstrate proficiency with software applications common in business.
- Describe the management practices used for planning, organizing, and controlling operations in an organization.
- Illustrate how ethical issues influence behavior in a business environment.
- Analyze the impact of human resource management policies and processes on organizations.
- Illustrate how an effective human resource management program complement's an organization's strategy.

LABORATORIES AND EQUIPMENT

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

Course No.	Course Title	Quarter Credits
CORE		
minimum 45.0 credit hours required		
ACCT120	Principles of Accounting I	4.5
ACCT122	Principles of Accounting II	4.5
BUSN100	Introduction to Business	4.5
BUSN210	Introduction to Business Law	4.5
BUSN350	Organizational Theory and Behavior	4.5
FINC101	Introduction to Finance	4.5
HRMT110	Principles of Human Resource Management	4.5
ITCS101	Computer Applications	4.5
MGMT100	Principles of Management	4.5
MKTG100	Principles of Marketing	4.5
CAREER MAJOR: HUMAN RESOURCE MANAGEMENT		
minimum 36.0 credit hours required		
HRMT220	Employee Recruiting and Staffing	4.5
HRMT230	Employee Compensation and Total Rewards	4.5
HRMT260	Employee Training and Development	4.5
HRMT320	Employee and Labor Relations	4.5
HRMT340	Legal Issues in Human Resource Management	4.5
HRMT400	Human Resource Information Systems	4.5
HRMT460	Strategic Human Resource Management	4.5
HRMT480	Human Resource Management Capstone	4.5
GENERAL EDUCATION		
minimum 67.5 credit hours required		
HUMANITIES		
minimum 31.5 credit hours required		
COMM305	Public Speaking	4.5
ENGL121	College Writing I	4.5
ENGL221	College Writing II	4.5
HIST420	Contemporary History	4.5
HUMN180	Ethical and Critical Thinking	4.5
HUMN250	Humanities	4.5
LITR301	Introduction to Literature	4.5
SOCIAL SCIENCES		
minimum 22.5 credit hours required		
ECON310	Economics	4.5
POLS107	American Government	4.5
PSYC101	Introduction to Psychology	4.5
SOCS121	Human Relations	4.5
SOCS321	Intercultural Relations	4.5
MATHEMATICS		
minimum 9.0 credit hours required		
MATH170	College Algebra I	4.5
MATH340	Introduction to Statistics	4.5
NATURAL AND PHYSICAL SCIENCES		
minimum 4.5 credit hours required		
PHYS121	Introduction to Physical Science	4.5
CAREER DEVELOPMENT		
minimum 9.0 credit hours required		
PDEV111	Success Strategies	4.5
PDEV200	Career Management	4.5
ELECTIVES		
minimum 22.5 credit hours required		
BUSN300	Business Ethics	4.5
BUSN320	International Business	4.5
ENVR313	Environmental Studies	4.5
ITCS201	Advanced Business Software Applications	4.5
MGMT200	Managing Stress and Conflict in the Workplace	4.5
MGMT225	Essentials of Project Management	4.5
MGMT230	Principles of Small Business Management	4.5
MGMT400	Operations Management	4.5
MKTG210	Customer Service	4.5
POLS423	Political Science	4.5

Electives should be chosen with advisement from a campus program chair or academic dean.

Note: *Courses above are organized by content area; courses may be taught in a sequence that differs from the order represented above.*

BUSINESS ADMINISTRATION: MAJOR IN MANAGEMENT

BACHELOR OF SCIENCE

PROGRAM LENGTH: 34 months
CREDIT HOURS: 180.0
CLOCK HOURS: 1820

COURSE REQUIREMENTS FOR GRADUATION:

The program includes coursework typically delivered as described here.

Course Area	Minimum Credits
Core	45.0
Career Major	36.0
General Education	
Humanities	31.5
Social Sciences	22.5
Mathematics	9.0
Natural and Physical Science	4.5
Career Development	9.0
Electives	22.5
Total	**180.0**

PROGRAM DESCRIPTION

The Bachelor of Science degree in Business Administration with a Major in Management helps students advance in their business fields or prepares them for entry-level positions in management. The program provides students with a solid business foundation in accounting, finance, human resources, business law, and marketing. In addition, the program helps students develop general management skills and provides them with a framework for critical thinking and ethical decision making. The program also introduces students to common business software applications for word processing, spreadsheets, and presentations. The career major courses cover a wide range of management topics and relevant coursework in communications, supervision, and management decision making.

PROGRAM OUTCOMES

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

- Discuss how the basic business functions of accounting, finance, human resources, operations, and marketing are interconnected.
- Demonstrate proficiency with software applications common in business.
- Describe the management practices used for planning, organizing, and controlling operations in an organization.
- Illustrate how ethical issues influence behavior in a business environment.
- Determine the competitive position of an organization.
- Create a strategic business plan that meets organizational objectives.

LABORATORIES AND EQUIPMENT

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

Course No.	Course Title	Quarter Credits
CORE		
minimum 45.0 credit hours required		
ACCT120	Principles of Accounting I	4.5
ACCT122	Principles of Accounting II	4.5
BUSN100	Introduction to Business	4.5
BUSN210	Introduction to Business Law	4.5
BUSN350	Organizational Theory and Behavior	4.5
FINC101	Introduction to Finance	4.5
HRMT110	Principles of Human Resource Management	4.5
ITCS101	Computer Applications	4.5
MGMT100	Principles of Management	4.5
MKTG100	Principles of Marketing	4.5
CAREER MAJOR: MANAGEMENT		
minimum 36.0 credit hours required		
ACCT270	Fundamentals of Cost Accounting	4.5
MGMT330	Managerial Communications	4.5
MGMT350	Purchasing and Supply Management	4.5
MGMT360	Internal Control and Enterprise Risk Management	4.5
MGMT410	Principles of Supervision	4.5
MGMT480	Management Capstone	4.5
MKTG310	Consumer Behavior	4.5
MKTG320	Integrated Marketing Communications	4.5
GENERAL EDUCATION		
minimum 67.5 credit hours required		
HUMANITIES		
minimum 31.5 credit hours required		
COMM305	Public Speaking	4.5
ENGL121	College Writing I	4.5
ENGL221	College Writing II	4.5
HIST420	Contemporary History	4.5
HUMN180	Ethical and Critical Thinking	4.5
HUMN250	Humanities	4.5
LITR301	Introduction to Literature	4.5
SOCIAL SCIENCES		
minimum 22.5 credit hours required		
ECON310	Economics	4.5
POLS107	American Government	4.5
PSYC101	Introduction to Psychology	4.5
SOCS121	Human Relations	4.5
SOCS321	Intercultural Relations	4.5
MATHEMATICS		
minimum 9.0 credit hours required		
MATH170	College Algebra I	4.5
MATH340	Introduction to Statistics	4.5
NATURAL AND PHYSICAL SCIENCES		
minimum 4.5 credit hours required		
PHYS121	Introduction to Physical Science	4.5
CAREER DEVELOPMENT		
minimum 9.0 credit hours required		
PDEV111	Success Strategies	4.5
PDEV200	Career Management	4.5
ELECTIVES		
minimum 22.5 credit hours required		
BUSN300	Business Ethics	4.5
BUSN320	International Business	4.5
ENVR313	Environmental Studies	4.5
ITCS201	Advanced Business Software Applications	4.5
MGMT200	Managing Stress and Conflict in the Workplace	4.5
MGMT225	Essentials of Project Management	4.5
MGMT230	Principles of Small Business Management	4.5
MGMT400	Operations Management	4.5
MKTG210	Customer Service	4.5
POLS423	Political Science	4.5

Electives should be chosen with advisement from a campus program chair or academic dean.

Note: *Courses above are organized by content area; courses may be taught in a sequence that differs from the order represented above.*

BUSINESS ADMINISTRATION: MAJOR IN MARKETING MANAGEMENT

BACHELOR OF SCIENCE

PROGRAM LENGTH: 34 months
CREDIT HOURS: 180.0
CLOCK HOURS: 1820

COURSE REQUIREMENTS FOR GRADUATION:

The program includes coursework typically delivered as described here.

Course Area	Minimum Credits
Core	45.0
Career Major	36.0
General Education	
Humanities	31.5
Social Sciences	22.5
Mathematics	9.0
Natural and Physical Science	4.5
Career Development	9.0
Electives	22.5
Total	**180.0**

PROGRAM DESCRIPTION

The Bachelor of Science degree in Business Administration with a Major in Marketing Management equips students with business skills necessary to advance in the field of marketing and sales. The program provides students with a solid business foundation in accounting, finance, human resources, business law, and marketing. In addition, the program helps students develop general management skills and provides them with a framework for critical thinking and ethical decision making. The program also introduces students to common business software applications for word processing, spreadsheets, and presentations. The career major courses cover a wide range of marketing topics and relevant coursework in consumer behavior, integrated marketing communications, professional selling, and strategic marketing management.

PROGRAM OUTCOMES

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

- Discuss how the basic business functions of accounting, finance, human resources, operations, and marketing are interconnected.
- Demonstrate proficiency with software applications common in business.
- Describe the management practices used for planning, organizing, and controlling operations in an organization.
- Illustrate how ethical issues influence behavior in a business environment.
- Explain the marketing concept and its relationship to the marketing mix.
- Develop a marketing plan that meets an organization's strategic objectives.

LABORATORIES AND EQUIPMENT

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

Course No.	Course Title	Quarter Credits
CORE		
minimum 45.0 credit hours required		
ACCT120	Principles of Accounting I	4.5
ACCT122	Principles of Accounting II	4.5
BUSN100	Introduction to Business	4.5
BUSN210	Introduction to Business Law	4.5
BUSN350	Organizational Theory and Behavior	4.5
FINC101	Introduction to Finance	4.5
HRMT110	Principles of Human Resource Management	4.5
ITCS101	Computer Applications	4.5
MGMT100	Principles of Management	4.5
MKTG100	Principles of Marketing	4.5
CAREER MAJOR: MARKETING MANAGEMENT		
minimum 36.0 credit hours required		
MKTG300	Principles of Advertising	4.5
MKTG310	Consumer Behavior	4.5
MKTG320	Integrated Marketing Communications	4.5
MKTG340	Services Marketing	4.5
MKTG360	Professional Selling	4.5
MKTG400	Strategic Marketing Management	4.5
MKTG420	International Sales and Marketing	4.5
MKTG480	Marketing Capstone	4.5
GENERAL EDUCATION		
minimum 67.5 credit hours required		
HUMANITIES		
minimum 31.5 credit hours required		
COMM305	Public Speaking	4.5
ENGL121	College Writing I	4.5
ENGL221	College Writing II	4.5
HIST420	Contemporary History	4.5
HUMN180	Ethical and Critical Thinking	4.5
HUMN250	Humanities	4.5
LITR301	Introduction to Literature	4.5
SOCIAL SCIENCES		
minimum 22.5 credit hours required		
ECON310	Economics	4.5
POLS107	American Government	4.5
PSYC101	Introduction to Psychology	4.5
SOCS121	Human Relations	4.5
SOCS321	Intercultural Relations	4.5
MATHEMATICS		
minimum 9.0 credit hours required		
MATH170	College Algebra I	4.5
MATH340	Introduction to Statistics	4.5
NATURAL AND PHYSICAL SCIENCES		
minimum 4.5 credit hours required		
PHYS121	Introduction to Physical Science	4.5
CAREER DEVELOPMENT		
minimum 9.0 credit hours required		
PDEV111	Success Strategies	4.5
PDEV200	Career Management	4.5
ELECTIVES		
minimum 22.5 credit hours required		
BUSN300	Business Ethics	4.5
BUSN320	International Business	4.5
ENVR313	Environmental Studies	4.5
ITCS201	Advanced Business Software Applications	4.5
MGMT200	Managing Stress and Conflict in the Workplace	4.5
MGMT225	Essentials of Project Management	4.5
MGMT230	Principles of Small Business Management	4.5
MGMT400	Operations Management	4.5
MKTG210	Customer Service	4.5
POLS423	Political Science	4.5

Electives should be chosen with advisement from a campus program chair or academic dean.

Note: *Courses above are organized by content area; courses may be taught in a sequence that differs from the order represented above.*

BUSINESS ADMINISTRATION: MAJOR IN PROJECT MANAGEMENT

BACHELOR OF SCIENCE

PROGRAM LENGTH: 34 months
CREDIT HOURS: 180.0
CLOCK HOURS: 1820

COURSE REQUIREMENTS FOR GRADUATION:

The program includes coursework typically delivered as described here.

Course Area	Minimum Credits
Core	45.0
Career Major	36.0
General Education	
Humanities	31.5
Social Sciences	22.5
Mathematics	9.0
Natural and Physical Science	4.5
Career Development	9.0
Electives	22.5
Total	**180.0**

PROGRAM DESCRIPTION

The Bachelor of Science degree in Business Administration with a Major in Project Management provides students with the necessary knowledge and skills to advance in their careers, or to prepare for entry-level positions in business, government, and non-profit organizations. The program provides students with a solid business foundation in accounting, finance, human resources, business law, and marketing. In addition, the program helps students develop general management skills and provides them with a framework for critical thinking and ethical decision making. The program also introduces students to common business software applications for word processing, spreadsheets, and presentations. The career major courses cover a wide range of project management topics and relevant coursework in project initiation, planning, executing, controlling and closing, as well as how to align project goals with business strategy.

PROGRAM OUTCOMES

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

- Discuss how the basic business functions of accounting, finance, human resources, operations, and marketing are interconnected.
- Demonstrate proficiency with software applications common in business.
- Describe the management practices used for planning, organizing, and controlling operations in an organization.
- Illustrate how ethical issues influence behavior in a business environment.
- Construct an effective project plan that aligns with organizational goals.
- Develop competency in project initiation, planning, executing, controlling and closing.

LABORATORIES AND EQUIPMENT

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

Course No.	Course Title	Quarter Credits
CORE		
minimum 45.0 credit hours required		
ACCT120	Principles of Accounting I	4.5
ACCT122	Principles of Accounting II	4.5
BUSN100	Introduction to Business	4.5
BUSN210	Introduction to Business Law	4.5
BUSN350	Organizational Theory and Behavior	4.5
FINC101	Introduction to Finance	4.5
HRMT110	Principles of Human Resource Management	4.5
ITCS101	Computer Applications	4.5
MGMT100	Principles of Management	4.5
MKTG100	Principles of Marketing	4.5
CAREER MAJOR: PROJECT MANAGEMENT		
minimum 36.0 credit hours required		
PJMT220	Project Initiation and Planning	4.5
PJMT240	Project Execution, Control, and Closing	4.5
PJMT300	Human Resource Issues in Project Management	4.5
PJMT320	Project Risk Management	4.5
PJMT340	Procurement and Contracts	4.5
PJMT360	Project Cost Management and Budgeting	4.5
PJMT460	Strategic Project Management	4.5
PJMT480	Project Management Capstone	4.5
GENERAL EDUCATION		
minimum 67.5 credit hours required		
HUMANITIES		
minimum 31.5 credit hours required		
COMM305	Public Speaking	4.5
ENGL121	College Writing I	4.5
ENGL221	College Writing II	4.5
HIST420	Contemporary History	4.5
HUMN180	Ethical and Critical Thinking	4.5
HUMN250	Humanities	4.5
LITR301	Introduction to Literature	4.5
SOCIAL SCIENCES		
minimum 22.5 credit hours required		
ECON310	Economics	4.5
POLS107	American Government	4.5
PSYC101	Introduction to Psychology	4.5
SOCS121	Human Relations	4.5
SOCS321	Intercultural Relations	4.5
MATHEMATICS		
minimum 9.0 credit hours required		
MATH170	College Algebra I	4.5
MATH340	Introduction to Statistics	4.5
NATURAL AND PHYSICAL SCIENCES		
minimum 4.5 credit hours required		
PHYS121	Introduction to Physical Science	4.5
CAREER DEVELOPMENT		
minimum 9.0 credit hours required		
PDEV111	Success Strategies	4.5
PDEV200	Career Management	4.5
ELECTIVES		
minimum 22.5 credit hours required		
BUSN300	Business Ethics	4.5
BUSN320	International Business	4.5
ENVR313	Environmental Studies	4.5
ITCS201	Advanced Business Software Applications	4.5
MGMT200	Managing Stress and Conflict in the Workplace	4.5
MGMT225	Essentials of Project Management	4.5
MGMT230	Principles of Small Business Management	4.5
MGMT400	Operations Management	4.5
MKTG210	Customer Service	4.5
POLS423	Political Science	4.5

Electives should be chosen with advisement from a campus program chair or academic dean.

Note: *Courses above are organized by content area; courses may be taught in a sequence that differs from the order represented above.*

CONSTRUCTION MANAGEMENT

BACHELOR OF SCIENCE

PROGRAM LENGTH: 34 months
CREDIT HOURS: 180.0
CLOCK HOURS: 1945

COURSE REQUIREMENTS FOR GRADUATION:

The program includes coursework typically delivered as described here.

Course Area	Minimum Credits
Core	45.0
Career Major	36.0
General Education	
Humanities	31.5
Social Sciences	22.5
Mathematics	9.0
Natural and Physical Science	4.5
Career Development	9.0
Electives	22.5
Total	**180.0**

PROGRAM DESCRIPTION

The Bachelor of Science degree in Construction Management prepares students for entry-level positions in the field of construction management. Students examine and apply the concepts and tools used to manage construction projects. Coursework in construction science introduces the concepts and techniques used to build residential and light commercial buildings. Coursework in construction management provides an overview of the essential skills used in construction planning and scheduling. The business component of the program teaches the skills needed to provide administrative support to the internal operation of a construction company. The career major courses cover a wide range of construction management topics and relevant coursework in project management, cost estimating, job-site safety, and legal and contracts issues.

PROGRAM OUTCOMES

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

- Describe the management practices used for planning, organizing, and controlling operations in an organization.
- Explain the purposes of and sources for industry-standard construction documents.
- Discuss how building codes and the building inspection process ensure that proper methods and material are used in construction projects.
- Create construction drawings using computer aided design (CAD) software, applying correct construction graphics techniques.
- Interpret financial information related to construction projects in order to make business decisions.
- Explain the practical and financial benefits of maintaining a safe construction site.

LABORATORIES AND EQUIPMENT

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

Course No.	Course Title	Quarter Credits
CORE		
minimum 45.0 credit hours required		
ACCT120	Principles of Accounting I	4.5
BUSN100	Introduction to Business	4.5
CNMT100	Introduction to Construction Management	4.5
CNMT111	Construction Materials and Methods I	4.5
CNMT121	Construction Materials and Methods II	4.5
CNMT140	Construction Documents and Graphics	4.5
CNMT230	Building Codes and Inspection	4.5
CNMT250	Construction Estimating I	4.5
ITCS101	Computer Applications	4.5
MGMT100	Principles of Management	4.5
CAREER MAJOR: CONSTRUCTION MANAGEMENT		
minimum 36.0 credit hours required		
CNMT220	Construction Safety	4.5
CNMT240	Construction Law and Contracts	4.5
CNMT260	Construction Planning and Scheduling	4.5
CNMT335	Mechanical and Electrical Systems	4.5
CNMT411	Construction Estimating II	4.5
CNMT421	Productivity and Cost Control	4.5
CNMT431	Construction Project Management and Administration	4.5
CNMT480	Construction Management Capstone	4.5
GENERAL EDUCATION		
minimum 67.5 credit hours required		
HUMANITIES		
minimum 31.5 credit hours required		
COMM305	Public Speaking	4.5
ENGL121	College Writing I	4.5
ENGL221	College Writing II	4.5
HIST420	Contemporary History	4.5
HUMN180	Ethical and Critical Thinking	4.5
HUMN250	Humanities	4.5
LITR301	Introduction to Literature	4.5
SOCIAL SCIENCES		
minimum 22.5 credit hours required		
ECON310	Economics	4.5
POLS107	American Government	4.5
PSYC101	Introduction to Psychology	4.5
SOCS121	Human Relations	4.5
SOCS321	Intercultural Relations	4.5
MATHEMATICS		
minimum 9.0 credit hours required		
MATH170	College Algebra I	4.5
MATH211	Geometry	4.5
NATURAL AND PHYSICAL SCIENCES		
minimum 4.5 credit hours required		
PHYS121	Introduction to Physical Science	4.5
CAREER DEVELOPMENT		
minimum 9.0 credit hours required		
PDEV111	Success Strategies	4.5
PDEV200	Career Management	4.5
ELECTIVES		
minimum 22.5 credit hours required		
ACCT122	Principles of Accounting II	4.5
CNMT150	Advanced Construction Graphics	4.5
CNMT160	Fundamentals of Construction Surveying	4.5
CNMT270	Green Building Trends and Technology	4.5
CNMT325	Above and Below Grade Structures	4.5
CNMT360	Construction Equipment Operations	4.5
CNMT401	Construction Software Applications	4.5
ENVR313	Environmental Studies	4.5
HRMT110	Principles of Human Resource Management	4.5
POLS423	Political Science	4.5

Electives should be chosen with advisement from a campus program chair or academic dean.

Note: *Courses above are organized by content area; courses may be taught in a sequence that differs from the order represented above.*

HOSPITALITY ADMINISTRATION

BACHELOR OF SCIENCE

PROGRAM LENGTH: 34 months
CREDIT HOURS: 180.0
CLOCK HOURS: 1820

COURSE REQUIREMENTS FOR GRADUATION:

The program includes coursework typically delivered as described here.

Course Area	Minimum Credits
Core	45.0
Career Major	36.0
General Education	
Humanities	31.5
Social Sciences	22.5
Mathematics	9.0
Natural and Physical Science	4.5
Career Development	9.0
Electives	22.5
Total	**180.0**

PROGRAM DESCRIPTION

The Bachelor of Science degree in Hospitality Administration equips students with the knowledge and skills to pursue positions in a variety of hospitality-related fields. Coursework in business, management and marketing provides students with a strong foundation in the business operations of the hospitality industry. The program also introduces to students to common business software applications for word processing, spreadsheets, and presentations. The career major courses cover a wide range of hospitality administration topics and relevant coursework in conference services, loss prevention and hospitality marketing.

PROGRAM OUTCOMES

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

- Describe the management practices used for planning, organizing, and controlling operations of an organization.
- Demonstrate proficiency with software applications common in business.
- Apply effective management practices to resolve problems common in the hospitality industry.
- Illustrate how basic business principles and practices apply to hospitality-related operations.
- Discuss how financial management and accounting in the hospitality industry differ from other businesses.
- Create plans and programs to improve business performance in the hospitality industry.

LABORATORIES AND EQUIPMENT

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

Course No.	Course Title	Quarter Credits
CORE		
minimum 45.0 credit hours required		
ACCT120	Principles of Accounting I	4.5
BUSN100	Introduction to Business	4.5
HOSP110	Purchasing Food and Beverage Products	4.5
HOSP120	Food Service Sanitation	4.5
HOSP130	Front Office Management	4.5
HRMT110	Principles of Human Resource Management	4.5
ITCS101	Computer Applications	4.5
MGMT100	Principles of Management	4.5
MGMT300	Leadership and Managerial Decision Making	4.5
MKTG100	Principles of Marketing	4.5
CAREER MAJOR: HOSPITALITY MANAGEMENT		
minimum 36.0 credit hours required		
HOSP300	Inventory and Planning Control	4.5
HOSP310	Loss Prevention in Hospitality	4.5
HOSP320	Marketing in the Hospitality Industry	4.5
HOSP330	Conference Services	4.5
HOSP400	Hospitality Financial Management	4.5
HOSP410	Hospitality Law	4.5
HOSP430	Hospitality Accounting	4.5
HOSP480	Hospitality Industry Capstone	4.5
GENERAL EDUCATION		
minimum 67.5 credit hours required		
HUMANITIES		
minimum 31.5 credit hours required		
COMM305	Public Speaking	4.5
ENGL121	College Writing I	4.5
ENGL221	College Writing II	4.5
HIST420	Contemporary History	4.5
HUMN180	Ethical and Critical Thinking	4.5
HUMN250	Humanities	4.5
LITR301	Introduction to Literature	4.5
SOCIAL SCIENCES		
minimum 22.5 credit hours required		
ECON310	Economics	4.5
POLS107	American Government	4.5
PSYC101	Introduction to Psychology	4.5
SOCS121	Human Relations	4.5
SOCS321	Intercultural Relations	4.5
MATHEMATICS		
minimum 9.0 credit hours required		
MATH107	College Mathematics	4.5
MATH340	Introduction to Statistics	4.5
NATURAL AND PHYSICAL SCIENCES		
minimum 4.5 credit hours required		
PHYS121	Introduction to Physical Science	4.5
CAREER DEVELOPMENT		
minimum 9.0 credit hours required		
PDEV111	Success Strategies	4.5
PDEV200	Career Management	4.5
ELECTIVES		
minimum 22.5 credit hours required		
BUSN300	Business Ethics	4.5
HOSP230	Hospitality Spanish	4.5
ENVR313	Environmental Studies	4.5
ITCS201	Advanced Business Software Applications	4.5
MGMT200	Managing Stress and Conflict in the Workplace	4.5
MGMT225	Essentials of Project Management	4.5
MGMT410	Principles of Supervision	4.5
MKTG210	Customer Service	4.5
MKGT340	Services Marketing	4.5
POLS423	Political Science	4.5

Electives should be chosen with advisement from a campus program chair or academic dean.

Note: *Courses above are organized by content area; courses may be taught in a sequence that differs from the order represented above.*

BUSINESS ADMINISTRATION

ASSOCIATE OF APPLIED SCIENCE*

PROGRAM LENGTH: 17 months
CREDIT HOURS: 90.0
CLOCK HOURS: 910

COURSE REQUIREMENTS FOR GRADUATION:

The program includes coursework typically delivered as described here.

Course Area	Minimum Credits
Core	40.5
General Education	27.0
Career Development	9.0
Electives	13.5
Total	**90.0**

PROGRAM DESCRIPTION

The Associate of Applied Science degree in Business Administration prepares students for entry-level positions in a variety of business fields. The program provides students with a solid business foundation in accounting, finance, human resources, business law, and marketing. In addition, the program helps students develop general management skills and provides them with a framework for critical thinking and ethical decision making. The program also introduces students to common business software applications for word processing, spreadsheets, and presentations.

PROGRAM OUTCOMES

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

- Discuss how the basic business functions of accounting finance, human resources, operations, and marketing are interconnected.
- Demonstrate proficiency with software applications common in business.
- Describe the management practices used for planning, organizing, and controlling operations in an organization.
- Illustrate how ethical issues influence behavior in a business environment.

LABORATORIES AND EQUIPMENT

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

Course No.	Course Title	Quarter Credits
CORE		
minimum 40.5 credit hours required		
ACCT120	Principles of Accounting I	4.5
ACCT122	Principles of Accounting II	4.5
BUSN100	Introduction to Business	4.5
BUSN210	Introduction to Business Law	4.5
FINC101	Introduction to Finance	4.5
HRMT110	Principles of Human Resource Management	4.5
ITCS101	Computer Applications	4.5
MGMT100	Principles of Management	4.5
MKTG100	Principles of Marketing	4.5
GENERAL EDUCATION		
minimum 27.0 credit hours required		
ENGL121	College Writing I	4.5
HUMN180	Ethical and Critical Thinking	4.5
MATH170	College Algebra I	4.5
PHYS121	Introduction to Physical Science	4.5
POLS107	American Government	4.5
SOCS299	Technology and Society	4.5
CAREER DEVELOPMENT		
minimum 9.0 credit hours required		
PDEV111	Success Strategies	4.5
PDEV200	Career Management	4.5
ELECTIVES		
minimum 13.5 credit hours required		
ITCS201	Advanced Business Software Applications	4.5
MGMT200	Managing Stress and Conflict in the Workplace	4.5
MGMT225	Essentials of Project Management	4.5
MGMT230	Principles of Small Business Management	4.5
MKTG210	Customer Service	4.5

Electives should be chosen with advisement from a campus program chair or academic dean.

Note: *Courses above are organized by content area; courses may be taught in a sequence that differs from the order represented above.*

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

CONSTRUCTION MANAGEMENT

ASSOCIATE OF APPLIED SCIENCE*

PROGRAM LENGTH: 17 months
CREDIT HOURS: 90.0
CLOCK HOURS: 965

COURSE REQUIREMENTS FOR GRADUATION:

The program includes coursework typically delivered as described here.

Course Area	Minimum Credits
Core	40.5
General Education	27.0
Career Development	9.0
Electives	13.5
Total	**90.0**

PROGRAM DESCRIPTION

The Associate of Applied Science degree in Construction Management prepares students for entry-level positions in the field of construction management. Students examine and apply the concepts and tools used to manage construction projects. Coursework in construction science introduces the concepts and techniques used to build residential and light commercial buildings. Coursework in construction management provides and overview of the essential skills used in construction planning and scheduling. The business component of the program teaches the skills needed to provide administrative support to the internal operation of a construction company.

PROGRAM OUTCOMES

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

- Describe the management practices used for planning, organizing, and controlling operations in an organization.
- Explain the purposes of and sources for industry-standard construction documents.
- Discuss how building codes and the building inspection process ensure that proper methods and material are used in construction projects.
- Create construction drawings using computer aided design (CAD) software, applying correct construction graphics techniques.

LABORATORIES AND EQUIPMENT

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

Course No.	Course Title	Quarter Credits
CORE		
minimum 40.5 credit hours required		
ACCT120	Principles of Accounting I	4.5
BUSN100	Introduction to Business	4.5
CNMT100	Introduction to Construction Management	4.5
CNMT111	Construction Materials and Methods I	4.5
CNMT121	Construction Materials and Methods II	4.5
CNMT140	Construction Documents and Graphics	4.5
CNMT230	Building Codes and Inspection	4.5
ITCS101	Computer Applications	4.5
MGMT100	Principles of Management	4.5
GENERAL EDUCATION		
minimum 27.0 credit hours required		
ENGL121	College Writing I	4.5
HUMN180	Ethical and Critical Thinking	4.5
MATH170	College Algebra I	4.5
PHYS121	Introduction to Physical Science	4.5
POLS107	American Government	4.5
SOCS299	Technology and Society	4.5
CAREER DEVELOPMENT		
minimum 9.0 credit hours required		
PDEV111	Success Strategies	4.5
PDEV200	Career Management	4.5
ELECTIVES		
minimum 13.5 credit hours required		
CNMT160	Fundamentals of Construction Surveying	4.5
CNMT220	Construction Safety	4.5
CNMT240	Construction Law and Contracts	4.5
CNMT250	Construction Estimating I	4.5
CNMT260	Construction Planning and Scheduling	4.5
CNMT270	Green Building Trends and Technology	4.5

Electives should be chosen with advisement from a campus program chair or academic dean.

Note: *Courses above are organized by content area; courses may be taught in a sequence that differs from the order represented above.*

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

HOSPITALITY ADMINISTRATION

ASSOCIATE OF APPLIED SCIENCE*

PROGRAM LENGTH: 17 months
CREDIT HOURS: 90.0
CLOCK HOURS: 910

COURSE REQUIREMENTS FOR GRADUATION:

The program includes coursework typically delivered as described here.

Course Area	Minimum Credits
Core	40.5
General Education	27.0
Career Development	9.0
Electives	13.5
Total	**90.0**

PROGRAM DESCRIPTION

The Associate of Applied Science degree in Hospitality Administration equips students with the knowledge and skills to pursue entry-level positions in a variety of hospitality-related fields. Coursework in accounting, management, marketing, and hospitality fundamentals provides students with a strong foundation in the general operations of the hospitality industry. The program also introduces students to common business software applications for word processing, spreadsheets, and presentations.

PROGRAM OUTCOMES

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

- Describe the management practices used for planning, organizing, and controlling operations of an organization.
- Demonstrate proficiency with software applications common in business.
- Apply effective management practices to resolve problems common in the hospitality industry.
- Illustrate how basic business principles and practices apply to hospitality-related operations.

LABORATORIES AND EQUIPMENT

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

Course No.	Course Title	Quarter Credits
CORE		
minimum 40.5 credit hours required		
ACCT120	Principles of Accounting I	4.5
BUSN100	Introduction to Business	4.5
HOSP110	Purchasing Food and Beverage Products	4.5
HOSP120	Food Service Sanitation	4.5
HOSP130	Front Office Management	4.5
HRMT110	Principles of Human Resource Management	4.5
ITCS101	Computer Applications	4.5
MGMT100	Principles of Management	4.5
MKTG100	Principles of Marketing	4.5
GENERAL EDUCATION		
minimum 27.0 credit hours required		
ENGL121	College Writing I	4.5
HUMN180	Ethical and Critical Thinking	4.5
MATH107	College Mathematics	4.5
PHYS121	Introduction to Physical Science	4.5
POLS107	American Government	4.5
SOCS299	Technology and Society	4.5
CAREER DEVELOPMENT		
minimum 9.0 credit hours required		
PDEV111	Success Strategies	4.5
PDEV200	Career Management	4.5
ELECTIVES		
minimum 13.5 credit hours required		
HOSP230	Hospitality Spanish	4.5
ITCS201	Advanced Business Software Applications	4.5
MGMT200	Managing Stress and Conflict in the Workplace	4.5
MGMT225	Essentials of Project Management	4.5
MKTG210	Customer Service	4.5

Electives should be chosen with advisement from a campus program chair or academic dean.

Note: *Courses above are organized by content area; courses may be taught in a sequence that differs from the order represented above.*

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

GRAPHIC DESIGN: MAJOR IN ANIMATION

BACHELOR OF SCIENCE

PROGRAM LENGTH: 34 months
CREDIT HOURS: 180.0
CLOCK HOURS: 2330

COURSE REQUIREMENTS FOR GRADUATION:

The program includes coursework typically delivered as described here.

Course Area	Minimum Credits
Core	45.0
Career Major	36.0
General Education	
Humanities	31.5
Social Sciences	22.5
Mathematics	9.0
Natural and Physical Science	4.5
Career Development	9.0
Electives	22.5
Total	**180.0**

PROGRAM DESCRIPTION

The Animation Bachelor's program equips students with the skills necessary to enter the field of animation. This program covers topics such as the laws of human motion, physics, psychology as applied to 2D or 3D characters, life drawing and rendering techniques, and the application of audio and video to an animation project. In addition, the general education courses in the program help students apply skills in critical thinking, communication, and problem solving to workplace challenges.

PROGRAM OUTCOMES

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

- Create professional quality visual design compositions.
- Use various drawing techniques to illustrate the design process.
- Develop effective sequential art and interactive media.
- Validate that design projects meet ethical, copyrighted and fair use guidelines.
- Develop professional quality 3D graphics.
- Create digital multi-tiered assets and sequences.

LABORATORIES AND EQUIPMENT

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

Course No.	Course Title	Quarter Credits
CORE		
minimum 45.0 credit hours required		
GRHD100	Fundamentals of Design and Color	4.5
GRHD110	Drawing and Perspective	4.5
GRHD115	Imaging Editing	4.5
GRHD121	Fundamentals of Digital Illustration	4.5
GRHD131	Digital Layout	4.5
GRHD221	Digital Photography	4.5
GRHD241	Fundamentals of Web Design	4.5
GRHD260	Fundamentals of 3D	4.5
GRHD261	Fundamentals of Interactive Graphic Design	4.5
ITCS101	Computer Applications	4.5
CAREER MAJOR: ANIMATION		
minimum 36.0 credit hours required		
ANIM305	Sequential Art and Visual Narrative	4.5
ANIM360	Intermediate 3D	4.5
ANIM395	Character Development and Setup	4.5
ANIM433	Advanced Digital Effects	4.5
ANIM460	Advanced Character Animation	4.5
ANIM465	Digital Editing for Animation	4.5
ANIM470	3D Simulation	4.5
ANIM495	Animation Portfolio Capstone	4.5
GENERAL EDUCATION		
minimum 67.5 credit hours required		
HUMANITIES		
minimum 31.5 credit hours required		
COMM305	Public Speaking	4.5
ENGL121	College Writing I	4.5
ENGL221	College Writing II	4.5
HIST420	Contemporary History	4.5
HUMN180	Ethical and Critical Thinking	4.5
HUMN250	Humanities	4.5
LITR301	Introduction to Literature	4.5
SOCIAL SCIENCES		
minimum 22.5 credit hours required		
ECON310	Economics	4.5
POLS107	American Government	4.5
PSYC101	Introduction to Psychology	4.5
SOCS121	Human Relations	4.5
SOCS321	Intercultural Relations	4.5
MATHEMATICS		
minimum 9.0 credit hours required		
MATH107	College Mathematics	4.5
MATH340	Introduction to Statistics	4.5
NATURAL AND PHYSICAL SCIENCES		
minimum 4.5 credit hours required		
PHYS121	Introduction to Physical Science	4.5
CAREER DEVELOPMENT		
minimum 9.0 credit hours required		
PDEV111	Success Strategies	4.5
PDEV200	Career Management	4.5
ELECTIVES		
minimum 22.5 credit hours required		
ENVR313	Environmental Studies	4.5
GRHD150	Introduction to Animation	4.5
GRHD240	Life Drawing for Animation	4.5
GRHD250	Fundamentals of 2D	4.5
GRHD252	Audio-Video	4.5
GRHD275	Digital Color Theory	4.5
POLS423	Political Science	4.5
SGPG115	Introduction to Game Development and Analysis	4.5
VISC102	History of Graphic Design	4.5
VISC270	Print Production	4.5

Electives should be chosen with advisement from a campus program chair or academic dean.

Note: *Courses above are organized by content area; courses may be taught in a sequence that differs from the order represented above.*

GRAPHIC DESIGN: MAJOR IN GAME ART

BACHELOR OF SCIENCE

PROGRAM LENGTH: 34 months
CREDIT HOURS: 180.0
CLOCK HOURS: 2325

COURSE REQUIREMENTS FOR GRADUATION:

The program includes coursework typically delivered as described here.

Course Area	Minimum Credits
Core	45.0
Career Major	36.0
General Education	
Humanities	31.5
Social Sciences	22.5
Mathematics	9.0
Natural and Physical Science	4.5
Career Development	9.0
Electives	22.5
Total	**180.0**

PROGRAM DESCRIPTION

The Game Art Bachelor's program is designed to provide students with the ability to apply core knowledge of art and animation techniques to the game and interactive software industry. The program emphasizes traditional 2D artistry, 3D modeling, and animation. In addition, general education courses assist students in applying critical thinking, communication, and problem solving skills in managing challenges that occur in a game development environment.

PROGRAM OUTCOMES

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

- Create professional quality visual design compositions.
- Use various drawing techniques to illustrate the design process.
- Develop effective sequential art and interactive media.
- Validate that design projects meet ethical, copyrighted and fair use guidelines.
- Develop professional quality 3D graphics.
- Design interactive game assets.

LABORATORIES AND EQUIPMENT

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

Course No.	Course Title	Quarter Credits
CORE		
minimum 45.0 credit hours required		
GRHD100	Fundamentals of Design and Color	4.5
GRHD110	Drawing and Perspective	4.5
GRHD115	Imaging Editing	4.5
GRHD121	Fundamentals of Digital Illustration	4.5
GRHD131	Digital Layout	4.5
GRHD221	Digital Photography	4.5
GRHD241	Fundamentals of Web Design	4.5
GRHD260	Fundamentals of 3D	4.5
GRHD261	Fundamentals of Interactive Design	4.5
ITCS101	Computer Applications	4.5
CAREER MAJOR: GAME ART		
minimum 36.0 credit hours required		
ANIM360	Intermediate 3D	4.5
GAME330	Game Design Process	4.5
GAME340	Texture Mapping for Games	4.5
GAME361	Character Animation for Games	4.5
GAME445	Level and Environment Design	4.5
GAME480	Game Art Project	4.5
GAME490	Game Art Portfolio Capstone	4.5
SGPG115	Introduction to Game Development and Analysis	4.5
GENERAL EDUCATION		
minimum 67.5 credit hours required		
HUMANITIES		
minimum 31.5 credit hours required		
COMM305	Public Speaking	4.5
ENGL121	College Writing I	4.5
ENGL221	College Writing II	4.5
HIST420	Contemporary History	4.5
HUMN180	Ethical and Critical Thinking	4.5
HUMN250	Humanities	4.5
LITR301	Introduction to Literature	4.5
SOCIAL SCIENCES		
minimum 22.5 credit hours required		
ECON310	Economics	4.5
POLS107	American Government	4.5
PSYC101	Introduction to Psychology	4.5
SOCS121	Human Relations	4.5
SOCS321	Intercultural Relations	4.5
MATHEMATICS		
minimum 9.0 credit hours required		
MATH107	College Mathematics	4.5
MATH340	Introduction to Statistics	4.5
NATURAL AND PHYSICAL SCIENCES		
minimum 4.5 credit hours required		
PHYS121	Introduction to Physical Science	4.5
CAREER DEVELOPMENT		
minimum 9.0 credit hours required		
PDEV111	Success Strategies	4.5
PDEV200	Career Management	4.5
ELECTIVES		
minimum 22.5 credit hours required		
ANIM395	Character Development and Setup	4.5
ENVR313	Environmental Studies	4.5
GRHD150	Introduction to Animation	4.5
GRHD240	Life Drawing for Animation	4.5
GRHD250	Fundamentals of 2D	4.5
GRHD252	Audio-Video	4.5
GRHD275	Digital Color Theory	4.5
POLS423	Political Science	4.5
VISC102	History of Graphic Design	4.5
VISC270	Print Production	4.5

Electives should be chosen with advisement from a campus program chair or academic dean.

Note: *Courses above are organized by content area; courses may be taught in a sequence that differs from the order represented above.*

GRAPHIC DESIGN: MAJOR IN VISUAL COMMUNICATIONS

BACHELOR OF SCIENCE

PROGRAM LENGTH: 34 months
CREDIT HOURS: 180.0
CLOCK HOURS: 2305

COURSE REQUIREMENTS FOR GRADUATION:

The program includes coursework typically delivered as described here.

Course Area	Minimum Credits
Core	45.0
Career Major	36.0
General Education	
Humanities	31.5
Social Sciences	22.5
Mathematics	9.0
Natural and Physical Science	4.5
Career Development	9.0
Electives	22.5
Total	**180.0**

PROGRAM DESCRIPTION

The Visual Communications Bachelor's program is designed to prepare students with the design and technical skills necessary to advance in the field of visual communications. Students take a combination of design theory, web design, imaging, print design, and multimedia courses. In addition, the general education courses in the program help students apply skills in critical thinking, communication, and problem solving to workplace challenges.

PROGRAM OUTCOMES

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

- Create professional quality visual design compositions.
- Use various drawing techniques to illustrate the design process.
- Develop effective sequential art and interactive media.
- Validate that design projects meet ethical, copyrighted and fair use guidelines.
- Develop professional quality print and multi-media design campaigns to meet client needs.

LABORATORIES AND EQUIPMENT

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

Course No.	Course Title	Quarter Credits
CORE		
minimum 45.0 credit hours required		
GRHD100	Fundamentals of Design and Color	4.5
GRHD110	Drawing and Perspective	4.5
GRHD115	Imaging Editing	4.5
GRHD121	Fundamentals of Digital Illustration	4.5
GRHD131	Digital Layout	4.5
GRHD221	Digital Photography	4.5
GRHD241	Fundamentals of Web Design	4.5
GRHD260	Fundamentals of 3D	4.5
GRHD261	Fundamentals of Interactive Design	4.5
ITCS101	Computer Applications	4.5
CAREER MAJOR: VISUAL COMMUNICATIONS		
minimum 36.0 credit hours required		
GRHD275	Digital Color Theory	4.5
VISC102	History of Graphic Design	4.5
VISC270	Print Production	4.5
VISC306	Typography	4.5
VISC308	Advanced Image Editing	4.5
VISC332	Packaging Graphic Design	4.5
VISC350	Advanced Illustration	4.5
VISC480	Visual Communications Portfolio Capstone	4.5
GENERAL EDUCATION		
minimum 67.5 credit hours required		
HUMANITIES		
minimum 31.5 credit hours required		
COMM305	Public Speaking	4.5
ENGL121	College Writing I	4.5
ENGL221	College Writing II	4.5
HIST420	Contemporary History	4.5
HUMN180	Ethical and Critical Thinking	4.5
HUMN250	Humanities	4.5
LITR301	Introduction to Literature	4.5
SOCIAL SCIENCES		
minimum 22.5 credit hours required		
ECON310	Economics	4.5
POLS107	American Government	4.5
PSYC101	Introduction to Psychology	4.5
SOCS121	Human Relations	4.5
SOCS321	Intercultural Relations	4.5
MATHEMATICS		
minimum 9.0 credit hours required		
MATH107	College Mathematics	4.5
MATH340	Introduction to Statistics	4.5
NATURAL AND PHYSICAL SCIENCES		
minimum 4.5 credit hours required		
PHYS121	Introduction to Physical Science	4.5
CAREER DEVELOPMENT		
minimum 9.0 credit hours required		
PDEV111	Success Strategies	4.5
PDEV200	Career Management	4.5
ELECTIVES		
minimum 22.5 credit hours required		
ANIM305	Sequential Art and Visual Narrative	4.5
ANIM360	Intermediate 3D	4.5
ANIM433	Advanced Digital Effects	4.5
ENVR313	Environmental Studies	4.5
GRHD150	Introduction to Animation	4.5
GRHD240	Life Drawing for Animation	4.5
GRHD250	Fundamentals of 2D	4.5
GRHD252	Audio-Video	4.5
POLS423	Political Science	4.5
WEBD104	The Internet: History, Ethics, and Advancements	4.5

Electives should be chosen with advisement from a campus program chair or academic dean.

Note: *Courses above are organized by content area; courses may be taught in a sequence that differs from the order represented above.*

INTERIOR DESIGN

BACHELOR OF SCIENCE

PROGRAM LENGTH: 34 months
CREDIT HOURS: 180.0
CLOCK HOURS: 2330

COURSE REQUIREMENTS FOR GRADUATION:

The program includes coursework typically delivered as described here.

Course Area	Minimum Credits
Core	45.0
Career Major	36.0
General Education	
Humanities	31.5
Social Sciences	22.5
Mathematics	9.0
Natural and Physical Science	4.5
Career Development	9.0
Electives	22.5
Total	**180.0**

PROGRAM DESCRIPTION

The Interior Design Bachelor's program offers students a well-rounded foundation that nurtures the technical, creative, and human factors of interior design necessary to enter the field. Students build on a foundation of drawing, drafting, color, and basic design principles. Additionally, students learn about human factors, space planning, interior construction and detailing, safety and building codes, and computer-aided design (CAD). Students are equipped with a historical perspective of interior design, an understanding of interior design business practices, collaboration techniques for working with related professionals, and, finally, an awareness of professional responsibilities and ethics for personal practice.

PROGRAM OUTCOMES

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

- Apply skills essential to success within the field of computer aided drafting and design.
- Demonstrate an understanding of both commercial and residential architectural concepts and principles.
- Exhibit an understanding for the interior design industry necessary to pursue a professional career within the field.
- Apply accepted professional design process in accordance with industry standards.

LABORATORIES AND EQUIPMENT

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

Course No.	Course Title	Quarter Credits
CORE		
minimum 45.0 credit hours required		
CADD111	Basic Drafting	4.5
CADD121	Computer Aided Design I	4.5
CADD125	Computer Aided Design II	4.5
CADD130	Residential Architectural Design	4.5
CADD150	Residential Construction I	4.5
CADD230	Commercial Architecture Design	4.5
CADD250	Commercial Construction I	4.5
INTD100	Design Theory	4.5
INTD102	History and Theory of Human Environments	4.5
ITCS101	Computer Applications	4.5
CAREER MAJOR: INTERIOR DESIGN		
minimum 36.0 credit hours required		
INTD110	Interior Drawing and Perspective	4.5
INTD200	Interior Finishes	4.5
INTD300	Lighting Design	4.5
INTD306	Space Planning	4.5
INTD310	Residential Interior Design Studio	4.5
INTD320	Commercial Interior Design Studio	4.5
INTD400	Professional Ethics and Practice	4.5
INTD490	Interior Design Portfolio Capstone	4.5
GENERAL EDUCATION		
minimum 67.5 credit hours required		
HUMANITIES		
minimum 31.5 credit hours required		
COMM305	Public Speaking	4.5
ENGL121	College Writing I	4.5
ENGL221	College Writing II	4.5
HIST420	Contemporary History	4.5
HUMN180	Ethical and Critical Thinking	4.5
HUMN250	Humanities	4.5
LITR301	Introduction to Literature	4.5
SOCIAL SCIENCES		
minimum 22.5 credit hours required		
ECON310	Economics	4.5
POLS107	American Government	4.5
PSYC101	Introduction to Psychology	4.5
SOCS121	Human Relations	4.5
SOCS321	Intercultural Relations	4.5
MATHEMATICS		
minimum 9.0 credit hours required		
MATH170	College Algebra I	4.5
MATH340	Introduction to Statistics	4.5
NATURAL AND PHYSICAL SCIENCES		
minimum 4.5 credit hours required		
PHYS121	Introduction to Physical Science	4.5
CAREER DEVELOPMENT		
minimum 9.0 credit hours required		
PDEV111	Success Strategies	4.5
PDEV200	Career Management	4.5
ELECTIVES		
minimum 22.5 credit hours required		
CADD225	Digital Walkthrough and Visualization	4.5
CADD255	Commercial Construction II	4.5
CADD290	Digital Imaging	4.5
CNMT270	Green Building Trends and Technology	4.5
INTD210	Interior Furnishings	4.5
INTD410	Advanced Residential Interior Design	4.5
INTD420	Advanced Commercial Interior Design	4.5
INTD430	Sustainable Solutions for Existing Buildings	4.5

Electives should be chosen with advisement from a campus program chair or academic dean.

Note: *Courses above are organized by content area; courses may be taught in a sequence that differs from the order represented above.*

Note: *Certain states and jurisdictions (District of Columbia) throughout the United States may require the licensing or registration of interior designers. Regulations vary from state to state; some restrict the use of certain professional 'titles' to licensed or registered individuals, while others restrict the actual practice of interior design to licensed or registered individuals only.*

Westwood College strongly encourages prospective interior design program students who plan to practice interior design to contact their respective state licensing board and review all necessary requirements before enrolling in the Interior Design program at Westwood College.

COMPUTER AIDED DESIGN/ ARCHITECTURAL DRAFTING

ASSOCIATE OF APPLIED SCIENCE*

PROGRAM LENGTH: 17 months
CREDIT HOURS: 90.0
CLOCK HOURS: 1205

COURSE REQUIREMENTS FOR GRADUATION:

The program includes coursework typically delivered as described here.

Course Area	Minimum Credits
Core	40.5
General Education	27.0
Career Development	9.0
Electives	13.5
Total	**90.0**

PROGRAM DESCRIPTION

The Computer Aided Design/Architectural Drafting Associate's program equips students with the skills necessary to utilize computer software to prepare drawings commonly used in the building industry. Students receive training on recent releases of industry-standard computer aided design applications and have an overview of both residential and commercial industry methods and materials used. This hands-on learning environment, coupled with industry experienced faculty, ensures that graduates are well-prepared for the work force.

PROGRAM OUTCOMES

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

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

LABORATORIES AND EQUIPMENT

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

Course No.	Course Title	Quarter Credits
CORE		
minimum 40.5 credit hours required		
CADD111	Basic Drafting	4.5
CADD121	Computer Aided Design I	4.5
CADD125	Computer Aided Design II	4.5
CADD130	Residential Architectural Design	4.5
CADD150	Residential Construction I	4.5
CADD230	Commercial Architecture Design	4.5
CADD250	Commercial Construction I	4.5
CADD280	CADD Portfolio Review	4.5
ITCS101	Computer Applications	4.5
GENERAL EDUCATION		
minimum 27.0 credit hours required		
ENGL121	College Writing I	4.5
HUMN180	Ethical and Critical Thinking	4.5
MATH170	College Algebra I	4.5
PHYS121	Introduction to Physical Science	4.5
SOCS121	Human Relations	4.5
SOCS299	Technology and Society	4.5
CAREER DEVELOPMENT		
minimum 9.0 credit hours required		
PDEV111	Success Strategies	4.5
PDEV200	Career Management	4.5
ELECTIVES		
minimum 13.5 credit hours required		
CADD155	Residential Construction II	4.5
CADD225	Digital Walkthrough and Visualization	4.5
CADD255	Commercial Construction II	4.5
CADD290	Digital Imaging	4.5
CNMT270	Green Building Trends and Technology	4.5

Electives should be chosen with advisement from a campus program chair or academic dean.

Note: *Courses above are organized by content area; courses may be taught in a sequence that differs from the order represented above.*

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

GRAPHIC DESIGN

ASSOCIATE OF APPLIED SCIENCE*

PROGRAM LENGTH: 17 months
CREDIT HOURS: 90.0
CLOCK HOURS: 1205

COURSE REQUIREMENTS FOR GRADUATION:

The program includes coursework typically delivered as described here.

Course Area	Minimum Credits
Core	40.5
General Education	27.0
Career Development	9.0
Electives	13.5
Total	**90.0**

PROGRAM DESCRIPTION

The Graphic Design Associate's program prepares students for entry-level jobs in the graphic design and multimedia industry. Students learn to create effective designs that communicate visually in both print and multimedia environments. The combination of technical and general education courses in the program helps students develop skills in critical thinking, communication, and problem solving.

PROGRAM OUTCOMES

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

- Create professional quality visual design compositions.
- Use various drawing techniques to illustrate the design process.
- Develop effective sequential art and interactive media.
- Validate that design projects meet ethical, copyrighted and fair use guidelines.

LABORATORIES AND EQUIPMENT

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

Course No.	Course Title	Quarter Credits
CORE		
minimum 40.5 credit hours required		
GRHD100	Fundamentals of Design and Color	4.5
GRHD110	Drawing and Perspective	4.5
GRHD115	Imaging Editing	4.5
GRHD121	Fundamentals of Digital Illustration	4.5
GRHD131	Digital Layout	4.5
GRHD221	Digital Photography	4.5
GRHD241	Fundamentals of Web Design	4.5
GRHD261	Fundamentals of Interactive Design	4.5
ITCS101	Computer Applications	4.5
GENERAL EDUCATION		
minimum 27.0 credit hours required		
ENGL121	College Writing I	4.5
HUMN180	Ethical and Critical Thinking	4.5
MATH107	College Mathematics	4.5
PHYS121	Introduction to Physical Science	4.5
SOCS121	Human Relations	4.5
SOCS299	Technology and Society	4.5
CAREER DEVELOPMENT		
minimum 9.0 credit hours required		
PDEV111	Success Strategies	4.5
PDEV200	Career Management	4.5
ELECTIVES		
minimum 13.5 credit hours required		
GRHD150	Introduction to Animation	4.5
GRHD240	Life Drawing for Animation	4.5
GRHD250	Fundamentals of 2D	4.5
GRHD252	Audio-Video	4.5
GRHD275	Digital Color Theory	4.5
VISC102	History of Graphic Design	4.5
VISC270	Print Production	

Electives should be chosen with advisement from a campus program chair or academic dean.

Note: *Courses above are organized by content area; courses may be taught in a sequence that differs from the order represented above.*

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

CRIMINAL JUSTICE: MAJOR IN ADMINISTRATION

BACHELOR OF SCIENCE

PROGRAM LENGTH: 34 months
CREDIT HOURS: 180.0
CLOCK HOURS: 1820

COURSE REQUIREMENTS FOR GRADUATION:

The program includes coursework typically delivered as described here.

Course Area	Minimum Credits
Core	45.0
Career Major	36.0
General Education	
Humanities	31.5
Social Sciences	22.5
Mathematics	9.0
Natural and Physical Science	4.5
Career Development	9.0
Electives	22.5
Total	**180.0**

PROGRAM DESCRIPTION

The Criminal Justice Bachelor's program with a Major in Criminal Justice Administration prepares students for positions in the criminal justice field by developing their knowledge and skills of the social, political, and technological realities of today's criminal justice environment. This program covers topics such as: criminology, ethics, constitutional law, criminal investigations and terrorism. The curriculum provides an overview of the organizational and administrative components of the criminal justice system.

PROGRAM OUTCOMES

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

- Compare and contrast the various components of the criminal justice system.
- Analyze information and develop solutions to challenges within the criminal justice system.
- Explore the impact of contemporary society issues on the criminal justice system.
- Compare the legal, social, and political parameters within the criminal justice field.
- Evaluate administrative and management structures within criminal justice organizations.

LABORATORIES AND EQUIPMENT

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

Course No.	Course Title	Quarter Credits
CORE		
minimum 45.0 credit hours required		
CRJS101	Introduction to Criminal Justice	4.5
CRJS111	Introduction to Policing	4.5
CRJS121	Corrections	4.5
CRJS131	Criminology	4.5
CRJS161	Juvenile Justice	4.5
CRJS201	Criminal Justice Ethics	4.5
CRJS250	Criminal Law and Courts	4.5
CRJS275	Constitutional Law	4.5
CRJS490	Criminal Justice Capstone	4.5
ITCS101	Computer Applications	4.5
CAREER MAJOR: CRIMINAL JUSTICE ADMINISTRATION		
minimum 36.0 credit hours required		
CRJS181	Organizational Issues in Criminal Justice	4.5
CRJS211	Communication for the Criminal Justice Professional	4.5
CRJS291	Criminal Justice Administration	4.5
CRJS315	Mental Health and Crisis Intervention	4.5
CRJS355	Diversity in Criminal Justice	4.5
CRJS406	Terrorism	4.5
CRJS430	Digital and White Collar Crime	4.5
CRJS460	Criminal Justice and Public Policy	4.5
GENERAL EDUCATION		
minimum 67.5 credit hours required		
HUMANITIES		
minimum 31.5 credit hours required		
COMM305	Public Speaking	4.5
ENGL121	College Writing I	4.5
ENGL221	College Writing II	4.5
HIST420	Contemporary History	4.5
HUMN180	Ethical and Critical Thinking	4.5
HUMN250	Humanities	4.5
LITR301	Introduction to Literature	4.5
SOCIAL SCIENCES		
minimum 22.5 credit hours required		
ECON310	Economics	4.5
POLS107	American Government	4.5
PSYC101	Introduction to Psychology	4.5
SOCS121	Human Relations	4.5
SOCS321	Intercultural Relations	4.5
MATHEMATICS		
minimum 9.0 credit hours required		
MATH107	College Mathematics	4.5
MATH340	Introduction to Statistics	4.5
NATURAL AND PHYSICAL SCIENCES		
minimum 4.5 credit hours required		
PHYS121	Introduction to Physical Science	4.5
CAREER DEVELOPMENT		
minimum 9.0 credit hours required		
PDEV111	Success Strategies	4.5
PDEV200	Career Management	4.5
ELECTIVES		
minimum 22.5 credit hours required		
CRJS171	Private Investigation and Security	4.5
CRJS230	Crime Scene Investigation and Criminalistics	4.5
CRJS242	Criminal Investigations	4.5
CRJS321	Drugs and Narcotics	4.5
CRJS341	Sex Offenders	4.5
CRJS361	Probation and Parole	4.5
CRJS371	Victimology and Domestic Violence	4.5
CRJS411	Gangs and Criminal Sub-Cultures	4.5
ENVR313	Environmental Studies	4.5
POLS423	Political Science	4.5

Electives should be chosen with advisement from a campus program chair or academic dean.

Note: *The courses above are organized by content area; courses may be taught in a sequence that differs from the order represented above.*

CRIMINAL JUSTICE: MAJOR IN CORRECTIONS

BACHELOR OF SCIENCE

PROGRAM LENGTH: 34 months
CREDIT HOURS: 180.0
CLOCK HOURS: 1805

COURSE REQUIREMENTS FOR GRADUATION:

The program includes coursework typically delivered as described here.

Course Area	Minimum Credits
Core	45.0
Career Major	36.0
General Education	
Humanities	31.5
Social Sciences	22.5
Mathematics	9.0
Natural and Physical Science	4.5
Career Development	9.0
Electives	22.5
Total	**180.0**

PROGRAM DESCRIPTION

The Criminal Justice Bachelor's program with a Major in Corrections equips students academically and professionally by developing a knowledge base, social awareness and technological skills for position in today's criminal justice environment. This program covers topics such as: criminology, ethics, constitutional law, correctional administration, correctional environments, and correctional law. The curriculum provides an understanding of organizational and administration issues within correctional environments.

PROGRAM OUTCOMES

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

- Compare and contrast the various components of the criminal justice system.
- Analyze information and develop solutions to challenges within the criminal justice system.
- Explore the impact of contemporary society issues on the criminal justice system.
- Compare the legal, social, and political parameters within the criminal justice field.
- Assess current concepts, policies and theories in the field of corrections.
- Value the role of correctional professionals relative to the operation of a safe correctional facility.

LABORATORIES AND EQUIPMENT

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

Course No.	Course Title	Quarter Credits
CORE		
minimum 45.0 credit hours required		
CRJS101	Introduction to Criminal Justice	4.5
CRJS111	Introduction to Policing	4.5
CRJS121	Corrections	4.5
CRJS131	Criminology	4.5
CRJS161	Juvenile Justice	4.5
CRJS201	Criminal Justice Ethics	4.5
CRJS250	Criminal Law and Courts	4.5
CRJS275	Constitutional Law	4.5
CRJS490	Criminal Justice Capstone	4.5
ITCS101	Computer Applications	4.5
CAREER MAJOR: CORRECTIONS		
minimum 36.0 credit hours required		
CRJS211	Communication for the Criminal Justice Professional	4.5
CRJS212	Community-Based Corrections	4.5
CRJS222	Correctional Administration	4.5
CRJS312	Correctional Environments	4.5
CRJS322	Theories and Methods of Correctional Counseling	4.5
CRJS341	Sex Offenders	4.5
CRJS361	Probation and Parole	4.5
CRJS412	Correctional Law	4.5
GENERAL EDUCATION		
minimum 67.5 credit hours required		
HUMANITIES		
minimum 31.5 credit hours required		
COMM305	Public Speaking	4.5
ENGL121	College Writing I	4.5
ENGL221	College Writing II	4.5
HIST420	Contemporary History	4.5
HUMN180	Ethical and Critical Thinking	4.5
HUMN250	Humanities	4.5
LITR301	Introduction to Literature	4.5
SOCIAL SCIENCES		
minimum 22.5 credit hours required		
ECON310	Economics	4.5
POLS107	American Government	4.5
PSYC101	Introduction to Psychology	4.5
SOCS121	Human Relations	4.5
SOCS321	Intercultural Relations	4.5
MATHEMATICS		
minimum 9.0 credit hours required		
MATH107	College Mathematics	4.5
MATH340	Introduction to Statistics	4.5
NATURAL AND PHYSICAL SCIENCES		
minimum 4.5 credit hours required		
PHYS121	Introduction to Physical Science	4.5
CAREER DEVELOPMENT		
minimum 9.0 credit hours required		
PDEV111	Success Strategies	4.5
PDEV200	Career Management	4.5
ELECTIVES		
minimum 22.5 credit hours required		
CRJS171	Private Investigation and Security	4.5
CRJS181	Organizational Issues in Criminal Justice	4.5
CRJS291	Criminal Justice Administration	4.5
CRJS315	Mental Health and Crisis Intervention	4.5
CRJS321	Drugs and Narcotics	4.5
CRJS371	Victimology and Domestic Violence	4.5
CRJS411	Gangs and Criminal Sub-Cultures	4.5
CRJS430	Digital and White Collar Crime	4.5
ENVR313	Environmental Studies	4.5
POLS423	Political Science	4.5

Electives should be chosen with advisement from a campus program chair or academic dean.

Note: *The courses above are organized by content area; courses may be taught in a sequence that differs from the order represented above.*

CRIMINAL JUSTICE: MAJOR IN INVESTIGATIONS

BACHELOR OF SCIENCE

PROGRAM LENGTH: 34 months
CREDIT HOURS: 180.0
CLOCK HOURS: 1820

COURSE REQUIREMENTS FOR GRADUATION:

The program includes coursework typically delivered as described here.

Course Area	Minimum Credits
Core	45.0
Career Major	36.0
General Education	
Humanities	31.5
Social Sciences	22.5
Mathematics	9.0
Natural and Physical Science	4.5
Career Development	9.0
Electives	22.5
Total	**180.0**

PROGRAM DESCRIPTION

The Criminal Justice Bachelor's program with a Major in Investigation equips students academically and professionally by developing a knowledge base, social awareness and technological skills for position in today's criminal justice environment. This program covers topics such as: criminology, ethics, constitutional law, private investigations, crime scene investigations, and digital and white collar crime. The curriculum provides an understanding of the nature of crime and investigations.

PROGRAM OUTCOMES

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

- Compare and contrast the various components of the criminal justice system.
- Analyze information and develop solutions to challenges within the criminal justice system.
- Explore the impact of contemporary society issues on the criminal justice system.
- Compare the legal, social, and political parameters within the criminal justice field.
- Demonstrate the use of investigative principles and techniques.
- Prepare reports and information to document an investigation.

LABORATORIES AND EQUIPMENT

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

Course No.	Course Title	Quarter Credits
CORE		
minimum 45.0 credit hours required		
CRJS101	Introduction to Criminal Justice	4.5
CRJS111	Introduction to Policing	4.5
CRJS121	Corrections	4.5
CRJS131	Criminology	4.5
CRJS161	Juvenile Justice	4.5
CRJS201	Criminal Justice Ethics	4.5
CRJS250	Criminal Law and Courts	4.5
CRJS275	Constitutional Law	4.5
CRJS490	Criminal Justice Capstone	4.5
ITCS101	Computer Applications	4.5
CAREER MAJOR: INVESTIGATIONS		
minimum 36.0 credit hours required		
CRJS211	Communication for the Criminal Justice Professional	4.5
CRJS230	Crime Scene Investigation and Criminalistics.	4.5
CRJS242	Criminal Investigations	4.5
CRJS285	Criminal Case Procedures & the Courts	4.5
CRJS321	Drugs and Narcotics	4.5
CRJS406	Terrorism	4.5
CRJS411	Gangs and Criminal Subcultures	4.5
CRJS430	Digital and White Collar Crime	4.5
GENERAL EDUCATION		
minimum 67.5 credit hours required		
HUMANITIES		
minimum 31.5 credit hours required		
COMM305	Public Speaking	4.5
ENGL121	College Writing I	4.5
ENGL221	College Writing II	4.5
HIST420	Contemporary History	4.5
HUMN180	Ethical and Critical Thinking	4.5
HUMN250	Humanities	4.5
LITR301	Introduction to Literature	4.5
SOCIAL SCIENCES		
minimum 22.5 credit hours required		
ECON310	Economics	4.5
POLS107	American Government	4.5
PSYC101	Introduction to Psychology	4.5
SOCS121	Human Relations	4.5
SOCS321	Intercultural Relations	4.5
MATHEMATICS		
minimum 9.0 credit hours required		
MATH107	College Mathematics	4.5
MATH340	Introduction to Statistics	4.5
NATURAL AND PHYSICAL SCIENCES		
minimum 4.5 credit hours required		
PHYS121	Introduction to Physical Science	4.5
CAREER DEVELOPMENT		
minimum 9.0 credit hours required		
PDEV111	Success Strategies	4.5
PDEV200	Career Management	4.5
ELECTIVES		
minimum 22.5 credit hours required		
CRJS171	Private Investigation and Security	4.5
CRJS181	Organizational Issues in Criminal Justice	4.5
CRJS291	Criminal Justice Administration	4.5
CRJS315	Mental Health and Crisis Intervention	4.5
CRJS341	Sex Offenders	4.5
CRJS361	Probation and Parole	4.5
CRJS371	Victimology and Domestic Violence	4.5
CRJS460	Criminal Justice and Public Policy	4.5
ENVR313	Environmental Studies	4.5
POLS423	Political Science	4.5

Electives should be chosen with advisement from a campus program chair or academic dean.

Note: *The courses above are organized by content area; courses may be taught in a sequence that differs from the order represented above.*

CRIMINAL JUSTICE

ASSOCIATE OF APPLIED SCIENCE*

PROGRAM LENGTH: 17 months
CREDIT HOURS: 90.0
CLOCK HOURS: 905

COURSE REQUIREMENTS FOR GRADUATION:

The program includes coursework typically delivered as described here.

Course Area	Minimum Credits
Core	40.5
General Education	27.0
Career Development	9.0
Electives	13.5
Total	**90.0**

PROGRAM DESCRIPTION

The Criminal Justice Associate's program equips students academically and professionally by developing a knowledge base, social awareness and technological skills for an entry-level position in today's criminal justice environment. This program covers topics such as policing, criminology, corrections and constitutional law. The curriculum provides an understanding of criminal justice methods, techniques, technologies and required skills and abilities.

PROGRAM OUTCOMES

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

- Compare and contrast the various components of the criminal justice system.
- Analyze information and develop solutions to challenges within the criminal justice system.
- Explore the impact of contemporary society issues on the criminal justice system.
- Compare the legal, social, and political parameters within the criminal justice field.

LABORATORIES AND EQUIPMENT

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

Course No.	Course Title	Quarter Credits
CORE		
minimum 40.5 credit hours required		
CRJS101	Introduction to Criminal Justice	4.5
CRJS111	Introduction to Policing	4.5
CRJS121	Corrections	4.5
CRJS131	Criminology	4.5
CRJS161	Juvenile Justice	4.5
CRJS201	Criminal Justice Ethics	4.5
CRJS250	Criminal Law and Courts	4.5
CRJS275	Constitutional Law	4.5
ITCS101	Computer Applications	4.5
GENERAL EDUCATION		
minimum 27.0 credit hours required		
ENGL121	College Writing I	4.5
HUMN180	Ethical and Critical Thinking	4.5
MATH107	College Mathematics	4.5
PHYS121	Introduction to Physical Science	4.5
POLS107	American Government	4.5
SOCS299	Technology and Society	4.5
CAREER DEVELOPMENT		
minimum 9.0 credit hours required		
PDEV111	Success Strategies	4.5
PDEV200	Career Management	4.5
ELECTIVES		
minimum 13.5 credit hours required		
CRJS171	Private Investigation and Security	4.5
CRJS181	Organizational Issues in Criminal Justice	4.5
CRJS211	Communication issues in Criminal Justice	4.5
CRJS230	Crime Scene Investigation and Criminalistics	4.5
CRJS242	Criminal Investigations	4.5
CRJS291	Criminal Justice Administration	4.5

Electives should be chosen with advisement from a campus program chair or academic dean.

Note: *The courses above are organized by content area; courses may be taught in a sequence that differs from the order represented above.*

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

PARALEGAL

ASSOCIATE OF APPLIED SCIENCE*

PROGRAM LENGTH: 17 months
CREDIT HOURS: 90.0
CLOCK HOURS: 925

COURSE REQUIREMENTS FOR GRADUATION:

The program includes coursework typically delivered as described here.

Course Area	Minimum Credits
Core	40.5
General Education	27.0
Career Development	9.0
Electives	13.5
Total	**90.0**

PROGRAM DESCRIPTION

The Paralegal Associate's program equips students with the skills necessary to function as a qualified assistant to a lawyer. The program provides students with fundamental knowledge of legal terminology, procedural and substantive law, drafting of legal documents and legal research.

PROGRAM OUTCOMES

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

- Demonstrate high standards of ethics and professionalism.
- Describe basic law,codes, court structure and the judicial systems.
- Employ technology in a legal environment.
- Prepare effective and appropriate legal documents.
- Review the processes used to do legal investigations and client and witness interviews.

LABORATORIES AND EQUIPMENT

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

Course No.	Course Title	Quarter Credits
CORE		
minimum 40.5 credit hours required		
ITCS101	Computer Applications	4.5
PARA100	Introduction to Law and Ethics	4.5
PARA105	Leal Research and Writing I	4.5
PARA107	Legal Research and Writing II	4.5
PARA110	Tort Law	4.5
PARA130	Contract Law for Paralegals	4.5
PARA210	Interviewing and Investigation	4.5
PARA220	Civil Litigation	4.5
PARA260	Law Office Operations	4.5
GENERAL EDUCATION		
minimum 27.0 credit hours required		
ENGL121	College Writing I	4.5
HUMN180	Ethical and Critical Thinking	4.5
MATH107	College Mathematics	4.5
PHYS121	Introduction to Physical Science	4.5
POLS107	American Government	4.5
SOCS299	Technology and Society	4.5
CAREER DEVELOPMENT		
minimum 9.0 credit hours required		
PDEV111	Success Strategies	4.5
PDEV200	Career Management	4.5
ELECTIVES		
minimum 13.5 credit hours required		
PARA145	Criminal Law and Procedure for Paralegals	4.5
PARA150	Real Estate Law for Paralegals	4.5
PARA180	Family Law	4.5
PARA200	Wills, Trusts, and Probate	4.5
PARA230	Immigration Law	4.5
PARA250	Entertainment Law	4.5
PARA270	State Regulatory and Rulemaking	4.5

Electives should be chosen with advisement from a campus program chair or academic dean.

Note: *The courses above are organized by content area; courses may be taught in a sequence that differs from the order represented above.*

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

INFORMATION AND NETWORK TECHNOLOGIES: MAJOR IN CISCO® NETWORK SYSTEMS

BACHELOR OF SCIENCE

PROGRAM LENGTH: 34 months
CREDIT HOURS: 180.0
CLOCK HOURS: 2230

COURSE REQUIREMENTS FOR GRADUATION:

The program includes coursework typically delivered as described here.

Course Area	Minimum Credits
Core	45.0
Career Major	40.5
General Education	
Humanities	31.5
Social Sciences	22.5
Mathematics	9.0
Natural and Physical Science	4.5
Career Development	9.0
Electives	18.0
Total	**180.0**

PROGRAM DESCRIPTION

The Information and Network Technologies: Major in Cisco® Network Systems Bachelor's program provides students with the knowledge and skills necessary to deploy and maintain fully integrated network infrastructure services and applications. The curriculum focuses on the advanced skills required to manage the end-to-end network infrastructure but goes beyond core routing and switching to include applications deployed on the edge of the network, such as wireless, security, and voice. The program covers topics such as converged networks, Quality of Service (QoS), Virtual Private Networks (VPNs), broadband technologies, and next-generation network devices and services engineered to provide wire-speed delivery of concurrent data, voice, video, and wireless services with optimized security.

PROGRAM OUTCOMES

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

- Manage end-to-end advanced network infrastructure.
- Implement Quality of Service (QoS).
- Implement Virtual Private Networks (VPNs).
- Integrate concurrent voice, video, data, and wireless services with optimized security.

LABORATORIES AND EQUIPMENT

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

Course No.	Course Title	Quarter Credits
CORE		
minimum 45.0 credit hours required		
ITCS101	Computer Applications	4.5
ITCS102	Desktop Hardware	4.5
ITCS103	Desktop Operating Systems	4.5
ITCS105	Linux Operating Systems	4.5
ITCS202	Microsoft Network Operating Systems	4.5
ITCS205	Advanced System Administration with Directory Services	4.5
ITNW110	Network Essentials	4.5
ITNW250	Routing Protocols and Concepts	4.5
ITNW260	LAN Switching	4.5
ITNW270	WAN Technologies	4.5
CAREER MAJOR: CISCO® NETWORK SYSTEMS		
minimum 40.5 credit hours required		
ITCS301	Project Management and Technical Documentation	4.5
ITNW430	Advanced Routing	9.0
ITNW440	Multilayer Switching	9.0
ITNW446	Maintaining and Troubleshooting IP Networks	9.0
ITNW450	IP Telephony	9.0
GENERAL EDUCATION		
minimum 67.5 credit hours required		
HUMANITIES		
minimum 31.5 credit hours required		
COMM305	Public Speaking	4.5
ENGL121	College Writing I	4.5
ENGL221	College Writing II	4.5
HIST420	Contemporary History	4.5
HUMN180	Ethical and Critical Thinking	4.5
HUMN250	Humanities	4.5
LITR301	Introduction to Literature	4.5
SOCIAL SCIENCES		
minimum 22.5 credit hours required		
ECON310	Economics	4.5
POLS107	American Government	4.5
PSYC101	Introduction to Psychology	4.5
SOCS121	Human Relations	4.5
SOCS321	Intercultural Relations	4.5
MATHEMATICS		
minimum 9.0 credit hours required		
MATH170	College Algebra I	4.5
MATH340	Introduction to Statistics	4.5
NATURAL AND PHYSICAL SCIENCES		
minimum 4.5 credit hours required		
PHYS121	Introduction to Physical Science	4.5
CAREER DEVELOPMENT		
minimum 9.0 credit hours required		
PDEV111	Success Strategies	4.5
PDEV200	Career Management	4.5
ELECTIVES		
minimum 18.0 credit hours required		
ENVR313	Environmental Studies	4.5
ITCS100	Introduction to Information Technology	4.5
ITCS215	Database Management Systems	4.5
ITCS222	Linux Systems Administration	4.5
ITCS408	Virtualization Technology	4.5
ITNW280	Wireless Technologies	4.5
ITNW355	Network Operations and Monitoring	4.5
ITNW421	Network Infrastructure Configuration	4.5
ITSS291	Introduction to Network Security	4.5
POLS423	Political Science	4.5

Electives should be chosen with advisement from a campus program chair or academic dean.

Note: *Courses above are organized by content area; courses may be taught in a sequence that differs from the order represented above.*

INFORMATION AND NETWORK TECHNOLOGIES: MAJOR IN COMPUTER FORENSICS

BACHELOR OF SCIENCE

PROGRAM LENGTH: 34 months
CREDIT HOURS: 180.0
CLOCK HOURS: 2305

COURSE REQUIREMENTS FOR GRADUATION:

The program includes coursework typically delivered as described here.

Course Area	Minimum Credits
Core	45.0
Career Major	36.0
General Education	
Humanities	31.5
Social Sciences	22.5
Mathematics	9.0
Natural and Physical Science	4.5
Career Development	9.0
Electives	22.5
Total	**180.0**

PROGRAM DESCRIPTION

The Information and Network Technologies: Major in Computer Forensics Bachelor's program is designed to provide students with advanced forensic techniques required to analyze, decrypt, and recover data. Topics include: computer crime investigations, security policies, identification of security threats, intrusion detection response, evidence protection, and prevention of malicious software attacks in an internetworking environment. In addition, the general education courses in the program help students to apply skills in critical thinking, communication and problem-solving in a technical environment.

PROGRAM OUTCOMES

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

- Install and manage industry-standard operating systems and storage devices.
- Design and implement networks.
- Perform administrative functions related to information accessibility on network systems.
- Identify relationships between information technology and the legal aspects of computer forensics.
- Perform skills related to accessing, documenting, and reporting information retrieved from digital devices.
- Apply fundamental computer and network forensic techniques to the information technology field.
- Evaluate strategies and policies to protect networks from security risks.

LABORATORIES AND EQUIPMENT

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

Course No.	Course Title	Quarter Credits
CORE		
minimum 45.0 credit hours required		
ITCS101	Computer Applications	4.5
ITCS102	Desktop Hardware	4.5
ITCS103	Desktop Operating Systems	4.5
ITCS105	Linux Operating Systems	4.5
ITCS202	Microsoft Network Operating Systems	4.5
ITCS205	Advanced System Administration with Directory Services	4.5
ITNW110	Network Essentials	4.5
ITNW250	Routing Protocols and Concepts	4.5
ITNW260	LAN Switching	4.5
ITNW270	WAN Technologies	4.5
CAREER MAJOR: COMPUTER FORENSICS		
minimum 36.0 credit hours required		
ITCF260	Introduction to Computer Forensics	4.5
ITCF350	Forensic Digital Evidence Handling and Investigation	4.5
ITCF370	Managing Malicious Software	4.5
ITCF420	Mobile Device Analysis	4.5
ITCF430	Operating System Forensics	4.5
ITCF450	Network Intrusion Detection and Network Forensics	4.5
ITCF499	Forensic Capstone	4.5
ITSS291	Introduction to Network Security	4.5
GENERAL EDUCATION		
minimum 67.5 credit hours required		
HUMANITIES		
minimum 31.5 credit hours required		
COMM305	Public Speaking	4.5
ENGL121	College Writing I	4.5
ENGL221	College Writing II	4.5
HIST420	Contemporary History	4.5
HUMN180	Ethical and Critical Thinking	4.5
HUMN250	Humanities	4.5
LITR301	Introduction to Literature	4.5
SOCIAL SCIENCES		
minimum 22.5 credit hours required		
ECON310	Economics	4.5
POLS107	American Government	4.5
PSYC101	Introduction to Psychology	4.5
SOCS121	Human Relations	4.5
SOCS321	Intercultural Relations	4.5
MATHEMATICS		
minimum 9.0 credit hours required		
MATH170	College Algebra I	4.5
MATH340	Introduction to Statistics	4.5
NATURAL AND PHYSICAL SCIENCES		
minimum 4.5 credit hours required		
PHYS121	Introduction to Physical Science	4.5
CAREER DEVELOPMENT		
minimum 9.0 credit hours required		
PDEV111	Success Strategies	4.5
PDEV200	Career Management	4.5
ELECTIVES		
minimum 22.5 credit hours required		
CRJS101	Introduction to Criminal Justice	4.5
CRJS242	Criminal Investigations	4.5
ENVR313	Environmental Studies	4.5
ITCF460	Disk Based Forensics	4.5
ITCS215	Database Management Systems	4.5
ITCS222	Linux Systems Administration	4.5
ITCS271	Technical Troubleshooting	4.5
ITSS330	Linux Security	4.5
ITSS340	Firewalls and VPNs	4.5
POLS423	Political Science	4.5

Electives should be chosen with advisement from a campus program chair or academic dean.

Note: *Courses above are organized by content area; courses may be taught in a sequence that differs from the order represented above.*

INFORMATION AND NETWORK TECHNOLOGIES: MAJOR IN NETWORK MANAGEMENT

BACHELOR OF SCIENCE

PROGRAM LENGTH: 34 months
CREDIT HOURS: 180.0
CLOCK HOURS: 2350

COURSE REQUIREMENTS FOR GRADUATION:

The program includes coursework typically delivered as described here.

Course Area	Minimum Credits
Core	45.0
Career Major	36.0
General Education	
Humanities	31.5
Social Sciences	22.5
Mathematics	9.0
Natural and Physical Science	4.5
Career Development	9.0
Electives	22.5
Total	**180.0**

PROGRAM DESCRIPTION

The Information and Network Technologies: Major in Network Management Bachelor's program provides students with advanced networking skills required to design, install, configure, troubleshoot, and maintain networks. In addition, the combination of management and general education courses in the program helps students to apply skills in general management, critical thinking, communication, and problem-solving to manage challenges in an IT environment.

PROGRAM OUTCOMES

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

- Install industry-standard operating systems.
- Troubleshoot hardware and software.
- Perform administrative functions in secure networks.
- Design and implement secure networks that support directory services.
- Apply industry-standard tools and techniques to manage networks.
- Apply management practices to the planning, budgeting, and implementation of network projects.

LABORATORIES AND EQUIPMENT

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

Course No.	Course Title	Quarter Credits
CORE		
minimum 45.0 credit hours required		
ITCS101	Computer Applications	4.5
ITCS102	Desktop Hardware	4.5
ITCS103	Desktop Operating Systems	4.5
ITCS105	Linux Operating Systems	4.5
ITCS202	Microsoft Network Operating Systems	4.5
ITCS205	Advanced System Administration with Directory Services	4.5
ITNW110	Network Essentials	4.5
ITNW250	Routing Protocols and Concepts	4.5
ITNW260	LAN Switching	4.5
ITNW270	WAN Technologies	4.5
CAREER MAJOR: NETWORK MANAGEMENT		
minimum 36.0 credit hours required		
ITCS222	Linux Systems Administration	4.5
ITCS271	Technical Troubleshooting	4.5
ITCS301	Project Management and Technical Documentation	4.5
ITCS408	Virtualization Technology	4.5
ITCS422	Electronic Messaging Systems	4.5
ITNW355	Network Operations and Monitoring	4.5
ITNW421	Network Infrastructure Configuration	4.5
ITNW490	Network Management Capstone	4.5
GENERAL EDUCATION		
minimum 67.5 credit hours required		
HUMANITIES		
minimum 31.5 credit hours required		
COMM305	Public Speaking	4.5
ENGL121	College Writing I	4.5
ENGL221	College Writing II	4.5
HIST420	Contemporary History	4.5
HUMN180	Ethical and Critical Thinking	4.5
HUMN250	Humanities	4.5
LITR301	Introduction to Literature	4.5
SOCIAL SCIENCES		
minimum 22.5 credit hours required		
ECON310	Economics	4.5
POLS107	American Government	4.5
PSYC101	Introduction to Psychology	4.5
SOCS121	Human Relations	4.5
SOCS321	Intercultural Relations	4.5
MATHEMATICS		
minimum 9.0 credit hours required		
MATH170	College Algebra I	4.5
MATH340	Introduction to Statistics	4.5
NATURAL AND PHYSICAL SCIENCES		
minimum 4.5 credit hours required		
PHYS121	Introduction to Physical Science	4.5
CAREER DEVELOPMENT		
minimum 9.0 credit hours required		
PDEV111	Success Strategies	4.5
PDEV200	Career Management	4.5
ELECTIVES		
minimum 22.5 credit hours required		
ENVR313	Environmental Studies	4.5
ITCS100	Introduction to Information Technology	4.5
ITCS215	Database Management Systems	4.5
ITCS480	Emerging Technologies	4.5
ITNW280	Wireless Technologies	4.5
ITSS291	Introduction to Network Security	4.5
ITSS320	Windows Security	4.5
ITSS330	Linux Security	4.5
ITSS340	Firewalls and VPNs	4.5
POLS423	Political Science	4.5

Electives should be chosen with advisement from a campus program chair or academic dean.

Note: *Courses above are organized by content area; courses may be taught in a sequence that differs from the order represented above.*

INFORMATION AND NETWORK TECHNOLOGIES: MAJOR IN SYSTEMS SECURITY

BACHELOR OF SCIENCE

PROGRAM LENGTH: 34 months
CREDIT HOURS: 180.0
CLOCK HOURS: 2350

COURSE REQUIREMENTS FOR GRADUATION:

The program includes coursework typically delivered as described here.

Course Area	Minimum Credits
Core	45.0
Career Major	36.0
General Education	
Humanities	31.5
Social Sciences	22.5
Mathematics	9.0
Natural and Physical Science	4.5
Career Development	9.0
Electives	22.5
Total	**180.0**

PROGRAM DESCRIPTION

The Information and Network Technologies: Major in Systems Security Bachelor's program provides students with advanced security skills required to implement e-business solutions security policies, identify security threats, develop countermeasures, implement firewall systems, and attacking recognition technologies, and manage the deployment of security solutions in an internetworked environment. In addition, the general education courses in the program help students to apply skills in critical thinking, communication, and problem solving to manage challenges in a technical environment.

PROGRAM OUTCOMES

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

- Install and secure industry-standard operating systems.
- Troubleshoot hardware and software.
- Design and implement secure computer networks.
- Apply industry-standard techniques to implement and secure networks.
- Evaluate strategies and policies to protect networks from security risks.
- Apply management practices to the planning, budgeting, and implementation of security projects.

LABORATORIES AND EQUIPMENT

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

Course No.	Course Title	Quarter Credits
CORE		
minimum 45.0 credit hours required		
ITCS101	Computer Applications	4.5
ITCS102	Desktop Hardware	4.5
ITCS103	Desktop Operating Systems	4.5
ITCS105	Linux Operating Systems	4.5
ITCS202	Microsoft Network Operating Systems	4.5
ITCS205	Advanced System Administration with Directory Services	4.5
ITNW110	Network Essentials	4.5
ITNW250	Routing Protocols and Concepts	4.5
ITNW260	LAN Switching	4.5
ITNW270	WAN Technologies	4.5
CAREER MAJOR: SYSTEMS SECURITY		
minimum 36.0 credit hours required		
ITCS301	Project Management and Technical Documentation	4.5
ITSS291	Introduction to Network Security	4.5
ITSS320	Windows Security	4.5
ITSS330	Linux Security	4.5
ITSS340	Firewalls and VPNs	4.5
ITSS350	Intrusion Prevention and Detection	4.5
ITSS360	Application Hardening	4.5
ITSS499	Systems Security Capstone	4.5
GENERAL EDUCATION		
minimum 67.5 credit hours required		
HUMANITIES		
minimum 31.5 credit hours required		
COMM305	Public Speaking	4.5
ENGL121	College Writing I	4.5
ENGL221	College Writing II	4.5
HIST420	Contemporary History	4.5
HUMN180	Ethical and Critical Thinking	4.5
HUMN250	Humanities	4.5
LITR301	Introduction to Literature	4.5
SOCIAL SCIENCES		
minimum 22.5 credit hours required		
ECON310	Economics	4.5
POLS107	American Government	4.5
PSYC101	Introduction to Psychology	4.5
SOCS121	Human Relations	4.5
SOCS321	Intercultural Relations	4.5
MATHEMATICS		
minimum 9.0 credit hours required		
MATH170	College Algebra I	4.5
MATH340	Introduction to Statistics	4.5
NATURAL AND PHYSICAL SCIENCES		
minimum 4.5 credit hours required		
PHYS121	Introduction to Physical Science	4.5
CAREER DEVELOPMENT		
minimum 9.0 credit hours required		
PDEV111	Success Strategies	4.5
PDEV200	Career Management	4.5
ELECTIVES		
minimum 22.5 credit hours required		
ENVR313	Environmental Studies	4.5
ITCF405	Computer Forensics Analysis	4.5
ITCS100	Introduction to Information Technology	4.5
ITCS215	Database Management Systems	4.5
ITCS222	Linux Systems Administration	4.5
ITCS271	Technical Troubleshooting	4.5
ITCS408	Virtualization Technology	4.5
ITCS422	Electronic Messaging Systems	4.5
ITNW355	Network Operations and Monitoring	4.5
POLS423	Political Science	4.5

Electives should be chosen with advisement from a campus program chair or academic dean.

Note: *Courses above are organized by content area; courses may be taught in a sequence that differs from the order represented above.*

SOFTWARE DEVELOPMENT: MAJOR IN GAME SOFTWARE DEVELOPMENT

BACHELOR OF SCIENCE

PROGRAM LENGTH: 34 months
CREDIT HOURS: 180.0
CLOCK HOURS: 2145

COURSE REQUIREMENTS FOR GRADUATION:

The program includes coursework typically delivered as described here.

Course Area	Minimum Credits
Core	45.0
Career Major	36.0
General Education	
Humanities	31.5
Social Sciences	22.5
Mathematics	9.0
Natural and Physical Science	4.5
Career Development	9.0
Electives	22.5
Total	**180.0**

PROGRAM DESCRIPTION

The Software Development: Major in Game Software Development Bachelor's program provides students with the ability to apply core knowledge of software engineering to employment settings through a curriculum that emphasizes game and interactive software development. In addition, general education courses assist students in applying critical thinking, communication, and problem-solving skills in managing challenges that occur in a game development environment.

PROGRAM OUTCOMES

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

- Write procedural documents and plans for games or interactive software products.
- Apply specialized programming techniques that produce efficient software systems.
- Incorporate advanced software engineering practices and methodologies into software development.
- Develop software using industry-standard programming languages, tools, and development environment.
- Evaluate the history and evolution of the interactive software industry.

LABORATORIES AND EQUIPMENT

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

Course No.	Course Title	Quarter Credits
CORE		
minimum 45.0 credit hours required		
CSPG103	Introduction to Programming Concepts	4.5
CSPG106	Fundamentals of Programming	4.5
CSPG210	Intermediate Programming	4.5
CSPG212	Advanced Programming	4.5
CSPG220	Data Structures	4.5
CSPG360	Computer Organization and Assembly Language	4.5
CSPG400	Interpreter Design	4.5
ITCS101	Computer Applications	4.5
MATH221	Trigonometry	4.5
MATH401	Linear Algebra	4.5
CAREER MAJOR: GAME SOFTWARE DEVELOPMENT		
minimum 36.0 credit hours required		
MATH331	Calculus	4.5
SGPG210	2D Graphics Programming	4.5
SGPG215	3D Graphics Programming	4.5
SGPG220	3D Game Engine Architecture	4.5
SGPG230	Game Scripting and Tools	4.5
SGPG410	Game Software Development and Testing	4.5
SGPG440	Artificial Intelligence for Games	4.5
SGPG490	Game Software Senior Project	4.5
GENERAL EDUCATION		
minimum 67.5 credit hours required		
HUMANITIES		
minimum 31.5 credit hours required		
COMM305	Public Speaking	4.5
ENGL121	College Writing I	4.5
ENGL221	College Writing II	4.5
HIST420	Contemporary History	4.5
HUMN180	Ethical and Critical Thinking	4.5
HUMN250	Humanities	4.5
LITR301	Introduction to Literature	4.5
SOCIAL SCIENCES		
minimum 22.5 credit hours required		
ECON310	Economics	4.5
POLS107	American Government	4.5
PSYC101	Introduction to Psychology	4.5
SOCS121	Human Relations	4.5
SOCS321	Intercultural Relations	4.5
MATHEMATICS		
minimum 9.0 credit hours required		
MATH170	College Algebra I	4.5
MATH270	College Algebra II	4.5
NATURAL AND PHYSICAL SCIENCES		
minimum 4.5 credit hours required		
PHYS121	Introduction to Physical Science	4.5
CAREER DEVELOPMENT		
minimum 9.0 credit hours required		
PDEV111	Success Strategies	4.5
PDEV200	Career Management	4.5
ELECTIVES		
minimum 22.5 credit hours required		
CSPG224	Database Applications	4.5
CSPG240	Software Design and Development	4.5
CSPG380	Operating Systems	4.5
ENVR313	Environmental Studies	4.5
POLS423	Political Science	4.5
SGPG115	Introduction to Game Development and Analysis	4.5
SGPG350	Game Network Programming	4.5
SGPG430	Game Porting Basics	4.5
SGPG450	Game Development	4.5
SGPG455	Game Project Management	4.5

Electives should be chosen with advisement from a campus program chair or academic dean.

Note: *Courses above are organized by content area; courses may be taught in a sequence that differs from the order represented above.*

INFORMATION AND NETWORK TECHNOLOGIES

ASSOCIATE OF APPLIED SCIENCE*

PROGRAM LENGTH: 17 months
CREDIT HOURS: 90.0
CLOCK HOURS: 1225

COURSE REQUIREMENTS FOR GRADUATION:

The program includes coursework typically delivered as described here.

Course Area	Minimum Credits
Core	40.5
General Education	27.0
Career Development	9.0
Electives	13.5
Total	**90.0**

PROGRAM DESCRIPTION

The Information and Network Technologies Associate's program is designed to provide students with the skills required to design, install, configure, and maintain network and technology infrastructures. In addition, the combination of technical and general education courses in the program helps students develop skills in critical thinking, communication, and problem-solving.

PROGRAM OUTCOMES

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

- Install industry-standard operating systems.
- Design and implement networks.
- Troubleshoot hardware and software.
- Perform administrative functions in secure networks.

LABORATORIES AND EQUIPMENT

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

Course No.	Course Title	Quarter Credits
CORE		
minimum 40.5 credit hours required		
ITCS101	Computer Applications	4.5
ITCS102	Desktop Hardware	4.5
ITCS103	Desktop Operating Systems	4.5
ITCS105	Linux Operating Systems	4.5
ITCS202	Microsoft Network Operating Systems	4.5
ITNW110	Network Essentials	4.5
ITNW250	Routing Protocols and Concepts	4.5
ITNW260	LAN Switching	4.5
ITNW270	WAN Technologies	4.5
GENERAL EDUCATION		
minimum 27.0 credit hours required		
ENGL121	College Writing I	4.5
HUMN180	Ethical and Critical Thinking	4.5
MATH170	College Algebra I	4.5
PHYS121	Introduction to Physical Science	4.5
SOCS121	Human Relations	4.5
SOCS299	Technology and Society	4.5
CAREER DEVELOPMENT		
minimum 9.0 credit hours required		
PDEV111	Success Strategies	4.5
PDEV200	Career Management	4.5
ELECTIVES		
minimum 13.5 credit hours required		
ITCS100	Introduction to Information Technology	4.5
ITCS205	Advanced System Administration with Directory Services	4.5
ITCS215	Database Management Systems	4.5
ITCS222	Linux Systems Administration	4.5
ITCS271	Technical Troubleshooting	4.5
ITNW280	Wireless Technologies	4.5

Electives should be chosen with advisement from a campus program chair or academic dean.

Note: *Courses above are organized by content area; courses may be taught in a sequence that differs from the order represented above.*

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

INFORMATION TECHNOLOGY

ASSOCIATE OF APPLIED SCIENCE*

PROGRAM LENGTH: 17 months
CREDIT HOURS: 90.0
CLOCK HOURS: 1205

COURSE REQUIREMENTS FOR GRADUATION:

The program includes coursework typically delivered as described here.

Course Area	Minimum Credits
Core	40.5
General Education	27.0
Career Development	9.0
Electives	13.5
Total	**90.0**

PROGRAM DESCRIPTION

The Information Technology Associate's program is designed to provide students with the skills required to install, configure, and maintain a technology infrastructure. In addition, the combination of technical and general education courses in the program helps students develop skills in critical thinking, communication, and problem-solving.

PROGRAM OUTCOMES

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

- Install industry-standard operating systems.
- Administer server environments.
- Troubleshoot hardware and software.
- Perform administrative functions in an information technology environment.

LABORATORIES AND EQUIPMENT

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

Course No.	Course Title	Quarter Credits
CORE		
minimum 40.5 credit hours required		
ITCS101	Computer Applications	4.5
ITCS102	Desktop Hardware	4.5
ITCS103	Desktop Operating Systems	4.5
ITCS105	Linux Operating Systems	4.5
ITCS202	Microsoft Network Operating Systems	4.5
ITCS215	Database Management Systems	4.5
ITCS251	Introduction to Web Programming	4.5
ITCS261	Information to Systems Analysis	4.5
ITNW113	Introduction to Networking	4.5
GENERAL EDUCATION		
minimum 27.0 credit hours required		
ENGL121	College Writing I	4.5
HUMN180	Ethical and Critical Thinking	4.5
MATH170	College Algebra I	4.5
PHYS121	Introduction to Physical Science	4.5
SOCS121	Human Relations	4.5
SOCS299	Technology and Society	4.5
CAREER DEVELOPMENT		
minimum 9.0 credit hours required		
PDEV111	Success Strategies	4.5
PDEV200	Career Management	4.5
ELECTIVES		
minimum 13.5 credit hours required		
ITCS100	Introduction to Information Technology	4.5
ITCS205	Advanced System Administration with Directory Services	4.5
ITCS222	Linux Systems Administration	4.5
ITCS271	Technical Troubleshooting	4.5
ITCS281	Information Systems Ethics	4.5
ITSS291	Introduction to Network Security	4.5

Electives should be chosen with advisement from a campus program chair or academic dean.

Note: *Courses above are organized by content area; courses may be taught in a sequence that differs from the order represented above.*

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

HEALTH INFORMATION TECHNOLOGY

ASSOCIATE OF APPLIED SCIENCE*

PROGRAM LENGTH: 20 months
CREDIT HOURS: 103.5
CLOCK HOURS: 1270

COURSE REQUIREMENTS FOR GRADUATION:

The program includes coursework typically delivered as described here.

Course Area	Minimum Credits
Core	67.5
General Education	27.0
Career Development	9.0
Total	**103.5**

PROGRAM DESCRIPTION

The Health Information Technology Associate's program provides graduates with the ability to abstract, analyze, maintain, and process health information. The program emphasizes the use of a variety of health information systems, adherence to regulatory guidelines, application of reimbursement coding, and the management of health records. In addition, the combination of technical and general education courses in the program enables students to develop skills in critical thinking, communication, interpersonal interaction, and problem-solving. The program provides students with the skills to work in a variety of diverse settings in the healthcare industry.

PROGRAM OUTCOMES

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

- Apply medical terminology and concepts in biomedical sciences to health information technology.
- Monitor documentation compliance with accreditation, licensure, and certification standards.
- Release patient health information by adhering to privacy and security guidelines.
- Use appropriate electronic or imaging technology for data and record storage while maintaining the integrity of the data.
- Assign proper diagnosis and procedural codes to health records.
- Analyze how quality management, utilization management, and risk management impact data collection and interpretation.

LABORATORIES AND EQUIPMENT

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

Course No.	Course Title	Quarter Credits
CORE		
minimum 67.5 credit hours required		
HINT110	Introduction to Health Information Management	4.5
HINT155	Law and Ethics in Health Information Management	4.5
HINT175	Electronic Health Records	4.5
HINT190	Professional Practice Experience I	4.5
HINT210	Basic Coding	4.5
HINT220	Intermediate Coding	4.5
HINT230	Advanced Coding	4.5
HINT240	Reimbursement Methodologies	4.5
HINT250	Statistics, Research, and Management in Healthcare	4.5
HINT280	Quality Improvement and Registries	4.5
HINT290	Professional Practice Experience II	4.5
HLTH105	Medical Terminology	4.5
HLTH115	Pharmacology for Health Professions	4.5
HLTH200	Pathophysiology	4.5
ITCS101	Computer Applications	4.5
GENERAL EDUCATION		
minimum 27.0 credit hours required		
BIOL170	Anatomy and Physiology I	4.5
BIOL171	Anatomy and Physiology II	4.5
ENGL121	College Writing I	4.5
HUMN180	Ethical and Critical Thinking	4.5
MATH107	College Mathematics	4.5
SOCS121	Human Relations	4.5
CAREER DEVELOPMENT		
minimum 9.0 credit hours required		
PDEV111	Success Strategies	4.5
PDEV200	Career Management	4.5

Electives should be chosen with advisement from a campus program chair or academic dean.

Note: *Courses above are organized by content area; courses may be taught in a sequence that differs from the order represented above.*

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

MEDICAL ASSISTING

ASSOCIATE OF OCCUPATIONAL SCIENCE*

PROGRAM LENGTH: 17 months
CREDIT HOURS: 92.0
CLOCK HOURS: 1180

COURSE REQUIREMENTS FOR GRADUATION:

The program includes coursework typically delivered as described here.

Course Area	Minimum Credits
Core	56.0
General Education	27.0
Career Development	9.0
Total	**92.0**

PROGRAM DESCRIPTION

The Medical Assisting Associate's program prepares students with the skills necessary to be responsible for a wide range of front office and back office functions in the medical field. Coursework includes hands-on training concluding with a 165-hour externship during which students will use acquired skills in a medical facility as a medical assistant performing administrative and patient contact tasks required of the job. In addition, the general education courses in the program help students apply skills in critical thinking, communication and problem solving in a medical office environment.

PROGRAM OUTCOMES

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

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

LABORATORIES AND EQUIPMENT

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

Course No.	Course Title	Quarter Credits
CORE		
minimum 56.0 credit hours required		
HLTH105	Medical Terminology	4.5
HLTH135	Medical Insurance and Administrative Procedures	4.5
HLTH150	Medical Law and Ethics	4.5
HLTH160	Patient Relations	4.5
HLTH200	Pathophysiology	4.5
ITCS101	Computer Applications	4.5
MEDI200	Principles of Patient Care	4.5
MEDI215	Minor Surgical and Specialty Procedures	4.5
MEDI230	Pharmacology	4.5
MEDI240	Phlebotomy	4.5
MEDI250	Medical Assisting Review	4.5
MEDI299	Externship	6.5
GENERAL EDUCATION		
minimum 27.0 credit hours required		
BIOL170	Anatomy and Physiology I	4.5
BIOL171	Anatomy and Physiology II	4.5
ENGL121	College Writing I	4.5
HUMN180	Ethical and Critical Thinking	4.5
MATH107	College Mathematics	4.5
PSYC101	Introduction to Psychology	4.5
CAREER DEVELOPMENT		
minimum 9.0 credit hours required		
PDEV111	Success Strategies	4.5
PDEV200	Career Management	4.5

Electives should be chosen with advisement from a campus program chair or academic dean.

Note: *Courses above are organized by content area; courses may be taught in a sequence that differs from the order represented above.*

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

MEDICAL INSURANCE CODING AND BILLING

ASSOCIATE OF APPLIED SCIENCE*

PROGRAM LENGTH: 17 months
CREDIT HOURS: 90.0
CLOCK HOURS: 1080

COURSE REQUIREMENTS FOR GRADUATION:

The program includes coursework typically delivered as described here.

Course Area	Minimum Credits
Core	40.5
General Education	27.0
Career Development	9.0
Electives	13.5
Total	**90.0**

PROGRAM DESCRIPTION

The Medical Insurance Coding and Billing Associate's program prepares graduates with the knowledge and skills necessary to enter the field of coding and billing. Coding and billing specialists play a key role in the healthcare financial operations. The program includes preparation in processing insurance claims in accordance with professional, legal, and insurance industry standards. In addition, the general education courses in the program help students apply skills in critical thinking, communication, and problem solving in a medical environment.

PROGRAM OUTCOMES

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

- Apply medical terminology and concepts in biomedical sciences to the practice of medical claims processing.
- Assign proper diagnosis and procedural codes to health records.
- Use software applications to electronically process and submit medical claims for reimbursement.
- Analyze medical documentation for accuracy and completeness.
- Use proper reimbursement and billing methodologies.
- Apply ethical and legal standards to billing, coding, and medical claims processing.
- Apply critical thinking skills to various coding and billing situations.

LABORATORIES AND EQUIPMENT

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

Course No.	Course Title	Quarter Credits
CORE		
minimum 40.5 credit hours required		
HLTH105	Medical Terminology	4.5
HLTH200	Pathophysiology	4.5
ITCS101	Computer Applications	4.5
MICB151	Computer Software Applications in Healthcare	4.5
MICB210	Coding and Classification Systems I	4.5
MICB220	Coding and Classification Systems II	4.5
MICB240	Healthcare Billing and Reimbursement Systems	4.5
MICB250	Coding Capstone	4.5
MICB299	Externship	4.5
GENERAL EDUCATION		
minimum 27.0 credit hours required		
BIOL170	Anatomy and Physiology I	4.5
BIOL171	Anatomy and Physiology II	4.5
ENGL121	College Writing I	4.5
HUMN180	Ethical and Critical Thinking	4.5
MATH107	College Mathematics	4.5
SOC121	Human Relations	4.5
CAREER DEVELOPMENT		
minimum 9.0 credit hours required		
PDEV111	Success Strategies	4.5
PDEV200	Career Management	4.5
ELECTIVES		
minimum 13.5 credit hours required		
HCMT100	Introduction to Healthcare	4.5
HINT110	Introduction to Health Information Technology	4.5
HINT155	Law and Ethics in Health Information Management	4.5
HLTH115	Pharmacology for Health Professionals	4.5
HLTH160	Patient Relations	4.5
MGMT200	Managing Stress and Conflict in the Workplace	4.5
SOCS299	Technology and Society	4.5

Electives should be chosen with advisement from a campus program chair or academic dean.

Note: *Courses above are organized by content area; courses may be taught in a sequence that differs from the order represented above.*

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

MEDICAL OFFICE MANAGEMENT

ASSOCIATE OF APPLIED SCIENCE*

PROGRAM LENGTH: 17 months
CREDIT HOURS: 90.0
CLOCK HOURS: 945

COURSE REQUIREMENTS FOR GRADUATION:

The program includes coursework typically delivered as described here.

Course Area	Minimum Credits
Core	40.5
General Education	27.0
Career Development	9.0
Electives	13.5
Total	**90.0**

PROGRAM DESCRIPTION

The Medical Office Management Associate's program equips students with the skills necessary to manage medical office operations. The program is designed to teach students the skills necessary to work with doctors and their patients in a medical office environment. The program emphasizes a wide range of business and health-related topics. In addition, the general education courses in the program help students apply skills in critical thinking, communication, and problem solving in a medical environment.

PROGRAM OUTCOMES

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

- Perform generally accepted accounting and financial analysis practices.
- Explain reimbursement systems and coding practices.
- Apply principles of effective management to the medical office environment.
- Recognize how ethical values and legal standards apply to the medical profession.
- Apply critical thinking skills to medical office management situations.

LABORATORIES AND EQUIPMENT

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

Course No.	Course Title	Quarter Credits
CORE		
minimum 40.5 credit hours required		
ACCT120	Principles of Accounting I	4.5
ACCT122	Principles of Accounting II	4.5
HCMT100	Introduction to Healthcare	4.5
HLTH105	Medical Terminology	4.5
HLTH135	Medical Insurance and Administrative Procedures.	4.5
HLTH290	Advanced Medical Office Management	4.5
HRMT110	Principles of Human Resource Management	4.5
ITCS101	Computer Applications	4.5
MGMT100	Principles of Management	4.5
GENERAL EDUCATION		
minimum 27.0 credit hours required		
ENGL121	College Writing I	4.5
HUMN180	Ethical and Critical Thinking	4.5
MATH107	College Mathematics	4.5
PHYS121	Introduction to Physical science	4.5
SOCS121	Human Relations	4.5
SOCS299	Technology and Society	4.5
CAREER DEVELOPMENT		
minimum 9.0 credit hours required		
PDEV111	Success Strategies	4.5
PDEV200	Career Management	4.5
ELECTIVES		
minimum 13.5 credit hours required		
HCMT230	Public Health and Disease	4.5
HINT110	Introduction to Health Information Technology	4.5
HINT155	Law and Ethics in Health Information Management	4.5
HLTH160	Patient Relations	4.5
MGMT200	Managing Stress and Conflict in the Workplace	4.5

Electives should be chosen with advisement from a campus program chair or academic dean.

Note: *Courses above are organized by content area; courses may be taught in a sequence that differs from the order represented above.*

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

MEDICAL ASSISTING

DIPLOMA

PROGRAM LENGTH: 12 months
CREDIT HOURS: 69.5
CLOCK HOURS: 955

COURSE REQUIREMENTS FOR GRADUATION:

The program includes coursework typically delivered as described here.

Course Area	Minimum Credits
Core	69.5
Total	**69.5**

PROGRAM DESCRIPTION

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

PROGRAM OUTCOMES

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

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

LABORATORIES AND EQUIPMENT

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

Course No.	Course Title	Quarter Credits
CORE		
minimum 69.5 credit hours required		
BIOL170	Anatomy and Physiology I	4.5
BIOL171	Anatomy and Physiology II	4.5
HLTH105	Medical Terminology	4.5
HLTH135	Medical Insurance and Administrative Procedures	4.5
HLTH150	Medical Law and Ethics	4.5
HLTH160	Patient Relations	4.5
HLTH200	Pathophysiology	4.5
ITCS101	Computer Applications	4.5
MEDI200	Principles of Patient Care	4.5
MEDI215	Minor Surgical and Specialty Procedures	4.5
MEDI230	Pharmacology	4.5
MEDI240	Phlebotomy	4.5
MEDI250	Medical Assisting Review	4.5
MEDI299	Externship	6.5
PDEV200	Career Management	4.5

Note: *The courses above are organized by content area; courses may be taught in a sequence that differs from the order represented above.*

AUTOMOTIVE TECHNOLOGY

ASSOCIATE OF OCCUPATIONAL STUDIES

PROGRAM LENGTH: 17 months
CREDIT HOURS: 90.0
CLOCK HOURS: 1380

COURSE REQUIREMENTS FOR GRADUATION:

The program includes coursework typically delivered as described here.

Course Area	Minimum Credits
Core Courses	72.0
General Education	9.0
Career Development	9.0
Total	**90.0**

PROGRAM DESCRIPTION

The Automotive Technology Associate's program provides students with the skills needed for fundamental automotive repair. The automotive technology degree has been evaluated by the National Automotive Technicians Education Foundation (NATEF) and meets the National Institute for Automotive Service Excellence (ASE) standards of quality for the training of automobile technicians in all areas which include the following: brakes, electrical/electronic systems, engine performance, suspension and steering, automatic transmission and transaxle, engine repair, heating and air conditioning, manual drive train and axles. Westwood's automotive technology program offers some distinct advantages to students who wish to pursue careers in this exciting field. First, instructors with field experience provide a practical and knowledgeable source of education. Second, training labs contain automotive testing equipment, such as handheld scanners, alignment machines, and other computerized diagnostic tools. Third, the students have internet access to the Alldata automotive service information system. Finally, the combination of both classroom theory and hands-on training on vehicles offers the advantage of applying the skills that will be required in automotive positions.

PROGRAM OUTCOMES

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

- Identify the cause of a problem based on the manufacturer's published procedures.
- Explain the procedures used to perform electrical circuit diagnosis.
- Demonstrate the proper safety practices commonly used in an automotive repair shop.
- Diagnose and repair communication problems in an automotive computer network.
- Demonstrate the ability to remove and reinstall parts based on the manufacturer's published procedures.

LABORATORIES AND EQUIPMENT

The Automotive Technology department has classrooms for audio-visual demonstrations and lectures. The 8,200 square feet of automotive shop space is divided into lab stations and work bays with individual overhead doors. The shop has tools and equipment that are commonly found in an automotive shop, such as computerized diagnostic equipment, air conditioning service equipment, service information and alignment equipment. Special tools, supplies, and equipment are also provided for student check-out. Students have access to reference materials in the learning commons as well as access to the Internet.

Course No.	Course Title	Quarter Credits
CORE COURSES		
minimum 72.0 credit hours required		
AUTO101	Automotive Shop Operations*	4.5
AUTO102	Introduction to Automotive Technology	4.5
AUTO103	Automotive Electrical Systems I*	4.5
AUTO104	Automotive Electrical Systems II*	4.5
AUTO105	Automotive Electrical Systems III*	4.5
AUTO106	Automotive Engine Repair I	4.5
AUTO107	Automotive Engine Repair II*	4.5
AUTO108	Automotive Engine Performance I*	4.5
AUTO109	Automotive Engine Performance II	4.5
AUTO110	Automotive A/C and Climate Control Systems	4.5
AUTO111	Manual Transmissions and Drivetrains	4.5
AUTO112	Automotive Brake Systems	4.5
AUTO201	Automotive Suspension and Steering*	4.5
AUTO202	Automotive Transmissions and Transaxles I	4.5
AUTO203	Automotive Transmissions and Transaxles II*	4.5
AUTO204	Advanced Engine Performance	4.5
GENERAL EDUCATION		
minimum 9.0 credit hours required		
ENGL121	College Writing I	4.5
SOCS121	Human Relations	4.5
CAREER DEVELOPMENT		
minimum 9.0 credit hours required		
PDEV111	Success Strategies	4.5
PDEV200	Career Management	4.5

Note: *The courses above are organized by content area; course may be taught in a sequence that differs from the order above.*

**This course contains applied general education content in the area of mathematics for automotive technicians.*

SURVEYING

ASSOCIATE OF APPLIED SCIENCE

PROGRAM LENGTH: 17 months
CREDIT HOURS: 90.0
CLOCK HOURS: 1085

COURSE REQUIREMENTS FOR GRADUATION:

The program includes coursework typically delivered as described here.

Course Area	Minimum Credits
Core Courses	58.5
General Education	22.5
Career Development	9.0
Total	**90.0**

PROGRAM DESCRIPTION

The Surveying Associate program provides students with the math and field skills needed for surveying in the horizontal and vertical planes. Students spend some time outdoors doing field surveying, data collection, and advanced survey projects required in the surveying profession. Computer Aided Drafting (CAD) skills supplement the field classes to convey the results of field projects. Visits to survey project sites and other surveying-related facilities are included in the curricula. In addition, students learn about the public land surveying system, map projections, boundary law, survey descriptions, and advanced surveying math calculations. Upon graduation, students will have the skills necessary to begin a career in surveying.

PROGRAM OUTCOMES

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

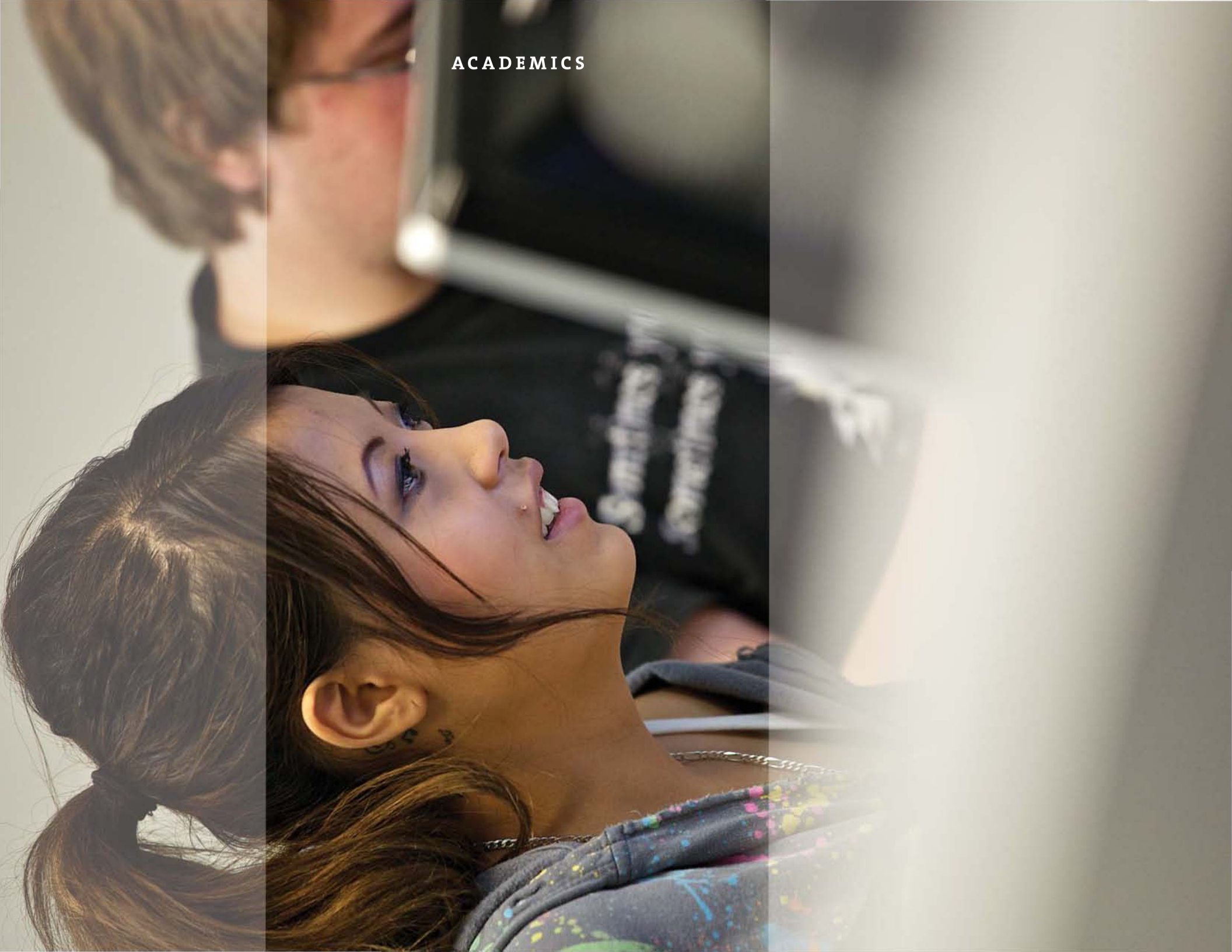
- Perform surveying computations.
- Solve complex survey problems.
- Draft technical survey drawings using CAD.
- Prepare acceptable survey descriptions.
- Discuss concepts of boundary law and statutues.
- Operate various survey instruments.
- Demonstrate through field work the ability to work competently and cooperatively as part of a survey crew.

LABORATORIES AND EQUIPMENT

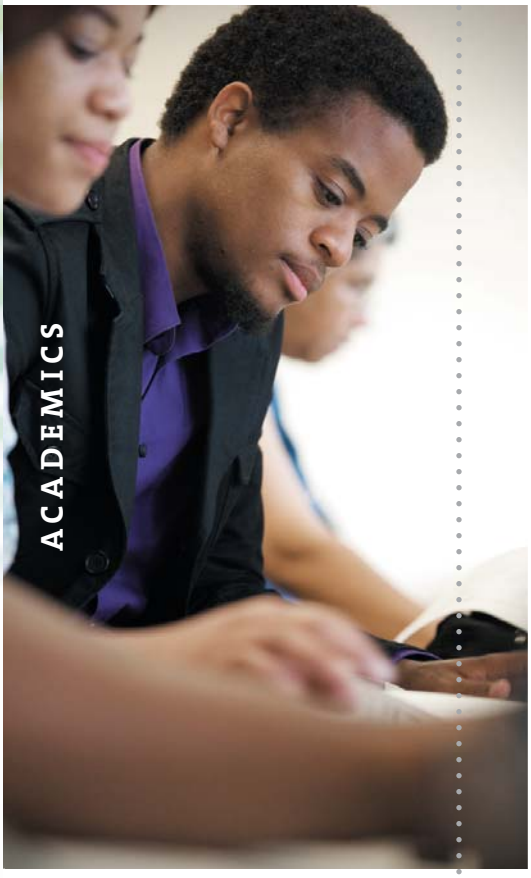
The campus has lecture classrooms and computer laboratories for use by students. The students also have access to reference materials in the learning commons as well as access to the Internet.

Course No.	Course Title	Quarter Credits
CORE COURSES		
minimum 58.5 credit hours required		
ITCS101	Computer Applications	4.5
SURV130	Field Basics	4.5
SURV135	Field Methods	4.5
SURV150	Survey Trigonometry	4.5
SURV155	Survey Computations	4.5
SURV170	Survey CAD Projects	4.5
SURV235	Field Projects	4.5
SURV250	Coordinate Geometry	4.5
SURV255	Geospatial Referencing	4.5
SURV260	Geodetic Projections	4.5
SURV270	Survey Descriptions	4.5
SURV275	Public Lands	4.5
SURV280	Boundary Law	4.5
GENERAL EDUCATION		
minimum 22.5 credit hours required		
ENGL121	College Writing I	4.5
HUMN180	Ethical and Critical Thinking	4.5
MATH170	College Algebra I	4.5
PHYS121	Introduction to Physical Science	4.5
SOCS121	Human Relations	4.5
CAREER DEVELOPMENT		
minimum 9.0 credit hours required		
PDEV111	Success Strategies	4.5
PDEV200	Career Management	4.5

Note: *Courses above are organized by content area; courses may be taught in a sequence that differs from the order represented above.*



2011–12 ACADEMIC CATALOG



CLASS TIMES

Typically, day section classes will be scheduled between 7 a.m. and 6 p.m. Monday through Saturday and night section classes will be scheduled between 6 p.m. and 11 p.m. two to five nights a week. Although every effort is made to schedule classes for students' convenience, Westwood College reserves the right to alter scheduling if proper facilities, equipment, or staff are not available. There will be 50 minutes of instruction with a 10-minute break for each hour of instruction. Meal times are included in each program's schedule based upon class schedules.

Note: *For NATEF certification purposes, a course hour in the Automotive program is a full 60 minutes.*

LAW EVENING CRIMINAL JUSTICE SCHEDULE OPTION

The Westwood College evening schedule incorporates rigorous faculty-led, hands-on learning to ensure industry-relevant skills. All students who enrolled prior to October 2011 in the evening session of the LAW Criminal Justice program are ONLY required to take all of their courses in a "blended" delivery format that incorporates in-class instruction with non-traditional teaching techniques, which may include online instruction, student facilitated projects and assignments, online threaded discussions, and collaborative learning. All of these non-traditional activities are supported, monitored and evaluated by faculty. Some selected courses will use a combination of the traditional and non-traditional instructional methodologies.

ONGOING SYSTEM/TECHNICAL REQUIREMENTS

Minimum System Requirements for Westwood Blended Courses (LAW Campus Only)

Criminal Justice (BS)

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

- Microsoft® Windows® XP or Vista
- XP – 800MHz or faster processor Vista – 1GHz or faster processor
- XP – 256MB RAM (512MB recommended)
  Vista – 512MB RAM (1GB+ recommended)
- DVD-ROM/CD-R/-RW drive (DVD±R/±RW recommended)
- 15GB of AVAILABLE hard-disk space
- Speakers and sound card
- Internet connection: broadband (DSL, cable)

DNS BLENDED SCHEDULE OPTION

INFORMATION ABOUT BLENDED SCHEDULE

Programs Offered in Blended Schedule

All DNS students in the Criminal Justice and Business Administration: Major in Management programs, as well as students enrolled in general education courses excluding math courses will have the option of taking their courses in the blended delivery schedule.

Description of Blended Delivery Schedule

The Westwood Blended Delivery Schedule incorporates faculty-led, hands-on learning to ensure industry-relevant skills. Westwood College enhances the in-class instruction with non-traditional teaching techniques. All of these non-traditional activities are

supported, monitored and evaluated by faculty. All blended delivery courses will use a combination of classroom and online instructional methodologies:

- Classroom (ground-based) instructional methods may include lectures, multimedia presentations, class discussions, lab work, hands-on computer work, group work/projects, individual problems/activities, journaling, individual faculty feedback, self-assessments and tests, participation and peer review.
- Online instructional methods may include lectures, multimedia presentations and lectures, tutorials and simulations, individual and group activities, class discussions and projects, research including webliography, journaling, live chat, self-assessments and tests, faculty feedback, participation and peer review.

Homework Activities

These learning activities typically provide students with solo time to read or prepare for assessments. Homework assignments are accomplished in addition to either the in-class or out-of-class time periods. Time devoted to homework is not captured as part of attendance, nor does it count toward course contact hours.

Admission Requirements

In addition to meeting the required entrance requirements, students in the blended schedule must also:

- Successfully complete the online orientation prior to the 10th calendar day after the start of classes. Students who do not complete the orientation by this date will not be considered enrolled and may be withdrawn from the college.
- Meet the minimum technical/system requirements on an on-going basis, as outlined below.
- Recognize that a portion of the teaching and learning is online.
- Have an email account.
- Meet these requirements on an on-going basis. The failure to do so may jeopardize enrollment and could cause termination from the program and college.

On-going System/Technical Requirements

In order to successfully complete the blended delivery courses, a student must utilize a personal computer that meets the college's minimum standards and have access to the Internet. Broadband (DSL, cable) internet access is required. Students who do not have access to an off-campus computer with Internet access will need to utilize the computer labs at the college during posted hours in order to complete their assigned coursework.

Minimum System Requirements for Blended Courses

Business Administration: Major in Management (BS)
Criminal Justice (BS)
General Education

- Microsoft® Windows® XP or Vista
- XP – 800MHz or faster processor
  Vista- 1GHz or faster processor
- XP – 256MB RAM (512MB recommended)
  Vista – 512MB RAM (1GB+ recommended)
- DVD-ROM/CD-R/-RW drive (DVD±R/±RW recommended)
- 15GB of AVAILABLE hard-disk space, and speakers and sound card
- Internet connection – broadband (DSL, cable)

GRADING SYSTEM

Westwood College students will be evaluated and assessed using quizzes, lab exercises, tests, projects, written and oral reports, assignments, and presentations. Students will receive additional course requirements in each course syllabus. Westwood College uses a traditional A–F (4.0–0.0) grading system and in addition to these grades, the college uses the following designations:

PROFICIENCY (PR)

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

TRANSFER (TR)

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

PASS (P)/NO PASS (N)

A grade designation of P indicates that the student has both attended and demonstrated competence in a regularly scheduled course. Competence is demonstrated by successfully completing a skill or written examination and is available in a limited number of specifically designated courses. A grade designation of N indicates that the student did not satisfactorily

meet the academic requirements of the course for which the Pass designation is offered. The grade designations of P and N in foundational courses do not contribute to a student's GPA and do not count toward programmatic degree requirements. Foundational courses do not contribute to the completion rate calculation or the Maximum Program Length calculation. However, these do count toward institutional credits. Other courses (non-foundational) that allow a P and N designation do not contribute to a student's GPA but do count toward programmatic degree requirements. Credits achieved through a grade of Pass or No Pass count toward determining full- or part-time academic status.

GRADE POINT AVERAGE CALCULATION

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

Course Credit x Grade Points = Total Points

Total Points ÷ Credits = CGPA

Example:

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

Cumulative Grade Point Average for this example:

47.9 points ÷ 15 Credits = 3.19 CGPA

INCOMPLETE (I)

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

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

WITHDRAW (W)

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

WITHDRAW PASS/NO PASS (WPN)

A grade designation of WPN indicates that the student has attended and then subsequently withdrawn from a foundational course after the end of the Add/Change and Drop period and prior to the last date to withdraw as stated in the academic calendar. A student who withdraws from a course after the last day to withdraw in a course will receive the grade he/she earned. The credit designation of WPN does not contribute to a student's GPA and the student receives no credit units toward his/her degree completion requirements. Quarter credit units will not count toward the total number of credits attempted. Credits attempted count toward determining full- or part-time academic status.

REPEATING A COURSE (R)

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

Prior to the October 2009 term at all campuses, if a student retook and completed a course, the higher or latest grade achieved in the repeated course was recorded in the academic record; however, the original grade also remained on the academic record with an R indicating the course had been retaken. The academic

transcript will identify the R course as credits attempted but only the course with the highest grade earned will be calculated into the credits completed and the CGPA.

UNDERGRADUATE GRADING SYSTEM

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

Other Grade	Receive Credit	Affects GPA
PR – Proficiency	Yes	No
TR – Transfer	Yes	No
P – Pass	Yes	No
N – No Pass	No	No
W – Withdrawal	No	No
WPN – Withdrawal Pass/No Pass	No	No
R – Retake	No	No
AU – Audit	No	No
EQ – Equivalent	No	No

In foundational courses, a Pass (P)/No Pass (NP) grade designation is assigned based on the student's final letter grade. The student must pass the foundational courses with a C (73%) average or better in order to be awarded a Pass (P).

COUNTING GRADES FOR THE COMPLETION RATE CALCULATION

Grade	Receive Credit	Affects GPA	Calculated in GPA
A – D	Yes	Yes	Yes
F	Yes	Yes	Yes
Incomplete (I)	Yes	No	Yes
Withdrawal (W)	Yes	No	No
Repeated Course (R)	Yes	No	No
Pass (P)	No	No	No
No Pass (N)	No	No	No
Transfer Credit (TR)	Yes	Yes	No
Proficiency Credit (PR)	No	No	No
Audited Course (AU)	No	No	No
Equivalent (EQ)	Yes	No	No

AUDIT (AU)

A grade designation of AU indicates that the student has elected to attend and audit the course. An audit designation will not receive any credit for the course and it does not factor into the CGPA. In addition, degree program requirements may not be fulfilled through the audit designation. If a student elects to change the audit designation course in order to take a course for credit, he/she must receive official approval from the campus academic dean. This request must be in writing and approved before the end of the Add/Change period.

A complete listing of all grades and CGPA values is located in the UNDERGRADUATE GRADING SYSTEM table.

PLACEMENT

Westwood College utilizes three Wonderlic assessments: The Scholastic Level Exam (SLE-Q), the Wonderlic Basic Skills Test – Verbal (WBST-V), and the Wonderlic Basic Skills Test – Quantitative (WBST-Q).

The SLE-Q is an entrance assessment that evaluates an applicant's potential to succeed in college. Applicants who do not receive a minimum score on the SLE-Q will not be admitted.

The WBST-V is a foundational assessment that evaluates an applicant's current level of English skills. It is used to determine foundational placement into ENGL098.

The WBST-Q is a foundational assessment that evaluates an applicant's current level of math skills. It is used to determine foundational placement into MATH098, if applicable, or MATH107 or MATH170, if applicable. MATH170 only applies to math-intensive programs.

Applicants who are accepted into the college but score in foundational placement score ranges must complete associated foundational coursework as assigned. Applicants in the Medical Assisting diploma program are not required to take the WBST-V or WBST-Q. Applicants for the Medical Assisting associate degree program are required to take the WBST-V and WBST-Q. An applicant's scores on the WBST-V and WBST-Q will be used to determine placement into foundational or college-level courses. Foundational courses may affect program length and cost. Wonderlic scores are valid for one year from the date of testing and must still be valid at the time of the actual student term start. Wonderlic scores from other institutions are not valid.

FOUNDATIONAL COURSEWORK

Westwood provides foundational courses to help students strengthen their academic skills and fill gaps in their learning. Such coursework is required for those students who lack basic skills mastery in an area determined by the Wonderlic assessments. Westwood's foundational courses in reading, writing, and math are designed to provide such basic skills.

Successful completion of the courses will prepare students for college-level courses, and mastery of basic skills is critical to a student's life and employment success.

Westwood offers the following two foundational courses:

- ENGL098 Fundamentals of English
- MATH098 Fundamentals of College Mathematics

Students may attempt to pass a foundational course a maximum of three times. After three attempts, if a student has not successfully earned a Pass (P), the student will no longer be allowed to take the course. Foundational courses may affect program length and cost.

INSTITUTIONAL CREDIT

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

GRADE CHANGE

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

CLASS SIZE

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

DEFINITION OF QUARTER CREDIT UNIT

One quarter credit hour equals 10 hours lecture, 20 hours of laboratory work, or 30 hours of externship/field instruction.

Quarter credit hours are converted to semester hours by using this formula: 2/3 times number of quarter credit hours equals number of semester credit hours (rounding off to the lower whole number). One semester credit hour equals 1.5 quarter credit hours or one quarter credit hour equals .6667 semester hours. To convert semester hours into quarter hours, divide the quarter credit hours by 1.5 or multiply the semester credit hours by .6667. To convert quarter hours into semester hours, multiply the semester hours by 1.5.

UPPER-DIVISION STATUS

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

Upper-division courses are advanced, specialized, in-depth, and emphasize problem-solving, analytical thinking, and theoretical applications beyond the introductory level. These courses often build on the foundation provided by the skills and knowledge of lower-division courses. Upper-division courses may require the student to synthesize topics from a variety of sources and also may require greater responsibility or independence on the part of the student.

STUDENT PROGRESS REPORTS

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

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

TUTORING PROGRAM

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

LEARNING COMMONS

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

I'm still amazed at what networking can do for you if you really put yourself out there and show professionals what you can offer.

Amanda Veloz—
2009 Computer Aided Design/ Architectural Drafting graduate,

commons services. Students are encouraged to familiarize themselves with the learning commons early in the first term.

TRANSCRIPTS

A student may request an unofficial copy of his/her transcript from the registrar. Official academic transcripts may also be requested from the registrar; however, the college reserves the right to withhold an official transcript if the student's financial obligations to the college, state loan, or federal loan are not current.

GRADUATION REQUIREMENTS

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

1. The student has completed all courses required by his/her program of study with a passing grade by the last day of the graduating term.
2. The student has accumulated the total number of credits required for graduation from his/her program of study.
3. The student has a cumulative grade point average (CGPA) of 2.0 or better.
4. The student has made satisfactory arrangements with the Student Finance Office to meet all financial obligations to the college.

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

ACADEMIC AWARDS

GRADUATION AWARD

Bachelor's degree students achieving a CGPA of 3.80–4.00 will graduate Summa Cum Laude, students achieving a CGPA of 3.70–3.79 will graduate Magna Cum Laude and students achieving a CGPA of 3.50–3.69 will graduate Cum Laude.

Associate and certificate/diploma students achieving a 3.50 CGPA or higher upon completion of the program will graduate with highest honors.

TERM AWARD

President's List

Students maintaining a term GPA of 3.80–4.00 will be placed on the President's List.

Dean's List

Students maintaining a term GPA of 3.50–3.79 will be placed on the Dean's List.

ACADEMIC POLICIES

TRANSFER CREDIT

Requests for transfer credits must be submitted to the campus academic dean as part of the admissions process and will only be accepted for consideration prior to the first day of scheduled classes during the student's first term. If transfer credits cannot be submitted to the campus academic dean because of delays in receiving them from previously attended institutions, transfer credits must be accepted by the end of the Add/Change and Drop period for the applicable term. In rare situations, an academic dean may allow an exception if a student cannot submit an official transcript for evaluation due to circumstances beyond his/her control. In order to have transfer credits accepted at Westwood, a student must have an official transcript sent from the previous institution to the Westwood College Student Records office. To be considered

"official," a transcript must be in a sealed envelope and signed by the granting institution. No photocopies will be accepted. Any preliminary reviews by campus staff are unofficial and not binding, and subject to change until an official evaluation is conducted. Coursework submitted for transfer credit evaluation must be from a college or university accredited by a regional or national accrediting agency recognized by the U.S. Department of Education.

To be accepted for transfer credit, the course must be similar in scope and credits to a Westwood course, and the student must have earned a grade of C or better. Courses found in core courses, career major courses, and mathematical courses may transfer if completed within the past five years. This same five-year limitation applies to courses completed at an earlier date at Westwood College for students who may be re-entering. All other courses may transfer without time limitations. Courses listed as under 100-level, or otherwise designated as developmental, remedial, college preparatory, foundational or not at the college level, will not be considered for transfer.

Any student who has completed an Associate of Arts, an Associate of Science or Associate of Fine Arts at any accredited institution can transfer his/her credits to Westwood College. Each request will be evaluated on an individual basis, including conducting a course-by-course transfer analysis. In some cases, even though a student receives institutional credit for all the courses completed, the student may have additional courses he/she needs to complete in order to satisfy prerequisites and core degree program requirements.

All requests are subject to approval at the sole discretion of the academic dean or designee.

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

Please note that terms in which transfer credits are applied may affect enrollment status and financial aid eligibility for that term. Consult with the appropriate campus academic dean or program chair and a student finance officer concerning the acceptance and impact of transfer credits.

ARTICULATION AGREEMENTS

The college has established articulation agreements with specific high schools and colleges across the country. These articulation agreements identify specific coursework at these partner academic institutions that will be recognized as equivalent to coursework at the college. Students who complete this coursework successfully at partner academic institutions will receive a "TR" for the equivalent course at the college. Additional information about articulation agreements is available through the campus academic dean.

WESTWOOD COLLEGE PROFICIENCY EXAMS

Westwood provides its students the opportunity to be exempt from certain required courses by demonstrating proficiency via an exam in the subject area. A schedule for these exams will be posted each term. There is a $20 administrative charge for each proficiency exam taken. This charge must be paid through the Business Office prior to sitting for the exam. Students must bring their receipt from the Business Office to the exam. Please note that the terms in which proficiency exam credits are applied may affect enrollment status and financial aid eligibility for that term. Please see the campus academic dean for questions regarding these exams. Students should also see a student finance officer to find out how these credits could affect financial aid eligibility.

ADVANCED PLACEMENT, PROFICIENCY AND CERTIFICATION EXAMS

Students who complete Advanced Placement, CLEP, DSST or nationally recognized certification exams (e.g., Microsoft Certified Systems Engineer [MCSE]) at a prescribed level of performance may be granted "PR" credit for the appropriate course(s). CLEP/DSST does not apply to graduate-level programs. A complete listing of acceptable levels of performance and recognized national certification examinations is available through the campus academic dean. Students should also see a Student Finance Officer to find out how these credits could affect financial aid eligibility.

ADD/CHANGE PERIOD

Beginning with the first day of each term, there is an Add/Change period during which students will be allowed to add classes or otherwise change their schedules. The Add/Change period ends on the day designated in the academic calendar found in this catalog, but is generally at close of business on the seventh calendar day from the first day of classes, including the first day. Students will not be allowed to add any classes after the Add/ Change period.

DROP PERIOD

Beginning with the first day of each term, students may drop classes through the day designated on the academic calendar found in this catalog, but is generally at the close of business on the 14th calendar day from the first day of classes, including the first day. Once the Drop period ends, all schedules are final. Students will be charged according to the enrollment status as of the end of the Drop period.

REGISTRATION COMPLETION POLICY

Students are required to formally acknowledge the courses for which they are registered each term and to return to at least one class prior to the end of the Drop period. Students who

do not comply with the registration completion policy will be dropped from school on day 15 of the term.

ATTENDANCE

Being present and fully engaged in every class period is critical to student and employment success. Therefore, Westwood College students are expected to attend every class and abide by this attendance policy.

The college understands that it may not always be possible to attend every class. In these cases, the student is expected to report the absence and the expected date of return to the designated campus official and the faculty for that class. When absent, the student is responsible for all of the work in that class, and must make appropriate arrangements with the faculty to complete the missed work. There are no excused absences. Failure to attend and participate in class may result in a grade reduction, failure of a course, or dismissal.

Students who are absent from all classes for two consecutive calendar weeks (in which at least one day of instruction was scheduled) will be withdrawn from the college. In extraordinary circumstances, an exception to this policy may be granted by the campus academic dean, and a record of the exception will be placed in the student's academic file.

Students who are absent from any individual class for two consecutive calendar weeks (where instruction is scheduled for that class) will be withdrawn from that individual class at the request of the faculty, program chair, or appropriate campus official. Students may appeal this action, based on mitigating circumstances, to the campus academic dean, whose decision is final. The record of the appeal and the final decision will be placed in the student's academic file.

In addition, individual faculty may impose stricter attendance requirements as needed to support educational objectives. These requirements will be disclosed on the course syllabus. Veteran and agency students' absences will be reported to the appropriate government agency.

MAKE-UP WORK

Students will be allowed to make up work that they have missed because of an illness or absence. Proof of these circumstances may be required. If students are aware that they might have to miss a class, it is extremely important that they inform their faculty and/or program chair. The determination that the absence does, in fact, allow for an opportunity to make-up work will be made by the faculty member with an appeal to the program chair or campus academic dean. In the event that there are additional details related to make-up work, the specifics will be provided in the course syllabus. Under no circumstances will make-up work erase an absence as defined and applied in the attendance policy.

WITHDRAWALS

If a student chooses to withdraw from any course or from a program of study, the student is requested (although not required) to notify the campus academic dean in writing prior to the date of withdrawal, detailing the intended date of withdrawal and reasons for withdrawing. Prior to the date of withdrawal, the student must have an exit interview with the campus academic dean and a representative from the Student Finance Office.

Students who are enrolled in a program of study and fail to register for the subsequent term, fail to meet the attendance policy as detailed in this catalog, and/or withdraw from all program courses for which the student is registered to take in that term will be withdrawn from his/her program of study at the college. Students who are eligible to return after withdrawing will be re-enrolled under the curriculum in effect at the time of re-entry.

Students who withdraw from college must be aware that if a program is changed during their withdrawal period, they will automatically be entered into the new version of the program. If this occurs, a new enrollment agreement is required. A program change may include price, credit hours, clock hours, program length or content. Exceptions may be approved on a case-by-case basis based upon a student's expected graduation date and program.

FACTORS AFFECTING PROGRAM LENGTH

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

Students are advised to work closely with the department program chairs, Student Finance Office, and the Business Office to ensure proper progression through their program.

CONSORTIUM AGREEMENT FOR ONLINE COURSES

Westwood offers courses online via distance learning over the Internet to students who are enrolled in selected residential programs at Westwood campuses. Students who meet the course prerequisites and other requirements will be able to take approved online courses by way of consortium agreements in place between campuses. A student enrolled in an on-ground campus program meeting all prerequisites and requirements may not take more than 50% of his/her program through online courses.

Students who take online courses as part of their program will have their total tuition, lab, and online course fees charged by their home campus, i.e. campus they are attending.

All financial aid will be awarded and dispersed from their home campus. The home campus will also monitor satisfactory progress. Upon completion of the student's program, the home campus will award the student's degree.

CONSORTIUM AGREEMENT FOR WESTWOOD COLLEGE STUDENTS

Westwood College offers an opportunity for students to take up to 49% of their program at other Westwood campus locations within the state or online. Grades earned at another Westwood College campus location will be posted to the student's transcript and will be calculated into the GPA and the cumulative GPA.

Courses taken at another Westwood College campus location will be counted toward total credits earned during that term. Financial aid will be awarded by the student's home campus. Students interested in this opportunity need to contact their program chair or the campus academic dean for further information. Please note that program and online availability may vary by state.

Westwood College has chosen to call students' ability to take both online courses through Westwood College Online (WCO) and on-ground courses in order to earn a degree the Flexible Learning Option or "Flex Learning℠."

ONLINE COURSES/PROGRAMS

With the exception of the policies listed below, all of Westwood's policies and procedures listed in the ABOUT WESTWOOD, ADMISSIONS, FINANCIAL AID, STUDENT SERVICES, CAREER SERVICES and ACADEMICS sections of the catalog apply to online students.

Eligibility Requirements

In order to participate in online learning, on-ground students must:

- successfully complete any required foundational English and math courses
- not be on Satisfactory Academic Progress Warning, Probation or Dismissal
- successfully complete the Flex Learning orientation course online prior to being scheduled into an online course. If a student has successfully completed an online course between January 2011 and January 2012, orientation will be waived.
- not take more than 49% of their total number of credit hours for their program in online courses from WCO and credit hours transferred from other institutions.

Online Learning Requirements

- **Orientation.** Orientation is critical to a student's ability to succeed in online courses. The orientation course shows students how to use online course tools, to participate in class and submit work, and to meet the unique deadlines of online courses. The course also reviews all resources available to students who take courses online.
- **Test Log-On.** Students should test their log-on usernames and passwords prior to the start of the online course to make sure they are valid.
- **Textbooks.** Since textbooks are critical supplements to the online learning experience, students should order textbooks well in advance of the term start date.
- **Attendance.** Regular attendance is critical to a student's success. Students must be present, on time, and engaged with all courses. Prospective employers may screen prospective employees based on academic achievement. Attendance is the first step in achieving a strong academic record.

  In order to be considered present in an online course, students must submit a gradable item (such as an assignment, quiz, or discussion post). Students who are absent from online classes for two consecutive calendar weeks will be withdrawn from the course.

  Students in online courses must adhere to the following attendance guidelines:

  - ◊ The first discussion post for the week must be posted by midnight Mountain Time on Wednesday.
  - ◊ Students must participate in the discussion thread at least two more times each week.
  - ◊ All additional assignments are due by midnight Mountain Time on Sunday of each week.
  - ◊ Students must submit assignments when they are due each week of the term as listed in the course syllabus.

Online instructors may provide additional assignments and stipulate additional deadlines for the submission of course work.

- **Faculty Communication.** Students must communicate with faculty and stay engaged in the course throughout the length of the term. Communication with online faculty typically happens via email, through the discussion threads or other online tools, or via the grade book.

MINIMUM SYSTEM REQUIREMENTS

Students who wish to use their own personal computers must meet minimum system requirements. Students can access an online tool via MyPATH to assess if their computers meet these requirements. Other available tools will help assess browser

compatibility and internet connection speed. Students do not need to log on to use these tools.

Ground campuses have computer capacity to allow students to attend online courses at the campus. In some cases, campuses have dedicated lab space specifically for this purpose. Check with the academic dean for further details.

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

Note: *Mac use is limited to Intel Macs running Windows XP, Vista or Windows 7 using Bootcamp. Parallels/Fusion are NOT supported. Mac systems must meet the same requirements as the PC Operating System they are using. NO Mac hardware/ software will be available from Westwood.*

School of Business programs

School of Healthcare programs

School of Justice programs

- Microsoft® Windows® XP, Vista or Windows 7
- XP – 800MHz or faster processor; Vista/Windows 7 – 1GHz or faster processor
- XP – 256MB RAM (512MB recommended); Vista – 512MB RAM (1GB+ recommended); Windows 7 – 1GB RAM
- DVD-ROM/CD-R/-RW drive (DVD±R/±RW recommended)
- 15GB of AVAILABLE hard-disk space
- Speakers/headphones
- Internet connection – broadband (DSL, cable)

School of Technology programs (excluding Software Development: Major in Game Software Development)

- Microsoft® Windows® XP, Windows Vista or Windows 7
- 1.3GHz or faster processor
- 2GB RAM (2GB+ recommended)
- DVD-ROM/CD-R/-RW drive (DVD±R/±RW recommended)
- 25GB of AVAILABLE hard-disk space
- Speakers/headphones
- Internet connection – broadband (DSL, cable)

Graphic Design: Major in Animation (BS)

Graphic Design: Major in Game Art (BS)

- Microsoft® Windows® XP 32/64; Vista 32/64; or Windows 7 32/64
- 2GHz or faster processor (NO Athlon/AthlonXP. Athlon 64, Sempron or newer only)
- 2GB RAM 32bit (4GB recommended)/4GB RAM 64bit (8GB recommended)
- DVD-ROM/CD-R/-RW drive (DVD±R/±RW recommended)
- 100GB of AVAILABLE hard-disk space
- Monitor capable of displaying resolution of 1,280 x 1,024 or higher, Direct X 9 and OpenGL 2.0 capable – 256MB+ VRAM
- Speakers/headphones
- Internet connection – broadband (DSL, cable)
- Flatbed (not sheet fed) color scanner
- Digital camera (4.0MP+ NOT cell phone)

Note: *The requirements for graphics cards are dependent on the software used and may change during the course of a student's education.*

Graphic Design (AAS)

Graphic Design: Major in Visual Communications (BS)

- Microsoft® Windows® XP; Windows Vista; or Windows 7
- 2GHz or faster processor (NO Athlon/AthlonXP; Athlon 64, Sempron or newer only)
- 2GB RAM (2GB+ recommended)
- DVD-ROM/CD-R/-RW drive (DVD±R/±RW recommended)
- 40GB of AVAILABLE hard-disk space
- Monitor capable of displaying resolution of 1,280 x 900 or higher, OpenGL video display adapter with 64MB Video RAM (256MB Video RAM recommended)
- Open GL 2.0 capable
- Speakers/headphones
- Internet connection – broadband (DSL, cable)
- Flatbed (not sheet fed) scanner
- Digital camera (available with course material)

Note: *Visual Communications students may need to spend up to $200 on resources and supplies during their education (including, but not limited to: tripod, studio lighting materials, parachute [or similar cloth], and photo bulbs).*

Students who wish to use/purchase their own digital camera must meet the following requirements: Digital SLR or Manual Mode Capable, min. 61 megapixel, 18-55 mm lens (or equivalent), min. 30 sec to 1/4000 exposure capabilities, min. 100-1600 ISO.

Software Development:

Major in Game Software Development (BS)

- Microsoft® Windows® XP; Windows Vista; Windows 7; Mac* Windows via Bootcamp ONLY
- Processor: XP – 1.6GHz or faster; Vista and Windows 7– P4/AMD 3GHz or Intel Core2 2GHz+. Windows 7 – P4/ AMD 3 (NO Athlon/AthlonXP. Athlon 64, Sempron or newer only)
- XP, Vista and 7: 2GB RAM (2GB+ recommended). Mac: 3GB (4GB+ recommended)
- Monitor capable of displaying resolution of 1,024 x 768 or higher
- XP, Vista and 7: DVD-ROM(DVD-RW/CD-RW recommended). Mac: DVD/superdrive.
- 15GB of AVAILABLE hard-disk space
- Speakers/headphones
- Internet connection – broadband (DSL, cable)
- Regular format printer
- Mac ONLY: Bootcamp 2.0+

Note: *While other degrees require Macs meet the Windows OS requirement, Autodesk has outlined specific requirements for software running via Windows on Bootcamp.*

Interior Design (BS)

- Microsoft® Windows® XP; Windows Vista; Windows 7; Mac* Windows via Bootcamp ONLY
- Processor: XP – 1.6GHz or faster; Vista and Windows 7– P4/AMD 3GHz or Intel Core2 2GHz+. Windows 7 – P4/ AMD 3 (NO Athlon/AthlonXP. Athlon 64, Sempron or newer only)
- XP, Vista and 7: 2GB RAM (2GB+ recommended). Mac: 3GB (4GB+ recommended)
- Monitor capable of displaying resolution of 1,024 x 768 or higher
- XP, Vista and 7: DVD-ROM(DVD-RW/CD-RW recommended). Mac: DVD/superdrive.
- 15GB of AVAILABLE hard-disk space
- Speakers/headphones
- Internet connection – broadband (DSL, cable)
- Flatbed (not sheet fed) color scanner and regular format printer
- Mac ONLY: Bootcamp 2.0+

Note: *While other degrees require Macs meet the Windows OS requirement, Autodesk has outlined specific requirements for software running via Windows on Bootcamp.*

SOFTWARE REQUIREMENTS

Required software will vary for each program. Contact the program chair or WCO advisor for more information.

REGISTERING FOR ONLINE COURSES

On-ground students taking online courses must see their program chair or designee as early as possible during the registration period to request an online course.

ONLINE LEARNING SUPPORT

In an effort to provide students with a wealth of resources to successfully navigate the combined on-ground and online environment, Westwood College has identified individuals in both formats to help assist students in the process.

- **On-ground Campus Support.** Each ground campus has identified a Flex Learning champion dedicated to students' successful enrollment and completion of an online course. The Flex Learning champion is committed to answering questions about the Flex Learning program, troubleshooting situations, acting as an advocate on students' behalf and escalating any issues or concerns to the appropriate party.
- **Online Support.** WCO has a dedicated staff of individuals who are devoted to ensuring students'

success online. WCO academic advisors can help with questions or concerns related to any online course, online instructor, assignments or to access online tutoring and other resources.

SATISFACTORY ACADEMIC PROGRESS

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

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

1. CGPA
2. Successful course completion rate
3. Maximum Time Frame – credits attempted relative to the maximum credits attempted that are allowed (1.5 times the credits in the student's program)

EVALUATION POINTS

Satisfactory academic progress evaluation points are tied to the student's academic credits. The EVALUATION POINTS STANDARDS chart describes the evaluation point standards for undergraduate students.

EVALUATION POINT STANDARDS

Evaluation Point	Minimum CGPA	Minimum Successful Completion % of Credits	Academic Status
1 – 18 Credits Attempted	1.75	67%	FA Warning/ FA Probation/ FA Dismissal
18.1 – 72 Credits Attempted	2.0	67%	FA Warning/ FA Probation/ FA Dismissal
72.1 – 300 Credits Attempted	2.0	67%	FA Warning/ FA Probation/ FA Dismissal

Note: *Students enrolled in graduate-level programs must complete a minimum of 67% of the cumulative credits attempted and maintain a minimum CGPA of 3.0 at each evaluation point.*

A Westwood student will be evaluated at the end of each term for the duration of his/her program.

CUMULATIVE GPA REQUIREMENTS

Students enrolled in undergraduate-level programs must attain a CGPA of 1.75 at the end of the first 18 credits attempted. Students must maintain a 2.0 CGPA each term thereafter. A minimum 2.0 CGPA is required for graduation.

COMPLETION RATE REQUIREMENTS

At the midpoint of the first academic year (up to and including 18 quarter credit hours attempted), students enrolled in undergraduate-level programs must have completed a minimum of 67% of the cumulative credits attempted. From that point (18 quarter credit hours attempted) to the end of the second academic year (up to and including 72 quarter credit hours attempted), students must complete a minimum of 67% of the cumulative credits attempted to be making satisfactory progress. From 72.1 to the end of his/her program, the student must complete a minimum of 67% of the cumulative credits attempted to be making satisfactory progress. Any credits for which the student has remained enrolled past the Drop period and has incurred a financial obligation are considered in this calculation. Students enrolled in graduate-level programs must complete a minimum of 67% of the cumulative credits attempted at the end of each term to be making satisfactory academic progress.

To calculate the completion rate, divide cumulative hours a student successfully completed by cumulative hours student has attempted.

FINANCIAL AID WARNING, FINANCIAL AID PROBATION AND FINANCIAL AID DISMISSAL

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

- Financial Aid Warning (FA Warning) is the status students will be placed in for the first term (payment period) that a student fails the SAP requirements listed above. Students on FA Warning must meet with their program chair or designee to develop an Academic Success Plan that, if followed, will ensure the student is able to meet SAP in a maximum of three terms. Students who meet the SAP standards at the end of the FA Warning term will be removed from FA Warning and returned to a SAP Met/ Good Standing status. Students not meeting the SAP requirements at the end of the term (payment period) may be dismissed and must appeal to remain in school (see ACADEMIC PROBATION OR DISMISSAL APPEAL). Students placed on FA Warning are eligible to receive Title IV aid.
- Students not meeting SAP at the end of the FA Warning term must appeal to the school in writing, describing the mitigating circumstances that led them to not meet SAP (see ACADEMIC PROBATION OR DISMISSAL APPEAL). If a student chooses not to appeal or his/her appeal is denied, he/she will be dismissed. Students whose appeal has been approved will be placed on Financial Aid Probation (FA Probation). Students on FA Probation will continue on an Academic Success Plan that, if followed, will ensure the student is able to meet SAP in a maximum of two terms (payment periods). Students who meet the SAP standards

at the end of their FA Probation term (payment period) will be removed from FA Probation and returned to a SAP Met/Good Standing Status. Students not meeting the SAP standards at the end of the FA Probation term but who continue to meet the requirements laid out in the Academic Success Plan will be allowed to continue and do not need to re-appeal. Students failing to meet the requirements laid out in the Academic Success Plan will be dismissed from the college. Students placed on FA Probation are eligible to receive Title IV aid.

- Students not meeting SAP and not meeting the requirements listed on the Academic Success Plan at the end of the FA Probation term (payment period) will be dismissed from school. Students who have mitigating circumstances that led them to not meet SAP (see ACADEMIC PROBATION OR DISMISSAL APPEAL) or to adhere to the Academic Success Plan can appeal this dismissal.

Students on FA Warning have a maximum of three terms to meet SAP, students on FA Probation have a maximum of two terms to met SAP, and an FA Dismissal student has a maximum of one term to meet SAP. If at any point it is determined that it is mathematically impossible to meet the SAP standards in the maximum number of terms allowed, the student must be dismissed.

Situation	Academic Status	Federal Financial Aid Eligibility
First term in which CGPA and/or completion rate is below minimum standards	FA Warning	Students are still eligible for federal financial aid for the following 10-week term
Second consecutive term in which CGPA and/or completion rate is below minimum standards and who have appealed	FA Probation	Students are still eligible for federal financial aid for the following 10-week term pending successful appeal
Third consecutive term in which CGPA and/or completion rate is below minimum standards	FA Dismissal	Students are eligible for federal financial aid because they are following an Academic Success Plan and can meet the SAP requirements by the end of the Dismissal term.

MAXIMUM PROGRAM LENGTH (MPL)

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

Should a student exceed the 150% maximum time requirement, he/she will be dismissed. Westwood College, as directed by the federal government, does not allow students who do not raise their CGPAs or completion rates of progress to the necessary minimums to continue to receive federal financial assistance, regardless of the students' circumstances. See the chart on this page for further explanation.

Students may appeal the dismissal. Appeals will be reviewed on a case-by-case basis.

INCOMPLETES, WITHDRAWALS AND REPETITIONS

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

1. The student is otherwise making satisfactory progress.
2. Students who satisfactorily complete a course but choose to repeat the course are eligible to receive Title IV aid for the first time the course is repeated. Any subsequent course repeats will not be Title IV eligible.

COUNTING GRADES FOR THE COMPLETION RATE CALCULATION

Grade	Credits Attempted	Credits Completed	Calculated in GPA
A – D	Yes	Yes	Yes
F	Yes	Yes	Yes
Incomplete (I)[1]	Yes	No	Yes
Withdrawal (W)	Yes	No	No
Repeated course (R)	Yes	No	No
Pass (P)	No	No	No
No Pass (N)	No	No	No
Transfer credit (TR)	Yes	Yes	No
Proficiency credit (PR)	No	No	No
Audited course	No	No	No

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

FOUNDATIONAL

Foundational course credits do not count toward the total number of credits for graduation, nor do they count in the CGPA or completion rate.

TRANSFER CREDIT

Accepted transfer credit from external schools will count toward completion of the student's program as both hours attempted and hours completed.

DUAL DEGREE

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

PROGRAM CHANGES

The maximum time frame for a student who changes from one field of study to another is adjusted by subtracting the earned course credits that are common to both programs from the total credits in the new program and multiplying that number by 1.5. Depending on the program, the campus academic dean or designee will evaluate a student's academic progress and transfer all relevant courses. All transfer courses will be counted in completion ratio and used in computing the CGPA. Students must be admitted and enrolled in the new program by the end of the Add/Change and Drop period of the term applicable.

ACADEMIC PROBATION OR DISMISSAL APPEAL

Students who are eligible to appeal may do so by submitting Academic Appeal form to the campus academic dean explaining the mitigating circumstances that affected his/her performance. See comprehensive list on appeal process. The student must provide documentation of the circumstances that had an adverse impact on his/her performance.

Appeal Process

The student must submit an Academic Appeal form explaining the mitigating circumstances that affected his/her performance, as well as explaining what changed in the student's situation that would allow the student to demonstrate satisfactory progress. The following is a comprehensive list of events that indicate there may be mitigating circumstances which have negatively impacted academic progress:

- death of an immediate family member
- student illness requiring hospitalization (this includes metal health issues)
- illness of an immediate family member where the student is a primary caretaker
- illness of an immediate family member where the family member is the primary financial support
- abusive relationships
- divorce proceedings
- previously undocumented disability
- work-related transfer during the term
- change in work schedule during the term
- natural disaster
- family emergency
- financial hardship such as foreclosure or eviction
- loss of transportation where there are no other means of transportation
- documentation from a professional counselor
- student is following the Academic Success Plan

Campus academic deans are responsible for determining the appropriateness of the mitigating circumstances in regard to severity, timeliness and the student's ability to avoid the circumstances. Any consideration of the conditions outside of the list provided must be appealed to the chief academic officer.

To appeal the application of the SAP standards, the student must follow the appeal process:

1. Obtain a Satisfactory Academic Progress Appeal Form from the Education Department. Appeal must include:
   a. Why student failed to meet SAP
   b. What has changed that will allow the student to meet SAP at the next evaluation point
2. Prior to the last day of Drop or prior to the re-entry term, complete the form and submit it to the campus academic dean.
3. Should the appeal be granted, the student must meet with the campus academic dean or designee to develop an academic success plan.
4. Continue to attend regularly scheduled classes during the review period.

The campus academic dean will review the student's request and reach a decision no later than the 14th calendar day after the term start.

Appeal Process for Financial Aid Probation

The appeal can be approved if:

1. The student has a mitigating circumstance, and
2. The student will be able to meet SAP at the end of the next term (payment period), or
3. The student is following the Academic Success Plan that, if followed, will allow the student to meet SAP within two terms.

If the appeal is granted, the student will be placed on a SAP status of FA Probation. As part of the FA Probation, the student must agree with and sign the Academic Success Plan developed by the campus academic dean or designee.

Appeal Process/Dismissal

Students who successfully appealed FA Probation the previous term and are meeting the terms outlined in the Academic Success Plan but still are not meeting SAP do not have to appeal the Dismissal and will continue to remain eligible for Title IV aid for one additional term (payment period). In such a situation, the student's academic progress would be re-evaluated at the end of the next term.

If the student is not meeting the conditions stated on the Academic Success Plan, he/she must appeal this Dismissal status.

The appeal can be approved if:

1. The student has a mitigating circumstance that occurred during the FA Probation term, and
2. The student will be able to meet SAP at the end of the next term (payment period)

Should an appeal be denied, the student's dismissal stands and he/she can no longer attend classes; any tuition charges that have been posted for the current term will be reversed. A student may appeal academic dismissal only one time.

REESTABLISHMENT AS A REGULAR (TITLE IV ELIGIBLE) STUDENT

Students who fail to meet the SAP standards for two consecutive terms or who are dismissed must complete the appeal. A student whose appeal has been approved is eligible to receive Title IV aid in that subsequent term. During that term, the student must follow the terms outlined in the Academic Success Plan. Students on FA Probation or FA Dismissal SAP Status will remain in active school status and will have their progress evaluated at the completion of each term by the campus academic dean or designee.

LEAVE OF ABSENCE (LOA)

The purpose of a leave of absence (LOA) is to provide students with the opportunity to leave college for an extended period of time without withdrawing or affecting his/her satisfactory academic progress calculations. The campus academic dean, student services director, or a designee may authorize a leave of absence under the following circumstances:

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

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

- serious student medical problems
- pregnancy
- military duty
- death of an immediate family member

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

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

DEPLOYED MILITARY LEAVE OF ABSENCE (LOA)

A student required to take a leave of absence (LOA) due to military deployment will not have a loss of academic credits earned, institutional scholarships awarded or registration fees paid when returning from deployed status. Under the 180-day LOA limitation (Subsection [a][2][B] of 484B, Higher Education Act of 1965 [20 U.S.C. 1091b]) the student shall not be treated as withdrawn unless the student fails to return upon the completion of the leave of absence.

TRANSFER CREDITS AND PROFICIENCY EXAM CREDITS

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

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

Students should take every opportunity to further their knowledge of their field. Continue to meet new people and keep in contact with past acquaintances – both add to your network and future opportunities.

Scott Oloier—
2009 Web Design and Multimedia Graduate

TRANSFER STUDENT

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

MULTIPLE ATTEMPTS

Students who voluntarily withdraw from the college or who are withdrawn for attendance reasons may re-enter the college one time. Students must complete the re-entry process, as outlined by the director of Student Services, to be considered eligible for re-entry. All re-entry students must attend classes by the Add/Change and Drop period in order to be returned to active status. If a re-entering student does not attend classes by the Add/Change and Drop period, the student will retain his/her status as a withdrawn student and will not be eligible for re-entry in the given term. If the student is returned to active status and does not attend classes after the 14th calendar day of the re-entry term, the student will be returned to his/her previous withdrawn status and will not be eligible for re-entry in the given term.

If a student is dropped, voluntarily withdraws from the college a second time, or is dismissed for academic, financial, or disciplinary reasons, the student must meet with the Re-Entry Committee to discuss the extenuating circumstances that would warrant re-entry to the college.

ACADEMIC INTEGRITY POLICY

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

PREVENTION TECHNIQUES

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

1. Reporting violations of the Academic Integrity Policy to any one of the following:
   A. The faculty member teaching the course
   B. The program chair
   C. The campus academic dean
2. Making it difficult and unacceptable for other students to violate the Policy.

DEFINITIONS

For the purpose of this policy, dishonest acts are defined as those which permit a student to gain an unfair advantage over other students by any of the listed means. These include, but are not limited to:

Aids
Any use of aids that have not been expressly permitted.

Alteration of Records
Altering of records by the student or someone else.

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

Cheating
Cheating includes, but is not limited to, the unauthorized sharing of answers during an exam, using unauthorized notes or study materials during an exam, altering an exam and resubmitting it for re-grading, having one student take an exam on behalf of another student, or submitting assignments in another student's name. Cheating also includes acquiring, without permission, tests or other academic materials and/or distributing these materials. In addition, cheating may involve participating in unauthorized collaboration on coursework to be graded, providing false information for a research paper, using electronic equipment to transmit information to a third party to seek answers, or submitting the same paper for multiple classes if it is not authorized by the faculty member.

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

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

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

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

Also see the STUDENT CONDUCT AND DISCIPLINE in the STUDENT SERVICES section.

PROCEDURES

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

SANCTIONS

For each offense, the mandatory sanction will be the minimum imposed on the student. The discretionary sanctions for each offense may be imposed if deemed appropriate by the campus academic dean.

FIRST RECORDED OFFENSE

Mandatory
The student receives zero credit for the entire paper, exam, quiz, homework, lab, etc., in which the incident of academic dishonesty occurred. No partial credit may be given. Where the incident involves a graded assignment normally subject to a "drop" option, the student may not exercise that option.

SECOND RECORDED OFFENSE

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

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

THIRD RECORDED OFFENSE

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

Appeals
All offenses and/or sanctions may be appealed. The student must contact the campus academic dean to initiate the appeal and to identify the specific steps in the appeals process.

EXAMINATION OF STUDENT RECORDS

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

Westwood College complies with FERPA as follows:

1. Students have the right to inspect and review their educational records within 45 days of the day Westwood College receives a request for access.
2. The campus academic dean oversees the maintenance of the educational records. Students may request a review

of their records by writing to the campus academic dean or his/her designee. Such review will be allowed during regular school hours under appropriate supervision. A copy of the records may be obtained for $1 per page.

3. A student may request that the college amend his/her educational records on the grounds that they are inaccurate, misleading, or in violation of his/her right of privacy.
4. Challenging the record for purposes of correcting or deleting any of the contents must be done in writing with the reason fully stated. However, the following apply:
   A. The program chair involved and/or the campus academic dean will review the written challenge and meet with the student. A decision will then be made to retain, change, or delete the disputed data.
   B. Should further review be requested, a grievance hearing will be held at which time the student will be afforded a full and fair opportunity to present evidence relevant to the disputed issues.
   C. A copy of the challenge and/or a written explanation of the contents will then be included as part of the student's permanent record.

The following are exceptions to the Privacy Act:

1. A Parent's Confidential Statement and other financial need data cannot be reviewed by a student seeking to view his or her own educational record.
2. A parent, who would not normally have access to his/her child's educational records, may be granted such access if the parents can certify that the student is financially dependent, as defined in Section 152 of the 1954 Internal Revenue Code. This access is granted at the discretion of the institution.
3. Access to a student's educational record is granted to a college official who has a legitimate educational interest and needs to review an educational record in order to fulfill his/ her professional responsibility. A college official is a person employed by the college in an administrative, supervisory, academic, research, or support staff position (including law enforcement); a person or company with whom the college has contracted (such as an attorney, auditor, collection agent, employment agency, or loan management agency); a person serving on the board of directors; or a student serving on an official committee or assisting another college official in performing his/her tasks.
4. A student may not view confidential letters of recommendation received by the college prior to January 1, 1975. As to such letters received after 1975, the Act permits students to waive their right to access if the letters are related to admissions, employment, or honors.
5. Educational records do not include college security records kept by the college's security department, and are thus not protected under FERPA.
6. Education records do not include employment records for college employees as long as they are not also current students. Thus, these records are not protected by FERPA.
7. Education records do not include records compiled or maintained by physicians, psychiatrists, psychologists, or other recognized professionals or paraprofessionals acting or assisting in such capacities for treatment purposes, and which are available only to persons providing the treatment. These records are therefore not protected by FERPA.
8. Records requested through court action or subpoena can be released without a student's written consent.

DIRECTORY INFORMATION

The college may disclose directory information without the consent of the student unless the student has restricted the release of this information. The college has designated the following categories of personal student information as directory information:

- name
- photograph
- field of study
- dates of attendance
- degree
- honors and awards received
- Participation in officially recognized activities

This information may be provided to third parties by the college. Students may block the disclosure of directory information (all or in part) by notifying the registrar's office in writing. Although the initial request may be filed at any time, requests for non-disclosure will be honored by the college until removed, in writing, by the student.

CANCELLATION OF CLASSES

INSUFFICIENT ENROLLMENT

The college reserves the right to cancel any course or program for which there is insufficient enrollment. If a class start date is cancelled, the student shall be entitled to either: (1) a guaranteed reservation in the next scheduled class for that program or (2) cancellation of enrollment for that class with a full refund. In the unfortunate event that Westwood must cancel a course or program, every effort will be made to teach students through a teachout

agreement with another institution offering similar programs. Students also will have the option to transfer to another course or program, or to accept a mutually agreed upon arrangement between the students and the college, not excluding refund.

INCLEMENT WEATHER

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

If the college administration should determine that the building must be closed due to inclement weather, the announcement will be posted on the student portal and is typically broadcasted on major radio and television stations. Students may call the college to listen to a recorded message.

TRANSFERABILITY OF CREDITS

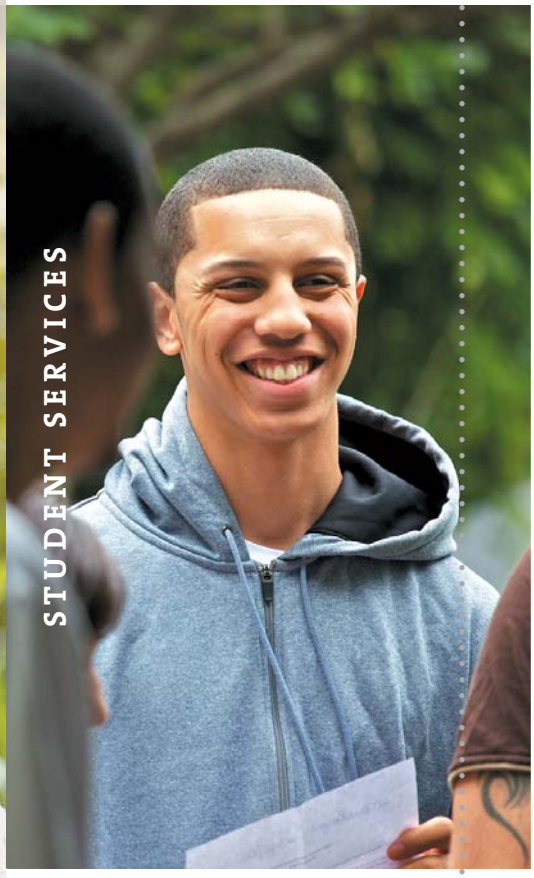
Westwood College does not guarantee the transferability of its credits to any other institution unless there is a written articulation agreement with that institution. See the campus academic dean for information on articulation agreements.

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

Notice Concerning Transferability of Credits and Credentials Earned at Westwood

The transferability of credits a student earns at Westwood College is at the complete discretion of an institution to which he/she may seek to transfer. Acceptance of the degree, diploma, or certificate a student earns is also at the complete discretion of the institution to which a student may seek to transfer. If the credits or degree, diploma, or certificate that a student earns at this institution are not accepted at the institution to which a student seeks to transfer, he/she may be required to repeat some or all of his/her coursework at that institution. For this reason, students should make certain that their attendance at this institution will meet their educational goals. This may include contacting an institution to which a student may seek to transfer after attending Westwood College to determine if the credits or degree, diploma or certificate will transfer.

2011–12 ACADEMIC CATALOG



GENERAL INFORMATION

The Westwood College Student Services Department provides assistance to all students throughout their college experience. The college is committed to providing an environment that supports students in achieving their personal and professional goals. In recognition of its standard of customer service, the college endeavors to provide high quality services in an efficient manner, subject to ongoing evaluation by students and faculty.

STUDENT RESOURCES

ADVISING

Westwood is dedicated to helping students remove obstacles to achieving success. Student services advisors are available to all students to assist in such areas as problem-solving, setting goals, attending class, academic success, financial concerns, or personal issues. Informal one-on-one meetings give students the chance to seek assistance, air frustrations and share accomplishments with direct feedback from college staff who will take action, if necessary, to help students alleviate the concern, and, more importantly, encourage the student's continued success. These meetings with advisors can be held any time during regular college hours.

In addition, many campuses offer peer mentoring programs (which differ in availability at each campus) that provide students the opportunity to connect with currently attending students. These peer-to-peer relationships can be great networking opportunities as well as a chance to learn about the student experience from another student's perspective.

DAY ONE SUCCESS CLASS

The Day One Success Class is the first day of class for all entering students. This unique hands-on, interactive orientation session teaches students the keys to being a successful student at Westwood College. It is a fun and engaging way to "learn the ropes" and meet other students. Ask a student services advisor when the next session is going to be held.

HOUSING

Westwood College works with Collegiate Housing Services to offer comfortable and affordable dormitory-style, furnished apartments near the DNN and LAA campuses. The typical housing configuration is a furnished, two-bedroom, one-bathroom apartment, with utilities paid, and shared by up to four same-sex Westwood students. Each student signs an individual lease. In most cases, each student will share a bedroom with another student. Other housing configurations may be available upon request, but the cost may be higher.

The most popular housing locations and facilities fill up quickly, particularly during the fall terms. To ensure receipt of desired housing, the college strongly encourages students to send the $50 application fee and $250 housing deposit to Collegiate Housing Services' Indianapolis Processing Center as soon as possible. Collegiate Housing Services does its best to provide housing at the time of registration. However, if the application fee and deposit do not arrive at their processing center at least 30 days before registration, students may be placed on a waiting list until housing can be arranged.

For more information or to receive an application, please contact:

Collegiate Housing Services, Inc. Processing Center
909 East 38th Street
Indianapolis, IN 46205
Telephone: 800-866-8346
Email: sales@housingservices.com

Collegiate Housing Services will be on campus at Denver North and Anaheim during orientation to assist students with signing leases and settling into their new homes. If students attend a campus other than DNN or LAA, please see student services for additional assistance with housing.

Students also are welcome to make their own housing arrangements without the assistance of Collegiate Housing Services. Further housing questions should be directed to the student services advisor at the campus to which a student is applying.

STUDENTS WITH DISABILITIES

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

STUDENT RESPONSIBILITY

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

PROCEDURE

Students with disabilities who require accommodations, aids, or services should submit to the CDC a Request for Accommodation form at least six weeks prior to the start of the term. Students who request accommodations must include documentation from their healthcare provider or diagnostic professional regarding the nature and extent of their disability in the request. Students must then submit their signed and completed form to the CDC, who forwards it to the College Accommodation Committee (CAC) for its review and consideration. Students granted accommodations will receive a letter of accommodation from the CAC setting forth the specific accommodation(s) granted. Whether to grant an accommodation and the type of accommodation granted by the committee are decisions made at the discretion of the college pursuant to governing law.

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

APPEALS

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

Westwood College prohibits unlawful discrimination or harassment on the basis of disability. A student who believes that he/she has been harassed or discriminated against on the basis of disability in violation of Section 504 of the Rehabilitation Act, the ADA or any applicable law may file a complaint under the procedures described in this catalog in the STUDENT SERVICES section under STUDENT COMPLAINT/GRIEVANCE PROCEDURE.

DISCRIMINATION

Westwood College prohibits unlawful discrimination or harassment on the basis of disability. A student who believes that he/she has been harassed or discriminated against on the basis of disability in violation of Section 504 of the Rehabilitation Act of 1973 of the ADA may file a written complaint to his/her campus president. Within 20 business days after receipt of the complaint, the student will receive written notification of the outcome of the campus president's

investigation into his/her complaint to include corrective actions taken, if appropriate based on the outcomes, to prevent further harassment.

A student may appeal to the disability discrimination appellate officer any final, written decision of the campus president regarding his/her claim. A student has 10 days from receipt of the written decision from the campus president to appeal. Upon request and where the student can show good cause, the appellate officer has the discretion to permit the student to submit his/her appeal after the 10 days. If requested by the appellate officer, the campus president will forward any requested documentation or information in writing to the appellate officer. Student-appellants, however, are encouraged to submit a thorough and complete statement in their appeal of the basis for the challenge and should attach any relevant documentation.

In his/her discretion, the appellate officer may rely solely on the student's appeal and the written record. However, the appellate officer may conduct a hearing or request oral presentations if he/she deems it warranted by the circumstances. If the appellate officer conducts a hearing or requests oral presentations, such hearing or presentation will be carried out, usually within 10 working days of receiving all appeal materials from the student and any additional information from the campus president. However, this period of time may be extended due to the unavailability of the appellate officer, witnesses, the student-appellant, and the like.

The appellate officer will render a decision regarding the outcome of the appeal and notify the student-appellant and the campus president in writing as soon as possible but generally no later than 20 business days from receipt of all information from the student-appellant and the completion of any hearing, testimony, or oral presentations. This decision will include corrective actions taken, if necessary based on the outcome, to prevent further harassment. Decisions of the appellate officer are final.

To submit an appeal, students should contact MySafeCampus at 1-888-331-3036 or via the internet portal at www.mysafecampus.com. Both of these methods are available 24 hours a day, seven days a week. In using either method to submit an appeal, the student should indicate "Discrimination" as the category selection.

The college will not tolerate unlawful retaliation against any student who in good faith raises an issue regarding violations of Section 504 of the Rehabilitation Act of 1973. If a student believes he/she has been retaliated against in violation of this policy, the student is encouraged to immediately report the retaliation in writing to the campus president.

CAMPUS LIFE

STUDENT ACTIVITIES

The college provides the opportunity for students to participate in a number of extracurricular activities. Those interested in joining a club or participating in extracurricular activities should contact their student services advisor. Students are encouraged to take advantage of activities, clubs, and events that are offered both on- and off-campus. These events are designed to help students feel a part of the campus community and to develop career-readiness skills. Students often report that the more engaged they are in campus events, the more beneficial and enjoyable their Westwood experience and education is.

CLUBS & ORGANIZATIONS

Alpha Beta Kappa

Alpha Beta Kappa is a national honor society in the arts, sciences, trades, business, technical, and general studies. The purpose of the society is to reward Westwood students for superior academic performance, personal integrity, and leadership skills. A student who is elected as a member by his/her faculty and program chair is set apart as an example of an individual with personal integrity and excellence. Westwood encourages every student to strive for membership nomination to Alpha Beta Kappa, an honor that will remain with the student throughout his/her professional life. Students should contact the director of student services on their campus, since chapters may not be in place at all Westwood College campuses.

Student Clubs

Student clubs reflect students' interests at each campus and may change periodically. Clubs may choose to become affiliated with a professional organization (e.g., American Design Professionals, American Society for Interior Designers, American Criminal Justice Association and many other campus clubs).

Other clubs are available at some Westwood campuses. **Not all of these organizations are available at all Westwood campuses.** These clubs may include: Advertising Club, American Medical Technologists, Anime Brigade V 2.5, Art Student Association, Cinematics Club, Construction Management Club, Criminal Justice student groups, FBLA Club, Game Art Club, Game Design Nation, The Game Masters, Gamers Club, Institute of Electronics and Electrical Engineers, Interior Design in Action, International Game Developers Association, Martial Arts Club, Medical Assisting Club, Networking Club, Phi Beta Lambda, Pi Sigma Epsilon, Student (Government) Ambassadors, Tau Theta Sigma, 3D Max, Toastmasters, Unusual Suspects, VISION, Westwood CAD and ID Students, Westwood Construction Management

Organization, and Westwood Film Society. For a full list of active student clubs or questions concerning student clubs, please contact the director of student services.

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

STUDENT CONDUCT AND DISCIPLINE

In addition to the academic integrity policy found in the ACADEMICS section, Westwood College has a policy on student conduct and discipline that applies to prospective and existing students.

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

1. Academic dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the college.
2. Forgery, alteration, misuse, or mutilation of college documents, records, identifications, educational materials, or college property.
3. Obstruction or disruption of teaching, administration, disciplinary procedures, or other activities including public service functions or other authorized activities on the campus.
4. Interfering with the learning process of other students, classroom presentation, or individual instruction being conducted in any class, laboratory, authorized activity or online session of the school.
5. Physical or verbal abuse of, or threats toward, any person, including harassment or stalking, or conduct which threatens or endangers health or safety of individuals or the campus community at large.
6. Theft of or unauthorized removal of or damage to property of the college, or using or attempting to use college property in a manner inconsistent with its designed purpose.
7. Unauthorized entry to, use, or occupation of college facilities.
8. Intentional and unauthorized interference with a right of access to college facilities or freedom of movement or speech of any person on the premises.
9. Use or possession of firearms, ammunition, knives, or other dangerous weapons, substances, or materials (except as expressly authorized by the college), bombs, explosives, or incendiary devices prohibited by law.
10. Disorderly conduct or lewd, indecent, or obscene conduct or expression.
11. Violation of a federal, state, or local ordinance including but not limited to those covering alcoholic beverages, narcotics, dangerous drugs (as detailed in the Drug Free Schools Act), peer-to-peer file sharing, identity theft, gambling, sex offenses, or arson, which violation occurs on or through use of college property.
12. Rioting, or aiding, abetting, encouraging, or participating in a riot.
13. Failure to comply with the verbal or written directions of any college official acting in the performance of his/her duty and in the scope of his/her employment, or resisting designated campus security personnel while acting in the performance of his/her duties.
14. Aiding, abetting, or inciting others to commit any act of misconduct set forth in 1 through 12 above.
15. Conviction of a serious crime. (Upon the filing of charges in civil court involving an offense which is of a serious nature, and upon determination that the continued presence of the student would constitute a threat or danger to the college community, such student may be temporarily suspended pending disposition of the charges in civil court).

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

- reprimand
- specific restrictions
- disciplinary probation
- temporary suspension
- permanent suspension

Disciplinary proceedings and sanctions specific to peer-to-peer file sharing and drug and alcohol-related offenses are available through student services.

Judicial processes for all Code of Conduct violations, victim's rights, and rights of the accused are detailed in the Annual Security Report, distributed to all new students during their term of enrollment and to all students on October 1 of each year.

After being suspended, a student may be re-admitted only after the campus academic dean approves a written request. Some drug and alcohol-related offenses may result in the student's loss of Title IV financial aid eligibility. Readmission will be on a probationary basis only. Any further infraction of the policies and rules will necessitate permanent suspension.

STUDENT TECHNOLOGY USE POLICY

Westwood College provides its students with many types of information technology resources. The college strongly believes in the educational value of these resources and recognizes their potential to support the curriculum and student learning. These resources are provided in order to promote educational excellence by facilitating resource sharing, innovation, and communication. Users must be continuously alert to inappropriate and illegal use of the college's IT resources. A student's use of the College's IT Resources constitutes his/her acknowledgement of the rules contained in this Policy and his/her agreement to abide by these rules. A student's violation of these rules may subject him/her to disciplinary action, up to and including dismissal from the college.

This policy applies to any student who uses the college's IT resources. The resources covered by this policy include, but are not limited to, computer hardware and software, telephone and data networks, and electronically stored date. Use of these resources includes access from off-campus and on-campus, as well as access from privately owned computers and electronic devices.

RIGHTS AND RESPONSIBILITIES

Access to and use of IT Resources and the Internet shall comply with federal laws, state laws, and the policies and procedures of the college. By using the college's IT resources, all users agree to the rules, regulations, and guidelines contained in this Technology Use Policy.

Computers and networks provide access to IT resources on- and off-campus, as well as the ability to communicate with other users worldwide. Such open access is a revocable privilege and requires that users behave ethically and act responsibly. This TUP is intended to supplement college policies and does not release users from compliance with any existing policies that address ethical issues such as harassment, academic dishonesty, and plagiarism.

The college's IT resources are primarily designated for instructional, research, or administrative purposes. Users may use IT resources for personal purposes as long as that use does not interfere with the primary use. Because the college's computers and networks are shared resources, any user's activity that inhibits or interferes with the use of these resources by others is not permitted. The college may ensure reasonable use by monitoring access logs, traffic data, and network utilization.

Users are responsible for all activities to and from their access accounts. Users must take every precaution to protect access accounts. Under no circumstances should a user allow someone else to share an access account.

Users should not assume or expect any right of privacy with respect to the IT resources. System administrators or other authorized college personnel may access or examine files or accounts that are suspected of unauthorized use or misuse, that have been corrupted or damaged, or that may threaten the integrity of the college's computer systems. In addition, files, email, access logs, and any other electronic records may be subject to search under court order.

PROHIBITED USE OF INFORMATION TECHNOLOGY RESOURCES

It is a violation to:

1. Intentionally and without authorization, access, modify, damage, destroy, copy, disclose, print, or take possession of all or part of any computer, computer system, network, software, data file, program, database, or any other college IT resource. This includes:
   - Gaining access by willfully exceeding the limits of authorization
   - Attempting (even if unsuccessful) to gain unauthorized access through fraudulent means
   - Gaining access by using another person's name, password, access codes, or personal identification
   - Attempting (even if unsuccessful) to gain unauthorized access by circumventing system security, uncovering security loopholes, or guessing passwords/access codes
2. Give or publish a password, identifying code, personal identification number or other confidential information about a computer, computer system, network or email account, database, or any other college IT resource.
3. Load any third-party software on computer systems in the computer labs, unless authorized by a member of the lab staff, a faculty member, or an Information Technology Services (ITS) representative.
4. Transfer copyrighted materials to or from any system, or via the college network, without the express consent of the owner of the copyrighted material. (See section entitled FILE SHARING AND COPYRIGHT INFRINGEMENT.)
5. Provide unauthorized external access to college-developed or commercially-obtained IT resources.
6. Use any IT resources for commercial, political, or illegal purposes; personal financial gain; or harassment of any kind.
7. Display obscene, lewd, or otherwise offensive images or text.
8. Intentionally or negligently use IT resources in such a manner as to cause network congestion and performance degradation.

Westwood worked for me because I could go at night and still keep my full-time job. And I had one-on-one time with instructors. It taught me self-confidence, that I can do anything I put my mind to.

***Cherese Gillespie**—*
2009 Medical Assisting graduate

PROVISIONS FOR PRIVATE COMPUTERS CONNECTED TO THE COLLEGE NETWORK

The following apply to anyone connecting a private computer to the college network via a wireless LAN connection, a dial-up network connection, a virtual private network (VPN) connection, a regular network connection in an office, or any other network connection.

1. The owner of the computer is responsible for the behavior of all users on the computer, and all network traffic to and from the computer, whether or not the owner is aware of the traffic generated.
2. A private computer connected to the network may not be used to provide network access for anyone who is not authorized to use the college systems. The private computer may not be used as a router or bridge between the college network and external networks, such as those of an Internet Service Provider.
3. Should college IT services staff have any reason to believe that a private computer connected to the college network is using the IT resources inappropriately, network traffic to and from that computer will be monitored. If justified, the system will be disconnected from the network, and action will be taken with the appropriate authorities.
4. Users are responsible for the security and integrity of their systems. In cases where a computer is "hacked into," the user shall either shut down the system or remove it from the campus network as soon as possible to localize any potential damage and to stop the attack from spreading.

ELECTRONIC MAIL

The college email system is not a private secure communications medium. As such, users of email cannot expect privacy. By using the college email system, each user acknowledges:

1. The use of electronic mail is a privilege, not a right. Transmitting certain types of communications is expressly forbidden. This includes messages containing chain letters, pyramids, urban legends, and alarming hoaxes; vulgar, obscene, or sexually explicit language; threatening or offensive content; derogatory, defamatory, sexual, or other harassment; and discriminatory communication of any kind. As with other information technology resources, the use of email for commercial or political purposes is strictly prohibited.
2. Under the Electronic Communications Privacy Act, tampering with email, interfering with the delivery of email, and using email for criminal purposes may be felony offenses, requiring the disclosure of messages to law enforcement or other third parties without notification.
3. Email messages should be transmitted only to those individuals who have a need to receive them. Distribution lists should be constructed and used carefully. Email distribution lists should be kept current and updated regularly. Inappropriate mass mailing is forbidden; this includes multiple mailings to newsgroups, mailing lists, or individuals (e.g., "spamming," "flooding," or "bombing").
4. Users of the college email system waive any right to privacy in email messages and consent to the access and disclosure of email messages by authorized college personnel. Accordingly, the college reserves the right to access and disclose the contents of email messages on a need-to-know basis. Users

should recognize that under some circumstances, as a result of investigations, subpoenas, or lawsuits, the college might be required by law to disclose the contents of email communications.

FILE SHARING AND COPYRIGHT INFRINGEMENT

Federal copyright law applies to all forms of information, including electronic communications. Users should be aware that copyright infringement includes the unauthorized copying, displaying, and/or distributing of copyrighted material. All such works, including those available electronically, should be considered protected by copyright law unless specifically stated otherwise.

The college complies with all provisions of the Digital Millennium Copyright Act. Any use of the college network, email system, or website to transfer copyrighted material including, but not limited to, software, text, images, audio, and video is strictly prohibited. Therefore, the use of peer-to-peer file sharing programs (such as BitTorrent, KaZaA, Morpheus, iMesh, etc.) is, in most cases, a violation of college policy and federal law.

Users who commit acts of copyright infringement through their use of IT resources will be subject to disciplinary action by the college. Acts of copyright infringement and piracy are violations of state and federal laws, and as such, may result in criminal charges.

NO WARRANTIES

The college makes no warranties of any kind, whether expressed or implied, with regard to the IT resources. The college will not be responsible for any damages suffered as a result of using the IT resources. These damages may include, but are not limited to, loss of data as a result of delays, or service interruptions caused by the IT resources or by user error or omissions. Use of any information obtained through the IT resources is at the user's sole risk. The college disclaims any responsibility for the accuracy of information obtained through the IT resources.

The user agrees to indemnify and hold harmless Westwood College, its parent and/or subsidiary companies and affiliates, as well as its directors, officers, agents and employees from and against any claim, lawsuit, cause of action, damage judgment, loss, expense, or liability resulting from any claim, including reasonable attorneys' fees, arising out of or related to the use of the IT resources. This indemnity shall include, without limitation, those claims based on trademark or service mark infringement, trade name infringement, copyright infringement, defamation, unlawful discrimination or harassment, rights of publicity, and invasion of privacy.

REPORTING VIOLATIONS OF IT ACCEPTABLE USE REGULATIONS

Violations of this policy should be reported immediately to the ITS Department immediately. The college will make every effort to maintain confidentiality to the extent possible consistent with other obligations.

DISCIPLINARY ACTION

Violations of the provisions of this TUP will result in the appropriate disciplinary action, which may include loss of computing privileges, suspension, termination, or expulsion from the college, and legal action.

STUDENT HARASSMENT POLICY

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

FORMS OF PROHIBITED HARASSMENT

1. Any verbal, physical or other conduct based on a person's sex, race, color, religion, national origin, age, disability, sexual orientation, or veteran or marital status that has the purpose or effect of threatening or intimidating or coercing another, or impairing academic performance, career development, or any other aspect of education is prohibited harassment. This policy not only prohibits faculty harassment of students, it also prohibits misconduct by any member of our educational community toward a faculty member, staff member, or a fellow student.
2. Prohibited harassment (including sexual harassment) does not refer to behavior or occasional compliments of a socially acceptable nature. However, some behavior that is acceptable in a social setting may not be appropriate in the workplace or school setting. It refers to behavior that is not welcome, that is personally offensive, that fails to respect the rights of others, that lowers morale and, therefore, interferes with academic performance.
3. The victim does not have to be the person toward whom the unwelcome conduct is directed, but may be someone who is affected by such conduct when it is directed toward another person. For example, the harassment of an employee or student may create for another employee or student an intimidating, hostile, or offensive environment.

DEFINITION OF SEXUAL HARASSMENT

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

STUDENT RESPONSIBILITIES FOR REPORTING PROHIBITED HARASSMENT, INCLUDING SEXUAL HARASSMENT

1. It is the duty and obligation of all students to comply with this policy and to report conduct that they believe to be prohibited harassment.
2. Any student who believes that he/she is being harassed is encouraged to confront the person or persons responsible for causing the offense. Often the simplest and most effective way to put an end to harassing behavior is to tell the harasser that the behavior is offensive and unwelcome and to stop.
3. If the misconduct continues, or if the student feels uncomfortable about confronting the harasser, he/she should bring the improper conduct to the attention of the appropriate member of management using the following complaint procedure:
   A. Any student who believes that he/she is being harassed should promptly report his/her concerns to any of the following individuals:
      - director of student services
      - campus academic dean
      - campus president

   B. It is the responsibility of each supervisor within his/her area of control to report student complaints in writing to the campus president.

   C. Westwood College will investigate all harassment complaints, including talking with witnesses as appropriate, and in doing so will make every effort to treat the complaint and resulting investigation discreetly.

   D. If the report of prohibited harassment is substantiated, Westwood will take corrective action it deems appropriate. Based on the severity of the offense in the case of an employee violator, the action may include, but is not limited to, oral or written reprimand, demotion, suspension, or termination. Based on the severity of the offense in the case of a student violator, the action may include, but is not limited to, oral or written reprimand, suspension, or expulsion.

4. If students have any questions regarding sexual harassment in the workplace or this policy, they should contact the director of student services, campus academic dean, or campus president.
5. The law prohibits retaliation for reporting any form of illegal harassment, or for filing a complaint, testifying, assisting, or participating in any manner in an investigation, proceeding, or hearing regarding any form of illegal harassment. Westwood College will take appropriate measures to ensure that no such retaliation occurs.
6. Continued compliance with these policies will assure that the learning environment at Westwood College remains harassment free and that employees and students treat each other with mutual respect.

FALSE CLAIMS

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

STUDENT COMPLAINT/GRIEVANCE PROCEDURE

RESOLUTION OF STUDENT CONCERNS

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

The college will not tolerate unlawful retaliation against any student who in good faith files a complaint, testifies, assists, or participates in any manner in an investigation, proceeding, or hearing regarding any form. If a student believes he/she has been retaliated against in violation of this policy, the student is encouraged to immediately report the retaliation in writing to the campus president. Westwood College will take appropriate measures to ensure that no such retaliation occurs.

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

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

If a student would like to appeal a Letter of Accommodation from the College Accommodation Committee, a separate process can be found in the student services section under STUDENTS WITH DISABILITIES.

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

If a student does not feel that the college has adequately addressed a complaint or concern, the student may consider contacting the accrediting agency. All complaints considered by the agency must be in written form, with permission from the complainant(s) for the agency to forward a copy of the complaint to the college for a response. The agency will keep the complainant(s) informed as to the status of the complaint as well as the final resolution. A copy of the agency's complaint form is available at the college and may be obtained by contacting the campus academic dean or the director of student services.

Please direct all inquiries as indicated below:

All campuses

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

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

All California Campuses

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 (BPPE). Also, a student or any member of the public may file a complaint about this institution with the BPPE by calling 888-370-7589 or by completing a complaint form, which can be obtained on the bureau's web site. Questions or concerns that are not satisfactorily resolved by college officials for California students may be brought to the attention of :

Bureau for Private Postsecondary Education
Physical Address: 2535 Capitol Oaks Drive
Suite 400
Sacramento, CA 95833
Mailing Address: P.O. Box 980818
West Sacramento, CA 95798-0818
Telephone: 888-370-7589
Fax Number: 916-263-1897
Website: www.bppe.ca.gov

LAA Campus – Nevada Students

Questions or concerns that are not satisfactorily resolved by school officials for state of Nevada students may be brought to the attention of:

Nevada Commission on Postsecondary Education
1820 East Sahara Avenue, Suite 111
Las Vegas, NV 89104

STUDENT GRIEVANCE PROCEDURE

	ACADEMIC ISSUES	NON-ACADEMIC ISSUES
Step 1	**Faculty**	**Manager** of the department where concern is focused
Step 2	**Program chair**	**Director of student services**
Step 3	**Campus academic dean**	**Campus president**
Step 4	**Director of student services**	**Student Resolution Hotline via MySafeCampus** 1-888-331-3036 www.mysafecampus.com
Step 5	**Campus president**	**Westwood Central Administration Office** Regional Vice President 7604 Technology Way Denver, CO 80237
Step 6	**Student Resolution Hotline via MySafeCampus** 1-888-331-3036 www.mysafecampus.com	**Accrediting agency** ACICS 750 First Street NE, Suite 980 Washington, DC 20002-4241 Telephone: 202-336-6780
Step 7	**Westwood Central Administration Office** Regional Vice President 7604 Technology Way Denver, CO 80237	**Arbitration**
Step 8	**Accrediting agency** ACICS 750 First Street NE, Suite 980 Washington, DC 20002-4241 Telephone: 202-336-6780	
Step 9	**Arbitration***	

**For residential students from Illinois attending Denver North, optional, not mandatory.*

All Colorado Campuses

Questions or concerns that are not satisfactorily resolved by college officials for Colorado students may be brought to the attention of:

Colorado Commission of Higher Education
1380 Lawrence Street, Suite 1200
Denver, CO 80204

All Georgia Campuses

Questions or concerns that are not satisfactorily resolved by college officials for Georgia students may be brought to the attention of:

Nonpublic Postsecondary Education Commission
2082 East Exchange Place, Suite 220
Tucker, GA 30084-5305
Telephone: 770-414-3300

DNN Campus – Kansas Students

Questions or concerns that are not satisfactorily resolved by college officials for the state of Kansas students may be brought to the attention of:

Kansas Board of Regents
700 SW Harrison, Suite 1410
Topeka, KS 66603-3760
Telephone: 785-296-4917

DNN Campus – New Mexico Students

Questions or concerns that are not satisfactorily resolved by college officials for the state of New Mexico students may be brought to the attention of:

New Mexico Commission on Higher Education
2048 Galisteo Street
Santa Fe, NM 87505-2100
Telephone: 505-476-8400
Website: http://hed.state.nm.us/Complaint.aspx

ATL and ATM Campuses – South Carolina Students

Complaints against the Westwood College – ATL and ATM campuses may be registered with:

South Carolina Commission on Higher Education
Nonpublic Postsecondary Institution Licensing
1333 Main Street, Suite 200
Columbia, SC 29201
Telephone: 803-737-2260

All Virginia Campuses

A copy of the Commission's complaint form is available at the college and may be obtained by contacting student services. Questions or concerns that are not satisfactorily resolved by school officials in Virginia may be brought to the attention of:

State Council of Higher Education (SCHEV)
James Monroe Building, 9th Floor
101 North 14th Street
Richmond, VA 23219
Telephone: 804-225-2600

AGREEMENT TO BINDING, INDIVIDUAL ARBITRATION AND WAIVER OF JURY TRIAL

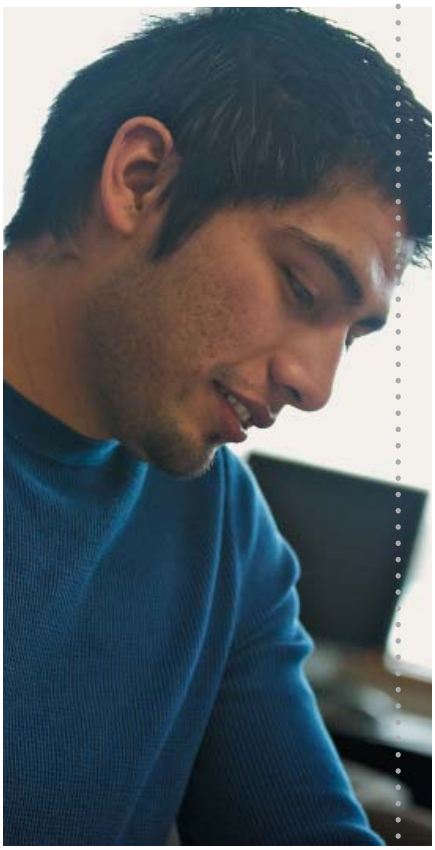
The student understands that both the college and he/she irrevocably waive rights to a trial by jury, and elect instead to submit all claims involving or between the parties and any past or present affiliates or employees to the binding, confidential decision of a single arbitrator instead of a court because it is fair, economical and speedy. The arbitration shall be binding and conducted pursuant to the Federal Arbitration Act by the American Arbitration Association (AAA) under its Supplementary Procedures for Consumer-Related Disputes. The college and student also agree that if any provision of this agreement is found to be invalid or unenforceable, then such specific part or parts shall be of no force and effect and shall be severed, but the remainder of the agreement shall continue in full force. The signed arbitration agreement will survive the termination of the student's relationship with the college.

TERMS OF ARBITRATION

1. Neither the college nor the student shall file any lawsuit in any court against the other and agree that any suit filed in violation of this provision shall be promptly dismissed by the court in favor of an arbitration conducted pursuant to this provision. Both the college and the student agree that the moving party shall be entitled to an award of costs and fees of compelling arbitration.
2. The costs of the arbitration filing fee, arbitrator's compensation and facilities fees that exceed the applicable court filing fee will be split equally by the student and the college for all claims less than $75,000 and the student will be responsible for all fees if the student claims more than $75,000. The student will not be responsible for arbitration fees if he/she demonstrates hardship and, if represented, his/her attorney does not advance clients' litigation costs. All fees, including attorney's fees, shall be paid by a party whose claims are determined to be frivolous. The arbitrator has power to award prevailing party attorney's fees and costs if a claim is based on a statute providing such fees to any party.
3. In order to respect the student's privacy and that of fellow students; promote the speedy resolution of the claim; recognize that the facts and issues are unique to the student alone; and recognize the significant amount of the student's tuition likely will allow the student to find a lawyer willing to take the case, the student will not combine or consolidate any claims with those of other students, such as in a class or mass action, or for the claims of more than one student to be arbitrated or litigated jointly or consolidated with any other student's claims.
4. Any dispute as to the arbitrability of a particular issue or claim shall be resolved in arbitration. Any issue concerning the validity of paragraph 3 above must be decided by a court, and an arbitrator does not have authority to consider the validity of the waiver. If for any reason the class action waiver in paragraph 3 is found to be unenforceable, any putative class action may only be heard in court on a non-jury basis and may not be arbitrated under the arbitration agreement.
5. The student may opt out of this single-case provision by hand-delivering a written statement to that effect to the campus president of his/her campus within 30 days of the first execution of an enrollment agreement with the college.
6. Any remedy available from a court under the law shall be available in the arbitration. The arbitrator(s) shall not have the power to commit any error of material fact, in law, or in legal reasoning.
7. Nothing in the agreement prohibits the student from filing a complaint with the state regulatory agency or accrediting agency listed in the catalog.
8. Except as specifically required by law of the state in which the agreement is executed, the fact of and all aspects of this arbitration and the underlying dispute shall remain strictly confidential by the parties, their representatives and the AAA.
9. To the extent the student has outstanding federal student loan obligations incurred in connection with the student's enrollment at the college, any arbitration award providing monetary damages shall direct that those damages be first paid toward those student loan obligations.
10. If the college or the student loses in arbitration, the losing party may appeal for de novo review to a court of competent jurisdiction if permitted by applicable law. Once the notice of appeal is timely served, the arbitration award shall no longer be considered final for purposes of seeking judicial enforcement under the applicable arbitration statute. The final decision rendered by the arbitrator may be entered in any court having jurisdiction.

PROCEDURE FOR FILING AN INDIVIDUAL ARBITRATION

1. Students are strongly encouraged, but not required, to utilize the Grievance Procedure described in the catalog prior to filing arbitration.



2. A student who desires to file an arbitration should first contact the campus president, who will provide the student with a copy of the AAA Supplementary Procedures for Consumer-Related Disputes. The most current AAA Supplementary Procedures for Consumer-Related Disputes is also available online at www.adr.org. A student who desires to file an arbitration should then contact the AAA directly to obtain the appropriate forms and detailed instructions.
3. A student may, but need not, be represented by an attorney in arbitration.
4. Unless the parties agree otherwise, the location of the arbitration shall be in a locale near the student so long as the student is located in the United States. If the student is not located in the United States, the arbitration shall take place in Denver, near the college's central administrative offices, unless the parties agree otherwise.
5. Any or all of the provisions set for in the Arbitration Agreement may be waived by the party against whom the claim is asserted, but such waiver shall be in writing, physically signed (not merely electronically signed) by the party waiving, and specifically identify the provision or provisions being waived. Any such waiver shall not waive or affect any other portion of the Arbitration Agreement.

ADDITIONAL INFORMATION

COPYRIGHT INFRINGEMENT POLICY

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

The Higher Education Opportunity Act of 2008 (HEOA) includes provisions that are designed to reduce the illegal uploading and downloading of copyrighted material through peer-to-peer (P2P) file sharing. These provisions include requirements that:

1. Institutions certify to the Secretary of Education that they have developed plans to "effectively combat" the unauthorized distribution of copyrighted material.
2. Institutions make an annual disclosure that informs students that the illegal distribution of copyrighted materials may subject them to criminal and civil penalties and describes the steps that institutions will take to detect and punish illegal distribution of copyrighted materials.
3. Institutions publicize alternatives to illegal file sharing.

Westwood College currently employs bandwidth-shaping technology to prioritize network traffic, and blocks students' ability to access these sites from the student computer networks.

Westwood College responds promptly to legitimate notices or letters of illegal copyright infringement based on the requirements of the Digital Millennium Copyright Act and directs both its Information Technology and Compliance departments to investigate and respond.

Sanctions

Westwood College will cooperate fully with any investigation by public authorities related to illegally downloaded copyrighted information. Students found guilty will be subject to the full extent of fines and penalties imposed, as well as facing automatic

loss of Westwood College network access and possible suspension.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorney fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense.

For more information, please see the web site of the U.S. Copyright Office at www.copyright.gov, especially its FAQs at www.copyright.gov/help/faq.

Annual Disclosure and Education

Consistent with its educational principles, Westwood views education as the most important element in combating illegal sharing of copyrighted materials. The college uses a wide variety of methods to inform its community about the law and its internal response to copyright infringement claims:

1. In order to use college computing resources, all students enrolled in Westwood College will endorse a Computer User Agreement that includes a section on copyright compliance.
2. Posters are being mounted in student computer labs and the learning commons to educate students and discourage illegal file sharing.
3. Westwood College's statement concerning the Digital Millennium Copyright Act and its response to infringement claims are published on Westwood's public web site as well as on the students' internal network.
4. Language has been added to the Annual Security Report outlining the Digital Millennium Copyright Act, as well as sanctions for non-compliance.

Alternatives to Illegal File Sharing

Westwood College does not block access from campus to all legitimate sources of copyrighted material. Although it cannot maintain an up-to-date list of alternatives, it points students to the Educause list at: http://www.educause.edu/Resources/Browse/LegalDownloading/33381.

Westwood College will review this plan each year to insure it is current and maintains the appropriate and necessary information to effectively combat illegal file sharing, as well as update the methods employed as new technological deterrents become available.

WESTWOOD ALCOHOL AND DRUG ABUSE

Westwood College students are expected to comply with local, state, and federal laws relating to the use of drugs and alcohol. The college will not tolerate conduct that disrupts the campus or the academic environment. The college values its relationship with the adjoining community, and recognizes the right of its neighbors to be secure from abusive conduct, and potentially dangerous behavior caused by use of drugs and alcohol on campus property.

With this in mind, Westwood College has established a clear, concise policy related to the use of alcohol and drugs: The use, possession, sale, or distribution of any controlled substance; the use, sale, possession, or distribution of alcohol by anyone under the age of 21; and the unauthorized possession of any alcoholic beverages on campus property, or used in the course of school-sponsored activities, are strictly prohibited.

Westwood College has also established sanctions for violations of this policy. The sanctions, ranging from warnings and substance abuse awareness programs for minor offenses to dismissal and/or referral to civil authorities for major and/or multiple offenses, are applied consistently and fairly. These sanctions, as well as the judiciary process that is followed, are discussed in detail in the Annual Safety and Security Report. The college recognizes that while the sanctioning process is educational in nature, students must understand that they will be held accountable for their actions in both the college setting and the external world. Therefore, Westwood College administrators will cooperate fully with law enforcement actions regarding use of drugs or alcohol on school grounds.

The college unequivocally prohibits the illegal possession and/or professionally unsupervised use of all prescription drugs and controlled substances, including marijuana, by any member of its community. It is an especially serious offense to sell, provide, share, or distribute drugs. Drug paraphernalia discovered on Westwood campuses may be subject to confiscation. Selling or distributing drugs will result in suspension or dismissal from the college, in addition to possible prosecution by local authorities.

Information regarding Westwood's alcohol and drug abuse prevention program is published in the Annual Student Safety and Security Report, which also includes information on the physical effects of drugs and alcohol, as well as local resources and abuse prevention programs. The document, distributed each year to all members of the Westwood community as a component of the Student Right-to-Know Notices and Disclosures mailing, is available from the student services office at each campus, in addition to being posted on the Westwood College web site and included in the college catalog.

DRUG FREE SCHOOLS ACT

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

CAMPUS CRIME AND SECURITY ACT

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

SAFETY INFORMATION

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

The report on such crimes is available from the director of student services, who is responsible for maintaining records of all crimes that occur on campus.

CONTINUING STUDENT REGISTRATION

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

DRESS CODE

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

LOST AND FOUND

Please contact the student services department for the location of the lost and found.

PARKING POLICIES

Please contact the student services department for parking policies at each campus.

SMOKING

Smoking or the chewing of tobacco products is not permitted anywhere inside campus buildings at any time. Smoking is not permitted outside the front entrance and where "No Smoking" signs are posted. Look for signs designating a smoking area.

STUDENT ID CARDS

Student identification cards are received during registration/orientation. Student ID cards can also be issued through the bookstore or student services (depending on campus) during regular business hours. Student ID cards are required for ALL purchases through the bookstore.

TRANSPORTATION

Please contact the student services department for information regarding car pooling and public transportation.

VISITORS

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

WCONNECT STUDENT PORTAL

All Westwood students receive access to the WConnect student portal, an online resource that allows students to access important information to help them stay connected and manage their educational experience. Via WConnect, students have access to:

- obtain a degree audit or unofficial transcript
- view term and cumulative GPAs
- calculate GPA based on grade estimates for the term
- a directory of faculty members on the student's campus
- student email account
- purchase textbooks
- view, complete and return important registration and administrative documents
- request a change of address or phone number
- sign up to receive important updates via text messaging
- make a payment to Unisa
- access the student finance portal to manage financial aid activity

- view and print course schedules, grades and attendance
- receive alerts from Westwood faculty and staff, as well as news about Westwood College and the campus
- access learning commons resources

WHERE TO GET ANSWERS

Please see the departments listed below for answers to questions on the following topic areas. Contact the student services department for any questions not covered in this list.

CAREER SERVICES

Alumni information
Education and career expos
Graduate employment
On-campus job fairs
Part-time jobs
Resume assistance
Work-study opportunities

EDUCATION

Adding/dropping a class
Advanced standing or transfer credits
Confidential educational issues
Disputing a grade
Disputing attendance
Education concerns
Education policies/procedures
General education schedule
Faculty-related issues
Night student concerns
Program change
Program of study
Registration for continuing students
Schedule for next term
When classes are offered
Withdrawing from a class
(also see student services or admissions)
Withdrawing from school
(also see student services or admissions)

STUDENT FINANCE

Account balance
Account charges
Agency questions/concerns
Application for work-study
Cost of tuition/terms
Employer tuition reimbursement
Federal student loans
Impact to financial aid eligibility due to
schedule/status changes
Program change impact on financial aid
Scholarships
State grants
Tuition payment schedule
Westwood financing
Student records:
Graduation procedure/checklist
Printout of class schedule
Purchase graduation cap and gown

STUDENT RECORDS

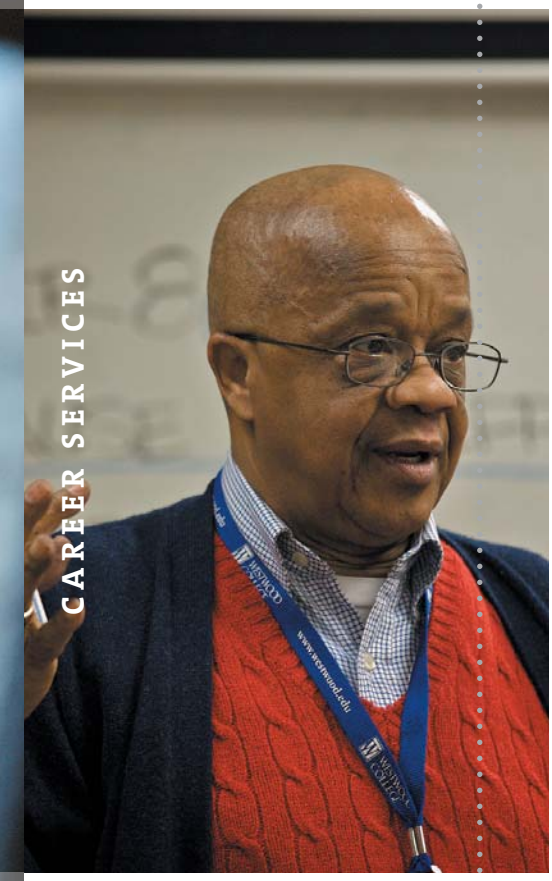
Transcripts
Transfer credits if processed
VA information
Verification of enrollment

STUDENT SERVICES

Car pool information
Clubs/organizations information
Customer service issues
Daycare information
First aid
Housing Collegiate Housing Services, Inc
Personal concerns/issues
(also see education or admissions)
Re-entering college
Report an incident
Student activities
Support systems
Transportation schedules

CAREER SERVICES

2011–12 ACADEMIC CATALOG



CAREER SERVICES

The Career Services Department is committed to supporting students and alumni in launching and advancing their careers.

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

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

Career services provided to students:

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

CAREER SERVICES ADVISING

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

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

STUDENT WORK OPPORTUNITIES

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

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

STUDENTS' RESPONSIBILITIES

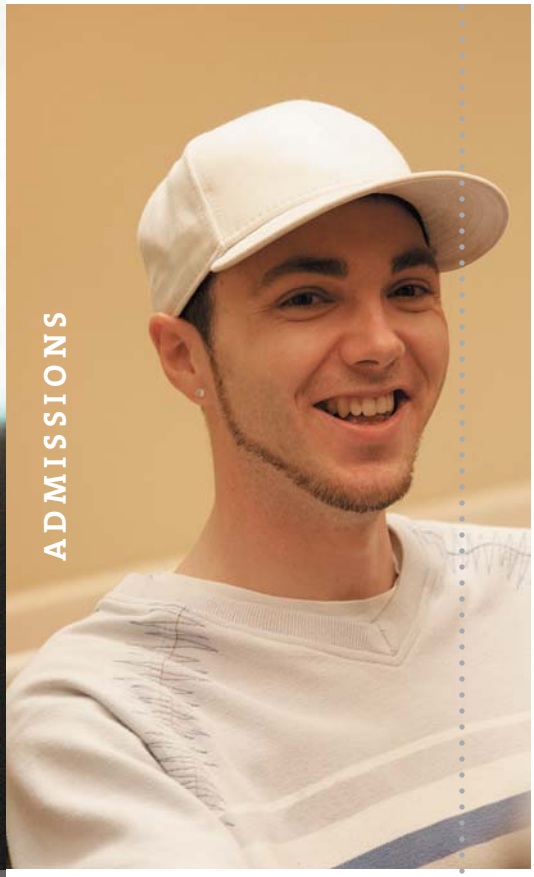
Students are ultimately responsible for their job search and for attaining both general and career-related employment. Those responsibilities include:

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

ALUMNI SERVICES

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

2011–12 ACADEMIC CATALOG



ADMISSIONS PROCESS

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

Prospective students are encouraged to review this catalog prior to signing application documents. Students are also encouraged to review the School Performance Fact Sheet, which must be provided to students prior to signing application documents.

Westwood College reserves the right to deny admission to any applicant and to change entrance requirements without notice.

ADMISSIONS REQUIREMENTS – UNDERGRADUATE PROGRAMS

The college will accept the student contingent upon the applicant meeting all admissions requirements as listed below.

Applicants from countries where English is not the primary spoken language and applicants whose native language is not English must demonstrate English language proficiency.

A felony conviction may result in the inability for Westwood College to assist a student in finding employment within the field for which he/she has been trained for the following programs:

- Criminal Justice
- Medical Assisting
- Information Technology: Major in Computer Forensics
- Information Technology: Major in Systems Security
- Paralegal

Students may be required to complete a disclosure as part of the admissions process. Providing inaccurate or incomplete information may result in cancellation of the application.

The following must be completed and provided by the applicant to qualify for acceptance to the college:

1. Application documents must be submitted to the college by the end of the Add/Change and Drop period (as published in the academic calendar) along with a registration fee. The registration fee may be waived or deferred under special circumstances with proper documentation.
2. One of the following documents must be submitted to the college by the 14th day of the term, or upon request of the applicant, documentation may be provided to the college by a third-party verification service in place of the document:
   A. Copy or original of applicant's high school transcript indicating that the applicant fulfilled the requirements for graduation from high school.
   B. Copy or original of applicant's recognized equivalency certificate such as the General Educational Development certificate (GED), or copy or original of the GED transcript showing fulfillment of the requirements for a GED.
   C. Copy of applicant's high school diploma.
   D. Copy or original of applicant's higher learning school academic transcript which gives proof to one of the following:
      - Completed associate, bachelor or master degree
      - Completed program of at least two years in length (90 quarter credit hours) that is acceptable for full credit toward a bachelor's degree

- In the state of Georgia, a copy of the high school transcript, diploma or GED transcript or certificate must be included in the student's file.

E. Copy of applicant's Certificate of Release or Discharge from Active Duty that confirms that the applicant has graduated from high school or has received a recognized equivalency certificate such as the GED.

F. Copy of applicant's certificate of completion of a home school program if the applicant's home state recognizes the home school. Documentation of the state's recognition must be evidenced in the applicant's records.

3. Each applicant, except nonmatriculating students, must demonstrate proficiency in basic college-level skills as evidenced by documented college-level work or attainment of passing scores (as defined below) on any one of the following assessments:

A. ACT Test (college entrance test) developed and prepared by ACT, Inc. Applicants must have a composite score of at least 17 on both the English and Mathematics sections of the exam. ACT scores can be sent directly to the college by entering Westwood's ACT code (#0545) on the ACT form (scores valid for five years), or students may send official school transcripts with ACT scores listed, or copies of official ACT scores, directly to Westwood College. The student is responsible for having ACT exam results sent to Westwood College. See the table below for test specifications.

If ACT score requirements are ...	Then the applicant must take the following Wonderlic sections ...
met in Mathematics, but not met in English	WBST-V
met in English, but not met in Mathematics	WBST-Q

B. SAT Test (college entrance test) developed and prepared by the College Board and ETS. Applicants must have a score of at least 460 on both the Mathematics and Critical Reading sections of the exam. SAT scores can be sent directly to the college by entering Westwood's SAT code (#3948) on the SAT form (scores are valid for five years), or students may send official school transcripts with SAT scores listed, or copies of official SAT scores, directly to Westwood College. The student is responsible for having SAT exam results sent to Westwood College. See the table below for test specifications

If SAT score requirements are ...	Then the applicant must take the following Wonderlic sections ...
met in Mathematics, but not met in Critical Reading	WBST-V
met in Critical Reading, but not met in Mathematics	WBST-Q

C. Wonderlic assessments developed by Wonderlic, Inc. Applicants must have their college readiness and academic skills assessed by taking the following Entrance and Foundational Assessments:

1. Scholastic Level Exam (SLE-Q)
2. Wonderlic Basic Skills Test, Verbal (WBST-V)
3. Wonderlic Basic Skills Test, Quantitative (WBST-Q)

Applicants who do not receive a minimum score on the SLE-Q will not be admitted to the college. An applicant's scores on the WBST-V and WBST-Q will be used to determine placement into foundational or college-level courses. Applicants in the Medical Assisting diploma program in Virginia campuses are not required to take the WBST-V or WBST-Q. Applicants in the Medical Assisting diploma program in Georgia are not required to take the WBST-Q. Foundational courses may affect program length and cost. Wonderlic scores are valid for one year from the date of testing and must still be valid at the time of the actual student term start. Wonderlic scores from other institutions are not valid.

Wonderlic Retesting Requirements

Applicants are allowed one attempt at the Entrance Assessment, the SLE-Q. The Entrance Assessment evaluates an applicant's potential to succeed in college. Applicants may not re-take the Entrance Assessment.

Applicants are allowed two attempts (one initial attempt plus one retake) of the English and math Foundational Assessments. The scores on the English and math Foundational Assessments are only used to determine placement in foundational courses or not. Additional attempts beyond two are not permitted. The highest score will be counted toward placement in foundational courses.

If an applicant is unable to complete all three assessments due to illness, disruption or other documented factor, the applicant may arrange to complete the session at a future time. Test sections completed in the partial session will not be re-administered in the next session and the next session will not be counted as a "retest."

D. College-level work. Any applicant with 36 quarter hours (or equivalent) of documented college-level work, or who already holds an associate or bachelor's

degree from an accredited college or university recognized by the U.S. Department of Education will not be required to take the entrance assessment and re-demonstrate proficiency in basic college-level skills. In addition, foundational assessments will not be required in the following cases:

- For English, provided that at least four quarter hours each (or equivalent) were completed in English composition with a grade of C (or equivalent) or higher.
- For math, provided that at least four quarter hours each (or equivalent) were completed in college-level mathematics with a grade of C (or equivalent) or higher.

In order to demonstrate this established proficiency, the applicant must provide a copy of his/her official transcript prior to the start of the term. If the applicant does not submit the required transcript, a passing score on an assessment (as detailed above) must be documented and provided in order to complete the enrollment process.

ADMISSION OF NON-NATIVE SPEAKERS OF ENGLISH

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

A. A Test of English as a Foreign Language (TOEFL iBT) test score of 475 or higher on the paper-based test, 153 or higher on the computer-based test, or 53 or higher on the internet-based test.

B. An International English Language Testing System score of 4.5 or better.

C. A Michigan English Language Assessment Battery score of 70 or better.

D. Proof of completion of an accredited college program in the United States.

E. A high school diploma or GED from a school in the United States.

F. A high school or college diploma from a country which uses English as the language for education*.

G. Verification of a high school transcript from a school which uses English as the main language of instruction.

H. Official documentation demonstrating successful completion of an English language program of study and/or English language proficiency exam as explicitly defined in a written cooperative agreement between the college and a Westwood College-approved English language school. For a complete list of Westwood College-approved English language schools with which the college has cooperative agreements, please see the ADMISSIONS section of the Westwood College website at http://www.westwood.edu/admissions/.

The college's campus academic dean will determine an applicant's English-proficiency status by reviewing one or more of the above documents. Questions pertaining to this policy should be directed to the college's director of Student Services.

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

ADMISSION OF INTERNATIONAL APPLICANTS – UNDERGRADUATE PROGRAMS

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

1. All required application documents
2. Required registration fee
3. An official copy of the high school transcript, college transcript, or the equivalent that documents the required level of education. The required level of education for an undergraduate program can be proven by any one of the following:

A. A certified copy or original of applicant's secondary school graduation transcript or diploma (must be translated into English and evaluated as an equivalent to a U.S. high school diploma by an accredited National Association of Credential Evaluation Services, Inc. [NACES] agency. Please note that some agencies have more specific requirements and accept only original documentation sent directly from the educational institution.)

B. A certified copy or original of applicant's U.S. high school transcript indicating that the applicant fulfilled the requirements for graduation from high school.

C. A certified copy or original of applicant's recognized equivalency certificate such as the U.S. GED, or certified copy or original of the U.S. GED transcript showing fulfillment of the requirements for a U.S. GED.

D. A certified copy of applicant's U.S. high school diploma.

E. A certified copy or original of applicant's postsecondary school academic transcript which gives proof to one of the following:

- Completed associate, bachelor or master degree.
- Completed program of at least two years in length that is acceptable for full credit toward a bachelor's degree.

A necessary part of the application includes transcripts from all previously attended education institutions. Westwood's accrediting agencies require official transcripts, which are defined as being received by Westwood College in a sealed envelope – or in the state of Georgia via direct transmission – from the previous educational institution or government agency that issues such documents.

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

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

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

4. Each applicant, except non-matriculating students, must demonstrate proficiency in basic college-level skills as evidenced by attainment of passing scores (as defined below) on any one of the following assessments:

   A. ACT Test (college entrance test) developed and prepared by ACT, Inc. Applicants must have a composite score of at least 17 on both the English and Mathematics sections of the exam. ACT scores can be sent directly to the college by entering Westwood's ACT code (#0545) on the ACT form (scores valid for five years), or students may send official school transcripts with ACT scores listed, or copies of official ACT scores, directly to Westwood College. The student is responsible for having ACT exam results sent to Westwood College. See the table below for test specifications.

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met in English, but not met in Mathematics	WBST-Q

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If SAT score requirements are ...	Then the applicant must take the following Wonderlic sections ...
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Applicants who do not receive a minimum score on the SLE-Q will not be admitted to the college. Applicant's scores on the WBST-V and WBST-Q will be used to determine placement into foundational or college-level courses. Applicants in the Medical Assisting diploma program in Virginia campuses are not required to take the WBST-V or WBST-Q. Applicants in the Medical Assisting diploma program in Georgia are not required to take the WBST-Q. Wonderlic scores are valid for one year from the date of testing and must still be valid at the time of the actual student term start. Wonderlic scores from other institutions are not valid.

5. Documentation that verifies the student has the financial resources to attend Westwood College. The documentation must demonstrate the financial ability to pay, at a minimum, the full first academic year costs (including tuition, housing, books, tools, computer, equipment, food, transportation, etc.). There also needs to be documentation that ongoing support will be available for subsequent academic terms. The Affidavit of Financial Support form and supporting documentation must be provided before an I-20 to attend Westwood College will be issued to the student. One of the following four types of supporting documentation is required, together with reasonable documentation that will ensure that the funds will continue until graduation.

   A. A bank statement of the student and/or parent or sponsor showing a balance adequate to fund the first academic year (including tuition, housing, books, equipment, food, transportation, etc.). If a parent or sponsor is funding the student's education, then the Affidavit of Financial Support form must be signed by the parent or sponsor.

   B. A letter from a bank (on bank stationery) attesting to the funds in the account.

   C. A letter of sponsorship, or award letter, from sponsoring agency, firm, or government entity.

   D. Educational Assistance Loan approval.

Any one of these four documents (i.e., A–D) is sufficient, if accompanied by reasonable documentation (as determined by the college) that will ensure that the funds will continue until graduation.

6. Proof of English-language proficiency. (See the section, NON-NATIVE SPEAKERS OF ENGLISH, for details.)

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

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

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

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

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

ADDITIONAL ADMISSION REQUIREMENTS FOR SELECTED PROGRAMS

In order to be eligible for enrollment in the Denver South evening or weekend schedule, a student must have access to an off-campus personal computer that meets the college's minimum standards and have access to the Internet.

CANCELLED APPLICATIONS

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

RETURNING STUDENTS

A student who returns to college within six months of his/her last day of attendance does not need to complete a new

Treat your time in school like you have already started your career. Give every project 100%, even if you know that 75% would get you an 'A.'

Mark Jackson-Weaver—
2006 Visual Communications graduate

application documents unless there has been an academic change to the program. A returning student whose start date is beyond six months of his/her last date of attendance is required to complete new application documents.

Graduates returning at any time for another program or an additional degree must complete new application documents.

All returning students will be charged tuition as identified in the catalog according to their date of re-entry.

RE-ENROLLMENT

If an individual does not start class in the term for which he/she originally applied for admission, the registration fee will remain valid for three terms. This includes the current term applied and the two subsequent terms. To renew the application process, the student must re-apply with his/her admissions representative and new application documents will be required.

LATE ADMISSION

Classes start on the date indicated in the academic calendar. Late starts are considered on an individual basis after assessing the student's ability to make up the work that has been missed. Under no circumstances, however, will a student be allowed to enter class after the last day to Add/Change classes without the permission of the campus president.

ADVANCED ACADEMIC STANDING

The following are five ways to achieve Advanced Academic Standing at Westwood College:

1. Transfer credits from accredited colleges and universities
2. Articulation Agreements with selected high schools and colleges
3. Westwood College Proficiency Exams
4. Advanced Placement Exams, College Level Examination Program (CLEP) exams, Dantes Subject Standardized Tests (DSST) or nationally recognized certification exams
5. Military credit based upon American Council of Education (ACE) recommendations

When Advanced Academic Standing is granted for a particular course, the student is exempted from the specific course requirement. Advanced Standing may have an effect on tuition. Students should be aware that transfer and proficiency credits may reduce financial aid eligibility.

Students are advised to consult with the Student Finance Office prior to seeking Advanced Standing to review the effect of transfer or proficiency credits on financial aid eligibility.

No more than 75% of a program's total credits may be transferred or courses exempted through the awarding of credit via these five methods of achieving Advanced Standing. Westwood College will grant up to 20% of a program's total credit hours for proficiency exams. The campus academic dean may grant exceptions to this policy on a case-by-case basis.

ADMISSION OF NON-CREDENTIAL-SEEKING STUDENTS

Students who wish to take specific courses but not pursue a specific certificate, diploma, or degree must also complete new application documents. Admissions fees still apply, but the admissions requirements and procedures may be modified,

especially for students with degrees from accredited colleges. Students who would be ineligible for program admission because of academic deficiencies are not eligible for non-credential status.

Students must meet all course prerequisites for courses in which they wish to enroll. Prerequisites reflect the background necessary for successful completion of a course. Course prerequisites are listed with the course descriptions in the catalog and it is the responsibility of the student to know if a course has course prerequisites that must be met. Students who have not met a course prerequisite but believe they possess equivalent knowledge or skills through prior coursework or other experience must contact the academic dean for review and approval to waive the prerequisite.

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

NON-DISCRIMINATION POLICY

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

INFORMATION FOR VETERANS

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

CREDIT EVALUATION POLICY

Students receiving veteran's benefits must have all prior education and training evaluated upon application. Credit will be awarded where applicable with the program being shortened accordingly. Documentation of credit evaluation will be maintained in the veteran file.

PROGRESS POLICY

Progress will be monitored at the end of term for all students receiving veteran's benefits. If the student's CGPA falls below 2.0 (3.0 for graduate programs), or if progress falls below 67% of cumulative credits attempted at the end of any given term, the student will be placed on probation for the next two terms. If the student's CGPA is not raised to at least 2.0 (3.0 for graduate programs), or if progress continues below 67% of cumulative credits attempted, by the end of the probation period, the VA will be notified and benefits will be interrupted.

CONDITIONS FOR REENTRANCE

If the campus academic dean or designee determines that the conditions which caused the interruption have been rectified, the student will be eligible to receive benefits.

STUDENTS APPROVED FOR GOVERNMENT/TRIBAL FUNDING

Any student currently approved for government or tribal funding for college costs or living expenses must inform the campus financial aid and business offices. Examples of funding sources include:

- Native American tribes
- Bureau of Indian Affairs
- VA
- Vocational Rehabilitation
- Worker's Compensation
- Social Security
- Job retraining
- Workforce Investment Act (formerly JTPA) programs

EDUCATION ALLIANCE

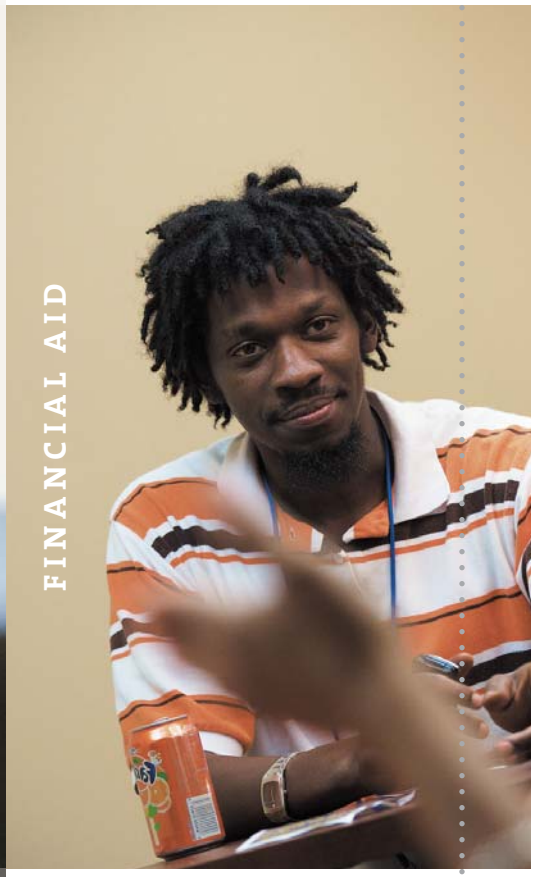
The Education Alliance is a program offered to organizations that partner with Westwood College to communicate the benefits of a Westwood education to the population of their organization. Benefits to Alliance members include interviewing graduates, dedicated contact throughout the admissions process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

All students who apply under the Education Alliance will be required to show association upon application. In addition, students may on occasion be required to show association with the Education Alliance partner while attending the college. When proof is required, it will be at the beginning of an academic year when reapplying for financial aid. Continued approval will be granted if the student transfers to a different client or company that is an Education Alliance partner along with the proper required proof of association.

For additional information, please contact the campus Business Office or an admissions representative.

FINANCIAL AID

2011–12 ACADEMIC CATALOG



GENERAL INFORMATION

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

The purpose of financial aid is to assist those students who, without such aid, would be unable to attend Westwood. The primary responsibility for meeting the costs of education rests with individual students and their families. Financial aid funds are available to supplement whatever funds students and their families can reasonably provide. Early application is encouraged to ensure availability of funds. Students should complete the financial aid application upon enrollment, and they will be notified of funding by a college official. Students may qualify for student loans and/or grants, depending upon the information that the student provides. Conversations concerning financial aid, including the amount of any financial aid or a payment schedule, will only be conducted with student finance personnel.

Each student is initially processed for financial aid based on the standard enrollment status as defined by Westwood College for each particular program. Eligibility and disbursements of financial aid may change based on enrollment status each term. Because of federal financial aid regulations (excluding Pell), students whose enrollment status is less than half-time will have no financial aid eligibility for that term. Due to these eligibility requirements, it is extremely important that students work with their program chairs to ensure full-time enrollment status each term. A change from full-time enrollment status could cause a loss of financial aid eligibility and create a cash pay situation for some students. Please consult a financial aid administrator with any questions regarding enrollment status and financial aid eligibility. For clarification, this policy does not apply to the school's contributions under the Department of Veterans Affairs Yellow Ribbon Program. Yellow Ribbon benefits will be awarded to those veterans who qualify in accordance with current U.S. Department of Veterans Affairs regulations.

There are indirect costs while attending higher learning education. As an example, the following is an estimate of these costs per academic year (three terms). **Costs have been estimated for California students:**

Students not living with parents or who have dependents

Room and Board	$7,552
Personal and Miscellaneous	$5,349
Transportation	$2,832

Student living with parents with no dependents

Room and Board	$4,909
Personal and Miscellaneous	$3,477
Transportation	$1,841

There may be other expenses that a student may incur while attending school that may be taken into consideration in the cost of attendance. These other expenses will be accessed on an individual basis by the Student Finance Office utilizing professional judgment.

TUITION, CHARGES, AND MATERIALS/TOOL KITS

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

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

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

TEXTBOOKS

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

Students using the online bookstore service will receive books at their home mailing address unless specific arrangements are made with the campus registrar during continuing campus registration each term. Students are responsible for keeping their current address, email, and phone number on file with the campus at all times. Students will be charged the total amount listed on the book voucher including shipping and handling. Students have the option to return books to the online bookstore at their own expense. Requirements for return of the books are found on the voucher that accompanies each book order. The student shall have 30 days from the voucher purchase date or from the term start date (whichever is later) to return materials to the bookstore. Any credits accepted by the online bookstore will appear on the student account card. Please allow up to 60 days from receipt for credits to be posted.

ADD/CHANGE AND DROP PERIOD

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

Once the Drop period ends, all schedules are final and the registrar will determine students' enrollment status based on these schedules and submit the status to the Business Office for tuition charges. Students will be charged according to their enrollment status as of the end of the Drop period.

New students are subject to a 30-calendar-day evaluation period at the beginning of the term during which Westwood College will evaluate the student's readiness to engage in his/her academic program. In order to meet 30-day requirements, a student must show acceptable levels of attendance, academic progress and enrollment completion, including the financial aid process. In the event that the college determines that the student is not prepared to start his/her program of study, the student will be dismissed from all classes and will not be subject to any charges for tuition and fees other than the registration fee and any materials that are not returned, as applicable .

FINANCIAL AID AVAILABLE

GRANTS

Federal Pell Grant (FPELL)

This federal student grant program is designed to provide assistance to any eligible undergraduate student pursuing post-high school education. The value of the award currently varies from $0 to $5,550, depending on the financial need of the student and costs of the institution. Grant amounts may vary from year to year depending upon federal regulations. This program is the foundation for most financial awards and is available at all campuses.

Federal Supplemental Educational Opportunity Grant (FSEOG)

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

California Grant Programs A, B, and C

These state grant programs are administered by the California Student Aid Commission and are reserved for California resident students with financial need as determined by the information contained on their Free Application for Federal Student Aid (FAFSA) form. In addition, the well-funded Cal Grant programs require academic qualification as derived from the Student Aid Commission Grade Point Average (GPA) Verification Form. Both FAFSA and GPA Verification must be postmarked by March 2 of each year. Please check with the student finance administrator to determine if these programs are available at your campus.

Cal Grant A
Cal Grant A helps low- and middle-income students with college tuition and fees. Applicants must meet minimum GPA requirement at the time of award. The minimum course length is two academic years.

Cal Grant B
Cal Grant B provides living allowance (and sometimes tuition/fee assistance) for very low-income first-year students. The minimum course length is one academic year.

Cal Grant C
Cal Grant C assists vocational students with tuition and training costs. Students must be enrolled in and attending a vocational training program lasting from four to 24 months in length.

Colorado Student Grant (CSG)
This state student grant program is intended to assist undergraduate Colorado residents determined to have financial need. This program is available at Denver North and Denver South campuses only.

LOANS

Federal Stafford Loan
This program is a low interest rate, long-term loan program for undergraduate students who have demonstrated financial need. The maximum a student may currently borrow is $3,500 for the first academic year of study, $4,500 for the second academic year, and $5,500 for subsequent years. Eligibility in graduate programs begins at $8,500. Stafford Loans are capped at a 3.4% interest rate, and repayment is required to begin six months after the student completes or terminates his/her education or becomes less than a half-time student. This program is available at all campuses.

Unsubsidized Federal Stafford Loan
This is a federal loan program designed to allow students who do not qualify for federal interest subsidies under the Federal Stafford Loan Program to obtain an unsubsidized loan. The maximum amount an independent student may currently borrow is $6,000 in addition to the Federal Stafford Loan for the first and second academic years and $7,000 for subsequent years. Eligibility in graduate programs begins at $10,000. If a student does not qualify for a Federal Stafford Loan or some portion of that loan, he/she may borrow the remaining amount under this program. The interest on this loan is also capped at 6.8% and payment may be deferred until six months after the student no longer attends college or becomes less than a half-time student. However, interest will accrue during the deferment period. This program is available at all campuses.

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

Federal PLUS Loans
This is a competitive interest rate loan that provides additional funds to help parents pay for the educational expenses of a dependent student. The interest rate for this non-need-based loan is market driven with a cap of 7.9%. Repayment begins approximately 60 days after the first disbursement of the loan. This loan is subject to the policies of the individual lender. In most cases, the maximum loan amount is based on the student's estimated cost of attendance minus any estimated financial assistance the student has been or will be awarded during the academic year. This program is available at all campuses.

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

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

The repayment period for eligible applicants is no more than 120 months (10 years) at no more than 10% interest. Students may prepay the financing at any time without penalties. Apex financings will be credited directly into the student's account and applied toward the direct cost of the student's attendance. A corresponding balance will be created in the student's Apex account. Direct cost of student attendance includes tuition, tool kits, and books. Payments are due on the first of each month and are made to Unisa, a private company contracted by Westwood College to assist students in meeting their educational goals.

If eligible, the APEX financing may be applied for on an annual basis following the application of all financial aid. All charges are due by the 14th day of the term unless other financial

My favorite thing about Westwood was the real-world experience. I enjoyed my core classes immensely because I felt like it was the real world.

Margo Guillen Seymour—
2007 Hotel/Restaurant Management graduate

arrangements are made. If the student and the college agree to an installment payment plan to pay any balances due, an APEX Educational Services Installment Payment Agreement must be executed and will become a part of the student's enrollment agreement.

SCHOLARSHIPS

New Student Scholarships

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

Terms and Conditions

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

Continuing Education Scholarships

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

Terms and Conditions

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

Westwood College Matching Scholarship

The Westwood College Matching Scholarship Program exists to encourage students to take control of financing their education by seeking out and earning third-party scholarships. Listed below are requirements and guidelines for participating in the Westwood College Matching Scholarship Program.

Westwood College Matching Scholarship Program Policies

Westwood will match any third-party scholarship dollar-for-dollar up to $1,100 per academic year* and up to $5,500 in total matching funds for the life of a program. Qualifying scholarships must be publicly advertised and available to a broad audience.

Westwood College will match any third-party scholarship, providing the following criteria are met:

- Students must submit their scholarship application and award letter to the Student Finance Office in order to be eligible for the matching fund. The scholarship letter must describe how the scholarship will be awarded, i.e., total payment upon enrollment, by academic year, calendar year, or other.

- Scholarships funded by Westwood College, including Imagine America Foundation scholarships, CCST scholarships in Texas, and CACCS scholarships in Colorado, are exempt from the Westwood Matching Scholarship program.
- Any benefits from current or past employment or contracts (e.g., tuition reimbursement) are exempt from the Westwood Matching Scholarship program.
- To receive matching funds, the student must be in good academic standing as described in the Westwood College catalog.
- Student must be continuously enrolled full-time at Westwood College. Should a student drop, take a leave of absence, or graduate from his/her Westwood College program, the Westwood College Matching Scholarship will no longer be awarded.
- Westwood College matching funds will be awarded by term. For example, a $900-per-academic-year matching scholarship would be awarded at $300 per term.
- The amount of the Westwood College Matching Scholarships will be added to a student's total income in calculating financial aid awards and may lower the amount of a financial aid award, i.e., loan eligibility or Pell grants.
- The Westwood Matching Scholarship is effective for third-party scholarships awarded on or after June 1, 2010.

**The academic year equals 30 weeks and 36 credits. If the third-party scholarship completely covers an academic year's cost of attendance, the Westwood Matching Scholarship annual award will carry over to the following year.*

- If the student goes to less than full-time status due to classes not being available, the matching scholarship will be maintained.
- If the student goes to less than full-time status due to his/her own scheduling choice, the matching scholarship will not be maintained.

High School Scholarship Program

The high school scholarship program is intended to recognize motivated high school seniors and to encourage their pursuit of advanced career-focused higher education in the field of their choice. The scholarship award will contribute directly to the tuition for the program selected by the recipient. The award in the amount of $2,500 is limited to two seniors per high school or four seniors for high schools with a population of more than 400 seniors.

Terms and Conditions

- Must be a 2011 high school senior
- Must be enrolled in a Westwood degree program (diploma programs are not eligible)
- Must be attending a Westwood ground school program (online programs and employee waivers are not eligible)
- Must have a cumulative grade point average of 3.0 or be recommended by a high school educator, counselor, administrator, community leader or employer
- Must meet all admissions requirements to Westwood College as outlined in the current college catalog
- In the event that the number of scholarship applicants exceeds the number of established potential scholarships per high school, the scholarship awards will be determined by an independent review panel.

Application Procedures

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

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

Submission Procedure

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

PATH to Success Scholarships

The Westwood College PATH to Success Scholarship Program rewards students who take control of their future through

dedicated career planning and action. Westwood will honor students who are taking personal responsibility for their future by making a thorough career plan and taking detailed steps while they are still in school to get a job in their field after college. Go to westwoodpathscholarship.com for details and to access an application. Westwood College employees and their families who can receive tuition assistance are not eligible for the PATH to Success Scholarship. This rule does not apply to student workers.

National Guard Youth ChalleNGe Academy – Westwood Scholarship Program

The National Guard Youth ChalleNGe Academy scholarship program is intended to recognize motivated Academy cadets and to encourage their pursuit of advanced career-focused higher education in the field of their choice. The scholarship award will contribute directly to the tuition for the program selected by the recipient. The Westwood College award in the amount of $2,500 is limited to one graduate per participating location twice annually.

The National Guard Youth ChalleNGe Academy scholarship is offered only through current ChalleNGe Academy Education Alliance members. For a list of participating locations, please contact Admissions.

Terms and Conditions

- Must be graduating from a National Guard Youth ChalleNGe Academy program.
- Must be enrolled in a Westwood degree program (diploma programs and employee waivers are not eligible).
- Must have completed and received a high school diploma or GED which may be earned through the National Guard Youth ChalleNGe Academy.
- Must be recommended by an educator, counselor, administrator, community leader or employer.
- Must meet all admissions requirements to the college as outlined in the current academic catalog.
- Student is eligible to receive either the National Guard Youth ChalleNGe Academy scholarship or the Westwood College High School Scholarship, but not both.
- In the event the number of scholarship applicants exceeds the number of established potential scholarships per location, the scholarship award will be determined by an independent review panel from the particular National Guard Youth ChalleNGe Academy.

Application Requirements

Prospective students may obtain a scholarship application from an Admissions staff member or by downloading an application from the college website at www.westwood.edu.

1. Scholarship Application – All information requested on the application must be complete and legible. The application must be signed by the applicant and an email address is required for notification of receipt. The application must be submitted no later than 30 days prior to the published ChalleNGe graduation day.
2. Personal Essay – A 250-word essay must be submitted legibly and written in ink or typewritten by the applicant explaining how his/her achievement of character, work ethic and academic standing at the ChalleNGe Academy has prepared the student to pursue a career-focused higher education at Westwood College.
3. One Letter of Recommendation – The applicant must submit a letter of recommendation from an educator, counselor, administrator, community leader or the student's employer. The letter of recommendation must be typed or written in ink on school or organization letterhead and must display the name, address, phone number and email address of the person making the recommendation.

Submission Procedure

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

Imagine America® Scholarship

Recognizing the growing number of students attending career colleges, the Imagine America Foundation created its Imagine America Scholarship Program in 1998 to help those students fund and pay for college. This annual college scholarship program has helped thousands of high school seniors afford an education at hundreds of career schools across the United States. Each year, every high school in the United States and Puerto Rico may select up to three graduating seniors to receive a $1,000 Imagine America scholarship.

Since its inception, Imagine America has become one of the most recognized high school scholarship programs for career colleges of its kind. During its first year, the program received the Award of Excellence from the American Society of Association Executives. The following year, the same organization awarded the program with its Summit Award, which honors organizations that "propel America forward with innovative projects in education, skills training, standards-setting, business and social innovation, knowledge creation, citizenship and community service."

The foundation works with nearly 15,000 high school guidance counselors across the country. Graduating high school seniors

who meet the recommended guidelines are eligible to receive a $1,000 tuition discount that can be used at participating career colleges throughout the nation. The scholarship program runs annually and has a December 31 deadline.

Applications are available at: http://www.imagine-america.org/scholarship/02-application-process.asp

Imagine America's Military Award Program

Imagine America's Military Award Program (MAP) is a national aid program that was established in 2004 by the Imagine America Foundation. This $1,000 career education award is available to any qualified active duty, reservist, honorably discharged or retired veteran of a U.S. military service branch for attendance at a participating career college. This scholarship can help those with military service to receive a career education and make the transition from military to civilian life.

Applications are available at: http://www.imagine-america.org/scholarship/02-application-process.asp

Westwood Scholarship Distribution

- For a student to receive full eligibility and be eligible for any of the Westwood scholarship disbursement, he/she must complete at least 60% of the term of study.
- If a student withdraws after the 60% timeframe, he/she will receive a pro-rated amount of the scholarship based on the percentage of tuition charged.
- In the case a student receives multiple scholarships from Westwood College (this includes Westwood High School and any other new student or continuing education scholarship), disbursements will be paid out over a calendar year (five full terms which includes the midterm if applicable) consecutively and not concurrently for a maximum disbursement of $700 per term in total for all scholarships awarded. Scholarship award dollars over $3,500 in one calendar year (if any) will be carried into the second year using the disbursement guidelines above.

OTHER PROGRAMS

Federal College Work-Study Program

Westwood College participates in the Federal College Work-Study program with award amounts based on demonstrated need. This program is designed to provide part-time employment to enable students to earn money to fund their education. Students employed under the Work-Study program are generally limited to 20 hours per week during the regular academic period. Students may be authorized to work more hours during vacation periods. Wages vary, depending on the type of work and skill experience required. This program is available at all campuses.

Other Aid Programs

Students attending Westwood may, if eligible, receive funds to meet educational costs from Veterans Administration benefits, Social Security, the Workforce Investment Act, the Bureau of Indian Affairs, the Division of Vocational Rehabilitation, Worker's Compensation, employee tuition waivers, and other organizations and agencies providing scholarships and grants. Please contact the Student Finance Office regarding these funding sources.

Monthly Payment Plans

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

APPLICATION PROCEDURE FOR FINANCIAL AID

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

1. The enrollment paperwork must be submitted by the student with the specified charges.
2. The necessary financial aid paperwork may be completed with the assistance of a qualified student finance office administrator.
3. The financial aid administrator utilizes a needs analysis system to determine eligibility for financial aid programs.
4. The Institutional Application for Financial Aid, the Free Application for Federal Student Aid and other documents are reviewed by the financial aid administrator at the time of the student's interview, and at the time the student's eligibility is determined. A school official will review available funds and discuss tuition payment plans.

STUDENT ELIGIBILITY

A participant in federal and state aid programs must:

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

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

DETERMINING STUDENT NEED

Financial need equals the difference between the stated cost of attending the college minus the resources available to the

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

Through the use of the Estimated Family Contribution calculated by the federal government, a determination is made of the amount of funds the financial aid applicant and/or his/her parents can contribute toward meeting educational costs. Students with a demonstrated need, as calculated by the financial aid administrator, will receive consideration for assistance.

DURATION OF AWARDS

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

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

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

GRADE LEVEL DEFINITION

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

1st Level

Students enrolled in an eligible program are considered 1st Level until they have completed 36 credit hours and 30 weeks of courses. Students may progress to a higher level of eligibility after completing these hours.

2nd Level

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

3rd Level

Students enrolled in an eligible program may progress to the third level after completing 72 credit hours and 60 weeks. An associate degree or its equivalent may justify progression, provided approval is given by the program chair.

Graduate Level

Students enrolled in an eligible program may progress to this level. Approved transfer credits may justify progression.

ACADEMIC YEAR

An academic year is defined as a minimum of 30 weeks of classes (or three terms of 10 weeks each and 36 credit hours). Day-time master degree programs are generally 1-2/3 academic years. Daytime bachelor degree programs are generally 4 or 4-1/3 academic years, and daytime associate degree programs are 2 or 2-1/3 academic years.

SATISFACTORY ACADEMIC PROGRESS

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

FINANCIAL AID IMPLICATIONS

Probation

If a student falls below the satisfactory academic progress criteria listed in this catalog, consultation with a college official may be scheduled. At that time, the student may be placed on a two-term warning/probation period during which Title IV and state funds may be disbursed. At the end of the probationary period, if the student has not satisfied the specified requirements, financial assistance may be withheld.

INCOMPLETES, WITHDRAWALS, REPETITIONS, FOUNDATIONAL WORK

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

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

MAXIMUM TIME FRAME

To remain eligible for federal and state funds, students must complete their programs within the maximum time frame, defined as one and one-half times the standard duration of the program, in credit hours.

REINSTATEMENT OF FINANCIAL AID ELIGIBILITY

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

NOTICE TO APPLICANTS OF FINANCIAL AID

An offer of financial aid is contingent upon receipt of funds from all funding sources. The Student Finance Office reserves the right to revise offers of financial aid at any time during the academic year based on availability of funds and/or procedures mandated by the state or federal authorities. Pursuant to the Privacy Act of 1974, applicants for student financial aid are hereby notified that the disclosure of their Social Security number is required by Westwood College to verify the identity of each applicant. If the student receives a student loan, the student is responsible for repaying the loan amount plus any interest, less the amount of any refund.

Westwood 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.

EDUCATIONAL PURPOSE

Any funds received under the Federal Pell ACG and Smart Grant, the Federal Supplemental Educational Opportunity Grant, state grants, the Federal College Work-Study Program, the Federal Perkins (National Direct) Student Loan Program, or the Stafford (Guaranteed/Federally Insured) Loan Programs are to be used solely for expenses related to attendance or continued attendance at the college. The student is responsible for repayment of a prorated amount of any portion of payments made which cannot reasonably be attributed to meeting educational expenses related to the attendance at the college. The amount of such repayment is to be determined on the basis of criteria set forth by the U.S. Department of Education and the appropriate state agency. Payment periods are usually the entire term or if a student began at the mid-term timeframe only the mid-term timeframe would be counted in the payment period.

RETURN OF TITLE IV

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

The normal refund calculations will be applied after the Title IV return calculation has been made. Please visit the Financial Aid or the Business Office for answers to any questions about this policy or for complete examples.

REFUND POLICIES

CANCELLATION AND WITHDRAWAL REFUND POLICY FOR GEORGIA AND CALIFORNIA STUDENTS ONLY

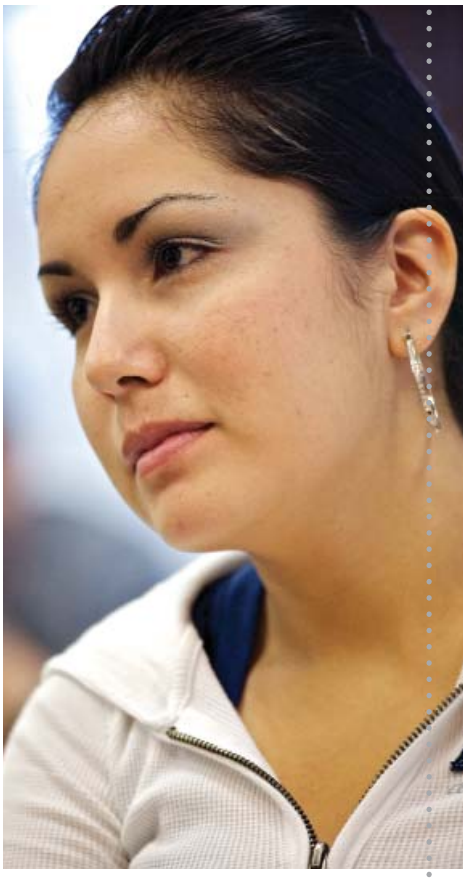
Cancellation Refund Policy (Before Starting College)

Westwood College requires a registration fee at the time of enrollment. All refund requests must be in writing. The registration fee is non-refundable unless the applicant qualifies for one of the following exceptions:

1. All monies paid by an applicant are refunded, if requested, through attendance at the first class session or the seventh day after enrollment, whichever is later.
2. An applicant requesting cancellation more than seven days after signing an enrollment agreement, but prior to touring or visiting the college, is entitled to a refund of all monies paid to the college.
3. An applicant who has not toured or visited the college campus prior to enrollment will have an additional seven days following the applicant's attendance at a regularly scheduled orientation or following a tour of the college campus to cancel his/her enrollment and receive his/her registration fee back, without penalty.
4. An applicant who is not accepted by the college is entitled to a refund of all monies paid, excluding the registration fee.
5. An applicant who has toured or visited the college campus and then cancels his/her enrollment after seven days following the signing of an enrollment agreement, but prior to the first day of class, is eligible for a refund of the registration fee.
6. Applicants who wish to withdraw from a program more than seven days after signing an enrollment agreement and making an initial payment, but before the start of training, will receive a full refund of all tuition paid in excess of the registration fee.
7. An applicant receives a refund of the registration fee paid if the college discontinues a course or program during a period of time within which the student could have reasonably completed it.
8. All cancellation refunds will be paid within 45 days from the date the applicant's cancellation has been determined.

Withdrawal Refund Policy (After Starting College)

As a result of the amendments to the 1998 Higher Education Act, there was a change in the way Title IV financial aid funds



are returned to the financial aid programs. This change is explained in the FINANCIAL AID section of this catalog. Please refer to this section for complete details. Once the Title IV return calculation is completed, and after excess funds (if any) have been returned to the Title IV programs, the state refund calculation will be applied.

Westwood College is required to have a fair and equitable refund policy under which the college refunds unearned tuition, fees, room and board, and other charges to a student. This fair and equitable refund policy provides for a refund following the requirements of applicable state law.

A student may return his/her tools (unopened software or software subscriptions) to Ambassador Bookstores for an additional credit upon withdrawal. Only if the tools are judged to be in excellent condition (in sellable condition and unopened if wrapped in shrink wrap) will the student receive a refund or credit (depreciated value) to the his/her account. The student shall have 30 days from the voucher purchase date or from the term start date (whichever is later) to return materials to the bookstore.

A student may make returns of course materials if:

1. He/she provides a copy of the voucher or sales receipt that was included with the original order.
2. The return is made during the same semester the materials were purchased.
3. The student shall have 30 days from the voucher purchase date or from the term start date (whichever is later) to return materials to the bookstore.
4. The materials are in mint, re-saleable condition, wrapped items or sealed CDs can only be returned if the plastic or seal is not opened.
5. Electronics, special order items, and imprinted merchandise are sold on a non-returnable basis, except clothing may be returned for a different size.
6. Course materials, electronics, or imprinted merchandise may be exchanged if received damaged and the bookstore is notified upon receipt of damaged materials.

If these requirements are met, please send the materials for exchange or return to the bookstore at the following address:

Ambassador Bookstores
Attn: Store Returns Department
550 Smith Street
Farmingdale, NY 11735

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

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

The effective date of withdrawal is defined as:

1. The date of receipt of the student's notification; or
2. The date the institution determines the student is no longer attending.
3. For students on an approved excused leave or an approved leave of absence, the effective date is the earlier of these two dates:
   - the expected return date or the date the student notifies the college of his/her non-return or
   - the date that is 14 consecutive calendar days from the student's last date of attendance, (assuming the student is not on an approved excused leave or approved leave of absence

CALIFORNIA STATE REFUND POLICY

Refunds must be calculated from the last date of recorded attendance. The refund policy is for students who have completed 60% or less of the term. A student who has completed greater than 60% of the term will not be entitled to a refund. The following calculations reflect this policy:

1. Divide the total tuition charge (exclusive of the registration fee) by the number of hours in the program.
2. The quotient is the hourly charge for the program.
3. The amount owed by the student for the purposes of calculating a refund is derived by multiplying the total hours scheduled to be attended through the last date of attendance by the hourly charge for instruction, plus the amount of the registration fee and other materials obtained by the student (i.e., books and equipment).
4. The refund shall be any amount paid in excess of the figure derived in "3" that was paid by the student.
5. If a student received equipment and/or books and they are in excellent condition, the student will be able to return them for a refund within 30 calendar days from the effective date of withdrawal. If the student fails to return equipment and/or books in excellent condition within 30 calendar days, Westwood College may retain the documented cost of the equipment and/or books and offset them against the refund calculated above.

INSTITUTIONAL REFUND POLICY

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

1. A full refund of all monies paid, excluding the registration fee, if the applicant is not accepted by the college.
2. A full refund of tuition and fees paid if the applicant withdraws within seven days after signing the enrollment agreement or making an initial payment, provided that the applicant has not attended an orientation, toured the campus, or commenced training.
3. A full refund, without penalty, if the applicant withdraws within seven business days following the applicant's visit to the college and/or regularly scheduled orientation.
4. A full refund of tuition and fees paid in the event that the college discontinues a course or program of education during a period of time within which a student could have reasonably completed the same except that this provision shall not apply in the event that the college ceases operation.

The policy for cancellation, settlement, and refund of tuition and fees provides for at least the following:

Georgia

1. A student completing no more than 5% of instructional time is refunded no less than 95% of tuition.
2. A student completing more than 5% but no more than 10% of instructional time is refunded no less than 90% of tuition.

All States Excluding Georgia

3. In all states except for Georgia, a student terminating within the first 10% of the term shall be entitled to a refund of 90% of the term price, exclusive of books, tools, and supplies.

All States

4. In all states including Georgia, a student terminating after 10% but within the first 25% of the term shall be entitled to a refund of 75% of the term price, exclusive of books, tools, and supplies.
5. In all states including Georgia, a student terminating after 25% but within the first 50% of the term shall be entitled to a refund of 50% of the term price, exclusive of books, tools, and supplies.
6. In all states including Georgia, a student terminating after 50% but within the first 75% of the term shall be entitled to a refund of 25% of the term price, exclusive of books, tools, and supplies.
7. In all states including Georgia, a student terminating after completing 75% of the term shall not be entitled to any refund and shall be obligated for the full term price which constitutes maximum obligation, exclusive of books, tools, and supplies.
8. The above calculations are performed on a term-by-term basis as determined by the particular term in which the student withdraws. All previous terms will be charged in full.
9. The lab charge and online per credit course fee are treated as part of the tuition for refunding purposes.

Students must inform their program chairs in writing within 20 calendar days from withdrawal from the college as to how their tool kit will be dispositioned. If the student does not notify the program chair within the allotted time, the following actions will occur:

1. If the student chooses to keep the tool kit, the student's account will be charged for the tool kit.
2. If the student chooses to return the tool kit, the student's account will be credited for the depreciated value of the tool kit, and the tool kit will become the property of the college. Should a student with to re-enter the college, the student will need to purchase a new tool kit.

A student may return his/her tools (unopened software or software subscriptions) to Ambassador Bookstores for an

additional credit upon withdrawal. Only if the tools are judged to be in excellent condition (in sellable condition and unopened if wrapped in shrink wrap) will the student receive a refund or credit (depreciated value) to the his/her account. The student shall have 30 days from the voucher purchase date or from the term start date (whichever is later) to return materials to the bookstore.

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1. He/she provides a copy of the voucher or sales receipt that was included with the original order.
2. The return is made during the same semester the materials were purchased.
3. The student shall have 30 days from the voucher purchase date or from the term start date (whichever is later) to return materials to the bookstore.
4. The materials are in mint, re-saleable condition. Wrapped items or sealed CDs can only be returned if the plastic or seal is not opened.
5. Electronics, special order items, and imprinted merchandise are sold on a non-returnable basis, except clothing may be returned for a different size.
6. Course materials, electronics, or imprinted merchandise may be exchanged if received damaged and the bookstore is notified upon receipt of damaged materials.

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Ambassador Bookstores
Attn: Store Returns Department
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Farmingdale, NY 11735

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

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

The effective date of termination (cancellation/withdrawal) is defined as:

1. The date of receipt of student's notification; or
2. The date the institution determines the student is no longer attending; or
3. For the purpose of calculating the refund, a student's last day of attendance (LDA) is the last day a student has demonstrated completion and has submitted the unit assignment(s).

All refunds will be paid within 30 days from the effective date.

REFUND AND DISTRIBUTION POLICY

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

Amounts of refunds will be allocated in the following manner:

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Federal Perkins Loan
4. Federal PLUS
5. Federal Pell Grant
6. Federal SEOG
7. Other Title IV, HEA assistance, federal, state, private, and institutional student financial assistance received by the student

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

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

STUDENT TUITION RECOVERY FUND
(CALIFORNIA STUDENTS ONLY)

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 Education.

A student may be eligible for STRF if he/she is a California resident, has 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 decline in the quality of the course of instruction within 30 days before the school closed or, if the decline began earlier than 30 days prior to closure, the period of decline determined by the Bureau.
5. An inability to collect on a judgment against the institution for a violation of the Act.

A student must pay the state-imposed assessment for the STRF if all of the following applies to him/her:

1. The individual is a student who is a California resident and prepays all or part of his/her tuition either by cash, guaranteed student loans, or personal loans, and
2. The total charges are not paid by any third-party payer such as an employer, government program or other payer unless the student has a separate agreement to repay the third party.

A student is not eligible for protection from the STRF and he/she is not required to pay the STRF assessment, if either of the following applies:

1. The student is not a California resident
2. The total charges are paid by a third party, such as an employer, government program or other payer, and the student has no separate agreement to repay the third party.

It is important that the student keep copies of the enrollment agreement, financial aid papers, receipts, or any other information that documents the monies paid to the school. Questions regarding STRF may be directed to:

The Bureau for Private Postsecondary Education
1625 North Market Boulevard
Suite N 112
Sacramento, CA 95834
Telephone: 800-952-5210

TUITION AND FEES REPAYMENT

REPAYMENT

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

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

FINANCIAL OBLIGATION

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

ERRORS, FRAUD, AND ABUSE

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

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

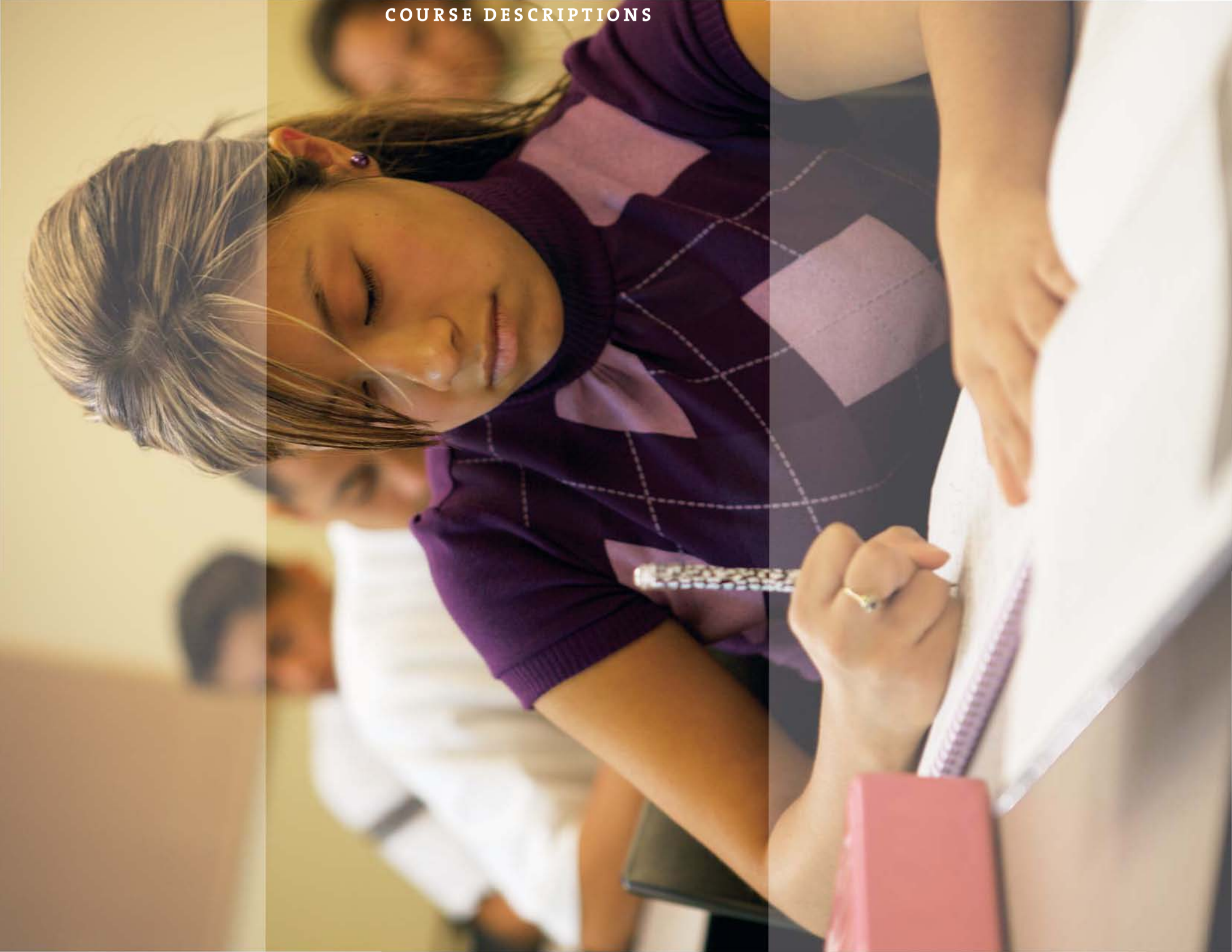
FINAL THOUGHT

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

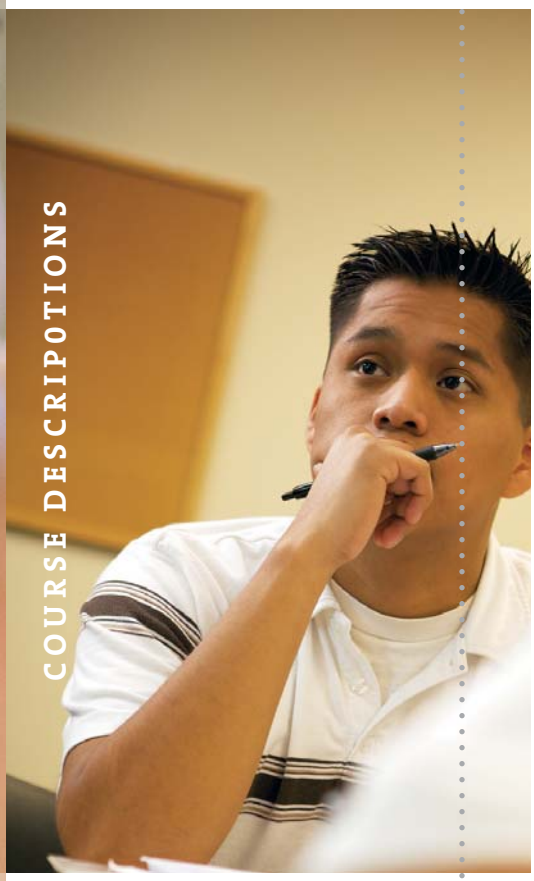
Comparable program information relating to tuition and program length is available through:

ACICS

750 First Street NE
Suite 980
Washington DC 20002-4241
Telephone: 202-336-6780



2011–12 ACADEMIC CATALOG



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

Note: *Course offerings vary by campus.*

ACCT120 PRINCIPLES OF ACCOUNTING I
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): MATH107 OR MATH170
This course covers the information students need to understand the accounting cycle, as well as the preparation of financial statements. Topics include the identification, analysis, and recording of financial transactions; an introduction to accounting principles, standards and procedures, as well as the organizations that oversee them; and the key financial statements. Upon successful completion of this course, students will be able to discuss the steps in the accounting cycle, understand the internal and external uses of accounting information, and interpret an annual report.

ACCT122 PRINCIPLES OF ACCOUNTING II
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): ACCT120
This course explores the essential principles of accounting used to measure financial performance and make business decisions. Topics include the corporate structure of business, long-term debt, cash-flow statements, financial analysis, budgeting, cost management, and managerial accounting. Upon successful completion of this course, students will be able to explain the purpose of financial statements used by corporations, determine a company's financial performance using financial statement analysis, prepare analysis using cost-volume-profit techniques, and evaluate profit centers using flexible budgets.

ACCT270 FUNDAMENTALS OF COST ACCOUNTING
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): ACCT122
This course covers the basics of cost accounting. Topics include cost and management accounting environments, introduction to cost management systems, organizational cost flows, activity-based costing, job order costing, process costing, special production issues, implementing quality concepts, cost allocation for joint products, and standard costing. Upon successful completion of this course, students will be able to perform a basic cost analysis of job orders, processes, joint productions, and activities.

ACCT302 AUDITING
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): ACCT122
This course introduces audit theory and practice. Topics include an overview of the audit process, risk assessment, and evidence gathering and evaluation. Upon successful completion of this course, students will be able to assess risk, and gather and evaluate evidence.

ACCT310 INDIVIDUAL TAXATION
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): ACCT122
This course introduces laws, regulations, and accounting practices pertaining to individual federal taxes. Topics include analysis of gross income, exclusions, business expenses, depreciation, itemized deductions, capital gains, sales or personal residences, exemptions, and filing status. Upon successful completion of this course students will be able to analyze and apply tax concepts for preparing tax returns for individuals using appropriate federal and state forms.

ACCT320 CORPORATE TAX
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): ACCT310
This course presents essential principles of federal income tax as it applies to the formation, operation, and dissolution of business entities. Topics include the determination of corporate taxable income, special deductions, credits, methods of computing tax liability and estimated tax requirements. Upon successful completion of this course, students will be able to determine corporate ordinary income and deductible tax credits; and compute, prepare, and analyze tax reports for corporate shareholders.

ACCT360 INTERMEDIATE ACCOUNTING I
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): ACCT270
This course examines the preparation and analysis of financial statements for decision makers. Topics include preparation and review of financial statements, review of accounting standards and treatment methods, understanding of financial analysis and measurement techniques, and evaluation of accounting information to make management decisions. Upon successful completion of this course, students will be able to identify the financial reporting conceptual framework and apply financial accounting analysis and measurement techniques.

ACCT362 INTERMEDIATE ACCOUNTING II
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): ACCT360
This course examines advanced accounting concepts from an accounting and finance perspective. Topics include investments, current liabilities and contingencies, bonds and long-term notes, leases, pensions, shareholder equity, share-based compensation and earnings per share, as well as statements of cash flow. Upon successful completion of this course, students will be able to build a comprehensive set of financial statements.

ACCT400 ACCOUNTING FOR NONPROFITS AND GOVERNMENT
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): ACCT360
This course presents essential principles of accounting for non-profit organizations and government agencies. Topics include acquisition, reporting, taxation, risk management and regulatory issues; financial reporting for state and local governments; budgetary accounting for general and special revenue funds; and accounting for capital projects, debt service, and proprietary and fiduciary funds. Upon successful completion of this course, students will be able to assess the unique issues related to accounting processes for non-profit organizations and government agencies.

ACCT480 ACCOUNTING CAPSTONE
4.5 CREDIT HOURS/35 LECTURE HOURS/20 LAB HOURS
PREREQUISITE(S): UPPER-DIVISION STATUS
This course is the culmination of the accounting program. Topics include data selection, analysis, decision making and evaluation of results in complex, realistic situations. Upon successful completion of this course, students will be able to select and analyze data, make decisions, and evaluate results to resolve open-ended accounting problems.

ANIM305 SEQUENTIAL ART AND VISUAL NARRATIVE
4.5 CREDIT HOURS/20 LECTURE HOURS/50 LAB HOURS
PREREQUISITE(S): GRHD110
This course covers the elements and techniques of sequential storytelling. Topics include story boarding and scene layout, graphic arts publishing, pencil tests, and animatics. Upon successful completion of this course, students will be able to create dynamic and effective narrative content for a variety of visual media.

ANIM360 INTERMEDIATE 3D
4.5 CREDIT HOURS/20 LECTURE HOURS/50 LAB HOURS
PREREQUISITE(S): GRHD260
This course expands upon modeling and texturing skills and concepts in a 3D application. Topics include poly-modeling, nurbs/spline modeling, sub-division surfaces, texture mapping, lighting, and rendering. Upon successful completion of this course, students will be able to model, texture, light and render a complex 3D object or environment

ANIM395 CHARACTER DEVELOPMENT AND SETUP
4.5 CREDIT HOURS/20 LECTURE HOURS/50 LAB HOURS
PREREQUISITE(S): GRHD260
This course explores character design and modeling. Topics include traditional pencil sketching and drawing techniques, low poly and high poly character modeling, and rigging characters for animation. Upon successful completion of this course, students will be able to apply traditional techniques to design an original character and then model it in a 3D software application and prepare it for animation.

ANIM433 ADVANCED DIGITAL EFFECTS
4.5 CREDIT HOURS/20 LECTURE HOURS/50 LAB HOURS
PREREQUISITE(S): GRHD260
This course explores advanced digital effects techniques used in film and video. Topics include blue/green screen, matte creation, rotoscoping, 3D elements, matte painting, particles, and compositing. Upon successful completion of this course, students will be able to apply digital effects techniques to a film or video project.

ANIM460 ADVANCED CHARACTER ANIMATION
4.5 CREDIT HOURS/20 LECTURE HOURS/50 LAB HOURS
PREREQUISITE(S): ANIM305, ANIM395
This course is a progressive study of complex character animation techniques within a 3D environment. Topics include fundamental motions, expressions, interaction, physics, and weights commonly applied to animation. Upon successful completion of this course, students will be able to create a short animation sequence focusing on character acting.

ANIM465 DIGITAL EDITING FOR ANIMATION
4.5 CREDIT HOURS/20 LECTURE HOURS/50 LAB HOURS
PREREQUISITE(S): ANIM360
This course explores advanced editing techniques used for animation in film and video. Topics include various post production techniques. Upon successful completion of this course, students will be able to use industry-standard software to author, assemble, and edit animation sequences for use in a demo reel.

ANIM470 3D SIMULATION
4.5 CREDIT HOURS/20 LECTURE HOURS/50 LAB HOURS
PREREQUISITE(S): ANIM360
This course is a progressive study in physics based simulation and natural phenomenon. Topics include advanced tools and scripting used in simulation. Upon successful completion of this course, students will be able to analyze and reconstruct an actual event as an animation.

ANIM495 ANIMATION PORTFOLIO CAPSTONE
4.5 CREDIT HOURS/20 LECTURE HOURS/50 LAB HOURS
PREREQUISITE(S): UPPER-DIVISION STATUS
This course focuses on the development and critique of a professional animation portfolio. Topics include industry interviewing techniques, portfolio refinement and self-marketing skills. Upon successful completion of this course, students will be able to analyze their personal traits and present a digital portfolio and resume that highlights their individual animation skills in a professional manner.

AUTO101 AUTOMOTIVE SHOP OPERATIONS
4.5 CREDIT HOURS/15 LECTURE HOURS/60 LAB HOURS
This course introduces students to working in an automotive shop atmosphere. The student will be exposed to safety procedures commonly practiced in an automotive shop. This course also covers mathematical formulas used to convert measurements to and from standard and metric measurements; this allows the student to properly take and analyze measurements in order to determine the usefulness of various components. Topics include safety, tools and equipment, measurements, fasteners, and bearings. Upon successful

completion of this course, students will be able to safely work in an automotive shop.

AUTO102 INTRODUCTION TO AUTOMOTIVE TECHNOLOGY
4.5 CREDIT HOURS/15 LECTURE HOURS/60 LAB HOURS
PREREQUISITE(S): AUTO101
This course introduces the student to basic theories of operation used in automotive systems. Students will learn the importance of basic service and maintenance on a vehicle. Topics include theories of operation, engine preventative maintenance, brakes, suspension and steering, powertrains, and auxiliary systems. Upon successful completion of this course, students will be able to perform basic service procedures on a vehicle.

AUTO103 AUTOMOTIVE ELECTRICAL SYSTEMS I
4.5 CREDIT HOURS/15 LECTURE HOURS/60 LAB HOURS
PREREQUISITE(S): AUTO101
This course provides an introduction to automotive electricity. The student will learn to use Ohm's law to solve circuit parameter calculations. Topics include safety, basic electricity, basic electrical and electronic components, circuit diagrams, the battery, and related test equipment. Upon successful completion of this course, students will be able to diagnose and repair electrical circuit problems.

AUTO104 AUTOMOTIVE ELECTRICAL SYSTEMS II
4.5 CREDIT HOURS/15 LECTURE HOURS/60 LAB HOURS
PREREQUISITE(S): AUTO103
This course introduces basic automotive electrical systems. Students will use both amperage and voltage measurements along with Ohm's law to determine if the starting and charging systems are operating within manufacturer's specifications. Topics include starting, charging, and lighting systems, along with electrical accessories and an introduction to the body computer. Upon successful completion of this course, students will be able to diagnose and repair problems associated with the basic electrical systems.

AUTO105 AUTOMOTIVE ELECTRICAL SYSTEMS III
4.5 CREDIT HOURS/15 LECTURE HOURS/60 LAB HOURS
PREREQUISITE(S): AUTO104
This course focuses on vehicle systems that are typically controlled by the body computer. Students will learn the difference between hard and soft computer trouble codes. Students will use Ohm's law to diagnose circuit problems related to instrumentation. Topics include vehicle communication networks, lighting, instrumentation, chassis control, passive restraint systems, and the use of alternative power sources in vehicles. Upon successful completion of this course, students will be able to diagnose and repair problems associated with the systems covered.

AUTO106 AUTOMOTIVE ENGINE REPAIR I
4.5 CREDIT HOURS/15 LECTURE HOURS/60 LAB HOURS
PREREQUISITE(S): AUTO101
This course provides comprehensive coverage of engine design and operation. Topics include safety, engine operation, engine repair and rebuilding industry, engine operating systems, engine materials, intake and exhaust systems, and engine performance. Upon successful completion of this course, students will be able to perform engine diagnosis and repair according to manufacturer's specifications and procedures.

AUTO107 AUTOMOTIVE ENGINE REPAIR II
4.5 CREDIT HOURS/15 LECTURE HOURS/60 LAB HOURS
PREREQUISITE(S): AUTO106
This course provides comprehensive coverage of engine design, engine operation, and engine structure. Students will perform precise measurements of engine components and compare those measurements to manufacturer's specifications. Topics include engine configurations, cylinder heads, valve trains, timing mechanisms, engine block construction, connecting rods and bearings, and alternative fuel vehicles. Upon successful completion of this course, students will be able to perform engine diagnosis and repair according to manufacturer's specifications and procedures.

AUTO108 AUTOMOTIVE ENGINE PERFORMANCE I
4.5 CREDIT HOURS/15 LECTURE HOURS/60 LAB HOURS
PREREQUISITE(S): AUTO101
This course introduces items that affect engine performance. Students will learn the dynamic interaction of the ignition system and the position of the engine. In addition, students will learn to set the base ignition timing and test the dynamic ignition timing of a vehicle. Topics include safety, basic operating theories, starting and charging systems, ignition systems, and fuel systems. Upon successful completion of this course, students will be able to diagnose and repair systems that affect engine performance.

AUTO109 AUTOMOTIVE ENGINE PERFORMANCE II
4.5 CREDIT HOURS/15 LECTURE HOURS/60 LAB HOURS
PREREQUISITE(S): AUTO108
This course provides the skills required to diagnose and repair engine performance problems. Students will perform pressure and volume testing of the fuel delivery system. Topics include fuel injection, emission control systems, computers and input sensors, output devices and computer networking, and on board diagnostics. Upon successful completion of this course, students will be able to diagnose and repair systems that affect engine performance.

AUTO110 AUTOMOTIVE A/C AND CLIMATE CONTROL SYSTEMS
4.5 CREDIT HOURS/15 LECTURE HOURS/60 LAB HOURS
PREREQUISITE(S): AUTO101
This course introduces automotive air conditioning and climate control systems. Students will use pressure temperature relationships to evaluate system performance. Topics include temperature and pressure fundamentals, air conditioning system operation, engine cooling and comfort heating, system components, system diagnosis, system controls, and future trends. Upon completion students should be able to diagnose and repair climate control failures.

AUTO111 MANUAL TRANSMISSIONS AND DRIVETRAINS
4.5 CREDIT HOURS/15 LECTURE HOURS/60 LAB HOURS
PREREQUISITE(S): AUTO101
This course provides comprehensive coverage of the principles of operation in a manual automotive drivetrain. Students will perform the mathematical formula used to calculate gear ratios. Topics include safety, drivetrain theory, clutches, manual transmissions, axles, drive shafts, differentials, four wheel drive systems, and drivetrain electrical and electronic systems. Upon successful completion of this course, students will be able to diagnose and repair transmissions and drivetrains.

AUTO112 AUTOMOTIVE BRAKE SYSTEMS
4.5 CREDIT HOURS/15 LECTURE HOURS/60 LAB HOURS
PREREQUISITE(S): AUTO101
This course introduces automotive brake systems. Topics include safety, brake systems fundamentals, disc brakes, drum brakes, master cylinders, hydraulic systems, power brake systems, parking brake systems, antilock brake systems, and related systems. Upon successful completion of this course, students will be able to diagnose and repair brake problems in a repair shop atmosphere.

AUTO201 AUTOMOTIVE SUSPENSION AND STEERING
4.5 CREDIT HOURS/15 LECTURE HOURS/60 LAB HOURS
PREREQUISITE(S): AUTO101
This course provides comprehensive coverage of the principles of operation of the typical suspension and steering systems. Students

will measure and adjust alignment angles to manufacturer specifications. Topics include safety, basic theories, wheel bearings, tires and wheels, shock absorbers and struts, front suspension systems, rear suspension systems, computer controlled suspension systems, steering linkage, power steering systems, steering gears, four wheel steering systems, frames, and four wheel alignments. Upon successful completion of this course, students will be able to diagnose and repair suspension and steering systems.

AUTO202 AUTOMATIC TRANSMISSIONS AND TRANSAXLES I
4.5 CREDIT HOURS/15 LECTURE HOURS/60 LAB HOURS
PREREQUISITE(S): AUTO101
This course provides an introduction to automatic transmissions and transaxles. Topics include safety, drivetrain theory, general theories of operation, electronic controls, and transmission designs. Upon successful completion of this course, students will be able to diagnose and repair automatic transmissions and transaxles.

AUTO203 AUTOMATIC TRANSMISSIONS AND TRANSAXLES II
4.5 CREDIT HOURS/15 LECTURE HOURS/60 LAB HOURS
PREREQUISITE(S): AUTO202
This course is a continuation of Automatic Transmissions and Transaxles I and covers additional concepts related to automatic transmissions and transaxles. Students will use precision measurements to properly disassemble and reassemble an automatic transmission. Topics include torque converters, hydraulic controls, gears and shafts, reaction and friction units, and common automatic transmissions. Upon successful completion of this course, students will be able to diagnose and repair automatic transmissions and transaxles.

AUTO204 ADVANCED ENGINE PERFORMANCE
4.5 CREDIT HOURS/15 LECTURE HOURS/60 LAB HOURS
PREREQUISITE(S): AUTO109
This course exposes the student to engine performance problems and modern diagnostic procedures. The student will use scan tools in order to determine what the computer is doing to maintain the proper air/fuel ratio and ignition timing. Topics include on board diagnostics, scan tools, sensors and actuators, emission control systems, and inspection and maintenance (I/M) of failure diagnostics. Upon successful completion of this course, students will be able to diagnose and repair engine performance problems and emission control system failures.

BIOL170 ANATOMY AND PHYSIOLOGY I
4.5 CREDIT HOURS/35 LECTURE HOURS/20 LAB HOURS
PRE-REQUISITE(S): HLTH105
This is the first of two courses in anatomy and physiology which presents an integrated approach to the human body. Topics include the structural makeup and function of each body system and the organic process of living organisms. Upon successful completion of this course, students will be able to separate and identify the parts of the human body to ascertain their position, anatomy, and function as well as to determine healthy organic processes.

BIOL171 ANATOMY AND PHYSIOLOGY II
4.5 CREDIT HOURS/35 LECTURE HOURS/20 LAB HOURS
PREREQUISITE(S): BIOL170
This course is a continuation of Anatomy and Physiology I. Topics include a continuation of the structural makeup and function of each body system and the organic process of living organisms. Upon successful completion of this course, students will be able to separate and identify the parts of the human body to ascertain their position, anatomy, and function as well as to determine healthy organic processes.

BUSN100 INTRODUCTION TO BUSINESS
4.5 CREDIT HOURS/45 LECTURE HOURS
This course introduces the operation of various types of business, including business engaging in electronic commerce. Topics include an overview of various traditional and e-business models, building a business, business law, and government regulation. Special emphasis is placed on business in the "new economy." Upon successful completion of this course, students will be able to define the fundamental operations affecting business enterprises including the economy, social responsibility, marketing, management, production, government regulations, and tools of business.

BUSN210 INTRODUCTION TO BUSINESS LAW
4.5 CREDIT HOURS/45 LECTURE HOURS
This course introduces the study of laws that govern and apply to the business environment. Topics include an introduction to the legal process, governmental regulations, and contract law. Upon successful completion of this course, students will be able to articulate the impact of legal issues in both small and large businesses.

BUSN300 BUSINESS ETHICS
4.5 CREDIT HOURS/45 LECTURE HOURS
This course introduces basic models of ethical decision making in business. Topics include ethical consideration, moral philosophy, and social responsibility. Upon successful completion of this course, students will be able to analyze ethical problems in business from a variety of models and present a personal ethical model that can be adapted to a business environment.

BUSN320 INTERNATIONAL BUSINESS
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): BUSN100
This course introduces the world of international business. Topics include trade issues, balance and monetary systems, international financial management, and the global economic environment. Upon successful completion of this course, students will be able to analyze the implications of conducting business in a global economy.

BUSN350 ORGANIZATIONAL THEORY AND BEHAVIOR
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): BUSN100
This course examines management of human behavior in organizations. Topics include current issues in organizational behavior, organizational structure, decision making, communication, work teams, power in politics, organizational change, self-awareness, and stress management. Upon successful completion of this course, students will be able to identify and analyze an organizational behavior situation and suggest approaches to improving effectiveness in organizations.

CADD111 BASIC DRAFTING
4.5 CREDIT HOURS/20 LECTURE HOURS/50 LAB HOURS
This course presents the basic skills, knowledge, and applications needed to pursue training in architectural or interior design and drafting. Topics include board drafting, views, projections, geometric construction, and architectural plans and related instrumentation with which drawings are produced. Upon successful completion of this course, students will be able to manually draft architectural drawings, and able to design a simple architectural set of plans

CADD121 COMPUTER AIDED DESIGN I
4.5 CREDIT HOURS/20 LECTURE HOURS/50 LAB HOURS
PREREQUISITE(S): CADD111
This course presents the basic skills, knowledge, and applications needed to produce computer generated architectural drawings. Topics include drawing, editing, display and plotting commands. Upon

successful completion of this course, students will be able to produce 2D drawings and 3D models.

CADD125 COMPUTER AIDED DESIGN II
4.5 CREDIT HOURS/20 LECTURE HOURS/50 LAB HOURS
PREREQUISITE(S): CADD121
This course presents advanced skills, knowledge and applications needed to produce highly developed computer generated architectural drawings. Topics include customizing system families, modeling principles, and detailing techniques. Upon successful completion of this course the students will be able to produce complicated architectural drawings using computer technology.

CADD130 RESIDENTIAL ARCHITECTURAL DESIGN
4.5 CREDIT HOURS/20 LECTURE HOURS/50 LAB HOURS
PREREQUISITE(S): CADD121
This course introduces residential architectural design. Topics include spatial relationships, residential styles, and residential building codes. Upon successful completion of this course, students will be able to produce a set of preliminary design development drawings using computer technology.

CADD150 RESIDENTIAL CONSTRUCTION
4.5 CREDIT HOURS/20 LECTURE HOURS/50 LAB HOURS
PREREQUISITE(S): CADD121
This course provides an overview of residential construction materials and methods needed to produce construction details and drawings. Topics include foundation, floor, framing, and roof construction and details. Upon successful completion of this course, students will be able to prepare frame construction documents.

CADD155 RESIDENTIAL CONSTRUCTION II
4.5 CREDIT HOURS/20 LECTURE HOURS/50 LAB HOURS
PREREQUISITE(S): CADD150
This course provides an overview of residential construction materials and methods needed to produce construction details and drawings. Topics include residential electrical lighting and power plans, one line diagrams, large scale wall sections, window and door details. Upon successful completion of this course, students will be able to prepare frame construction documents.

CADD225 DIGITAL WALKTHROUGH AND VISUALIZATION
4.5 CREDIT HOURS/20 LECTURE HOURS/50 LAB HOURS
PREREQUISITE(S): CADD121
This course focuses on three-dimensional visualization of exterior and interior architectural design concepts using computer technology. Topics include modeling, rendering, lighting, texture mapping, and animation. Upon successful completion of this course, students will be able to produce portfolio and professional quality models in both printed and digital format for presentation.

CADD230 COMMERCIAL ARCHITECTURE DESIGN
4.5 CREDIT HOURS/20 LECTURE HOURS/50 LAB HOURS
PREREQUISITE(S): CADD121
This course introduces commercial spatial relationships, architectural design concepts for a variety of commercial styles, and commercial building codes. Topics include design process, code issues, and sustainability. Upon successful completion of this course, students will be able to develop a set of design drawings including floor plans, sections, and elevations using computer technology.

CADD250 COMMERCIAL CONSTRUCTION I
4.5 CREDIT HOURS/20 LECTURE HOURS/50 LAB HOURS
PREREQUISITE(S): CADD230
This course focuses on commercial construction drawings. Topics include site development and details; foundation, floor, and roof framing plans and details; reflected ceiling, mechanical, and electrical plans and details for a medium sized commercial mixed use building. Upon successful completion of this course, students will be able to produce partial sets of commercial construction drawings.

CADD255 COMMERCIAL CONSTRUCTION II
4.5 CREDIT HOURS/20 LECTURE HOURS/50 LAB HOURS
PREREQUISITE(S): CADD250
This course focuses on commercial construction drawings. Topics include foundation, floor, and roof framing plans and details for a medium sized commercial mixed use building. Upon successful completion of this course, students will be able to produce partial sets of commercial construction drawings.

CADD280 CADD PORTFOLIO PROJECT
4.5 CREDIT HOURS/20 LECTURE HOURS/50 LAB HOURS
PREREQUISITE(S): PROGRAM CHAIR OR DEAN APPROVAL
This course focuses on the development and critique of a professional portfolio. Topics include portfolio development process for traditional and digital portfolios, industry research, and peer critiques. Upon completion of this course, students will have created and presented both a print and digital portfolio that highlights their individual CAD skills.

CADD290 DIGITAL IMAGING
4.5 CREDIT HOURS/20 LECTURE HOURS/50 LAB HOURS
PREREQUISITE(S): CADD130, CADD230
This course presents the basic skills, knowledge, and applications needed to pursue training in architectural or interior design and drafting. Topics include board drafting, views, projections, geometric construction, and architectural plans and related instrumentation with which drawings are produced. Upon successful completion of this course, students will be able to manually draft simple architectural drawings.

CNMT100 INTRODUCTION TO CONSTRUCTION MANAGEMENT
4.5 CREDIT HOURS/45 LECTURE HOURS
This course provides an introduction to the construction industry. Topics include an overview of the history of construction management, construction project delivery systems, typical roles and responsibilities, environmental protection considerations, and potential career paths for construction managers. Upon successful completion of this course, students will be able to describe a typical construction project including staffing and implementation methods, and to articulate the importance of ethical behavior and environmental considerations.

CNMT111 CONSTRUCTION MATERIALS AND METHODS I
4.5 CREDIT HOURS/45 LECTURE HOURS
This course introduces residential and commercial materials and methods used in the construction industry. Topics include an overview of the construction site; tests, properties of, and installation techniques for materials; and the CSI MasterFormat™. Upon successful completion of this course, students will be able to identify and explain the characteristics and use of standard construction materials.

CNMT121 CONSTRUCTION MATERIALS AND METHODS II
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): CNMT111
This course builds on CNMT111 Construction Materials and Methods I. Topics include openings, finishes, thermal and moisture protection, equipment, furnishings and fire suppression. Upon successful completion of this course, students will be able to identify and explain the characteristics and use of standard construction materials, as well as the industry standard methods for their use on a construction site.

CNMT140 CONSTRUCTION DOCUMENTS AND GRAPHICS
4.5 CREDIT HOURS/25 LECTURE HOURS/40 LAB HOURS
PREREQUISITE(S): CNMT100
This course provides an overview of the documents generated prior to construction and the tools and basic techniques use to develop them. Topics include the roles and responsibilities of those who produce

Westwood worked for me because I was a single mother of a 3-year-old and working full time when I decided to go to college. Being able to graduate in three years with a bachelor's degree was a huge plus for me.

Mercedes Dominguez—
2008 Animation Graduate

construction documents, the origin and format of construction documents, how construction documents work together as a system, and a basic introduction to computer-aided drafting (CAD) techniques. Upon successful completion of this course, students will be able to explain the origins and purpose of standard construction documents, identify documents associated with different phases of a construction project, and create and manipulate a basic CAD drawing.

CNMT150 ADVANCED CONSTRUCTION GRAPHICS
4.5 CREDIT HOURS/25 LECTURE HOURS/40 LAB HOURS
PREREQUISITE(S): CNMT140
This course provides advanced coverage of graphical communications related to construction. Topics include computer-based drafting techniques and the reading of architectural, electrical, and mechanical systems prints. Upon successful completion of this course, students will be able to communicate graphically with construction project team members, correctly interpret residential and light commercial plans, identify potential errors or missing details on a print plan, and create and manipulate computer-aided design files.

CNMT160 FUNDAMENTALS OF CONSTRUCTION SURVEYING
4.5 CREDIT HOURS/25 LECTURE HOURS/40 LAB HOURS
PREREQUISITE(S): CNMT140, MATH170
This course introduces the fundamentals of construction site surveying. Topics include review of basic surveying equipment, distance measurement, leveling, site plans, and topographic maps. Upon successful completion of this course, students will be able to describe basic surveying operations necessary for location, layout, and construction of a building, and communicate effectively with those responsible for surveying a construction site.

CNMT220 CONSTRUCTION SAFETY
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): CNMT100
This course covers the Occupational Safety and Health Act (OSHA) as it relates to construction. Topics include OSHA regulations; the responsibilities of construction managers to enforce OSHA and related safety practices; and accident prevention, reporting and record keeping. Upon successful completion of this course, students will be able to articulate the critical importance of adherence to OSHA regulations on a construction project, explain common construction-related accidents and how they can be prevented, and describe appropriate steps to be taken if an accident occurs.

CNMT230 BUILDING CODES AND INSPECTION
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): CNMT121
This course surveys building codes, zoning ordinances, and related inspections. Topics include the origin of building codes and zoning ordinances, current building codes and their meanings, and the role of inspections in ensuring compliance with building codes. Upon successful completion of this course, students will be able to explain the purpose of building codes and zoning ordinances, describe current codes and ordinances, and perform a preliminary review of a construction site for compliance.

CNMT240 CONSTRUCTION LAW AND CONTRACTS
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): CNMT140
This course surveys the legal system as it pertains to the field of construction. Topics include an introduction to the legal system; legalities surrounding construction specifications and plans; how contract changes are handled; warranties, torts, contract termination, and contract damages; liability and indemnity; and conflict and dispute resolution. Upon successful completion of this course, students will be able to administer the construction contracting process, identify basic contract-related legal risks associated with a construction project, and support the management of a construction project within the legal framework of construction law.

CNMT250 CONSTRUCTION ESTIMATING I
4.5 CREDIT HOURS/25 LECTURE HOURS/40 LAB HOURS
PREREQUISITE(S): CNMT121, CNMT140
This course introduces the principles and practices of preparing a quantity survey for a construction estimate. Topics include an overview of the estimating and bidding process, and quantity surveys for a residential or light commercial construction project. Upon successful completion of this course, students will be able to describe the estimating and bidding process and develop a quantity survey using drawings and specifications.

CNMT260 CONSTRUCTION PLANNING AND SCHEDULING
4.5 CREDIT HOURS/25 LECTURE HOURS/40 LAB HOURS
PREREQUISITE(S): CNMT250
This course introduces planning and scheduling construction project concepts. Topics include project scheduling using the critical path method; determining tasks, their duration, and their start and finish dates; and use of communication tools to improve project planning and execution. Upon successful completion of this course, students will be able to plan a construction project; schedule the labor, equipment, and materials for a construction project; and manage project changes and their effect on the project schedule and resources.

CNMT270 GREEN BUILDING TRENDS AND TECHNOLOGY
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): CNMT100 OR CADD130
This course focuses on the major components of green building design and construction. Topics include green building practices, healthy buildings, energy, the basic design principles of water and sewage treatment, the use of natural resources, and other environmental and economic issues of sustainable built environments. Upon successful completion of this course, students will be able to describe the origins of the green building movement in advanced industrialized nations, and analyze recent developments in the United States.

CNMT325 ABOVE AND BELOW GRADE STRUCTURES
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): CNMT121, MATH211
This course provides a basic overview of the geological, geographical, and infrastructural considerations, along with the structural design and construction methods, used to construct buildings and civil structures. Topics include the geological properties of soil, as well as soil identification and testing techniques; the regulatory and social considerations affecting site management; and the properties and behaviors of structural materials and components. Upon successful completion of this course, students will be able to describe soil properties, identify the structural components of buildings and civil structures, and evaluate options pertaining to the construction of above and below grade structures.

CNMT335 MECHANICAL AND ELECTRICAL SYSTEMS
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): CNMT140
This course provides an overview of mechanical and electrical systems related to construction. Topics include heating, ventilation and air condition (HVAC), plumbing, lighting, electrical power distribution, building telecommunications and security in residential and commercial construction, along with the advantages and disadvantages of the various systems. Upon successful completion of this course, students will be able to describe the principles of mechanical and electrical systems, explain how these principles affect design and installation considerations, and apply this knowledge when selecting and communicating with contractors.

CNMT360 CONSTRUCTION EQUIPMENT OPERATIONS
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): CNMT121, CNMT260
This course is designed to provide in-depth knowledge and financial decisions of the equipment used in light construction. Topics include heavy equipment, equipment performance criteria and financial accounting associated with the equipment. Upon successful completion of this course, students will be able to make effective equipment selections, communicate effectively with equipment contractors, and financially track the performance of construction equipment.

CNMT401 CONSTRUCTION SOFTWARE APPLICATIONS
4.5 CREDIT HOURS/25 LECTURE HOURS/40 LAB HOURS
PREREQUISITE(S): CNMT140, ITCS101
This course covers industry-standard software applications for construction project management. Topics include data management tools and analysis, Microsoft® project applications, graphical capabilities of current CADD systems, and the most widely-used software systems available for construction applications. Upon successful completion of this course, students will be able to analyze a project to determine the necessary data and documentation, select the appropriate software applications to produce what is needed, and integrate and evaluate the finished products in support of the project.

CNMT411 CONSTRUCTION ESTIMATING II
4.5 CREDIT HOURS/25 LECTURE HOURS/40 LAB HOURS
PREREQUISITE(S): CNMT250
This course covers quantity surveys and the complex process of pricing a construction project. Topics include pricing construction equipment, excavation, materials, and subcontractors. Upon successful completion of this course, students will be able to explain the process of pricing a construction estimate, develop pricing for a construction project, and submit a completed construction project bid.

CNMT421 PRODUCTIVITY AND COST CONTROL
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): CNMT411
This course provides an overview and comparison of basic industry perspectives on productivity as a set of factors in cost control and profitability. Topics include constructability engineering and delivery productivity; resource availability and project management scheduling; project leadership and relationship management; jobsite start-up, layout, organization and re-organization; craft-personnel management, and point-of-production output. Upon successful completion of this course, students will be able to analyze the elements of a construction project, evaluate job progress and problems, and propose approaches to increase the project's profitability.

CNMT431 CONSTRUCTION PROJECT MANAGEMENT AND ADMINISTRATION
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): CNMT421
This course surveys the practices associated with managing a construction project from its inception to its closeout. Topics include creation and management of the project team, document management and recordkeeping, cost control based on estimation, procurement research and negotiations, subcontract management and administration. Upon successful completion of this course, students will be able to apply effective techniques for managing a construction project within the framework of construction law, contracts and subcontracts, and ethical business practices.

CNMT480 CONSTRUCTION MANAGEMENT CAPSTONE
4.5 CREDIT HOURS/25 LECTURE HOURS/40 LAB HOURS
PREREQUISITE(S): UPPER-DIVISION STATUS
This course provides the construction management student an opportunity to extend advanced theory of the classroom learning into real world complex, realistic situations. Topics include evaluation, analysis and management decision making of the construction process. Upon successful completion of this course students will be able to identify analyze and resolve open-ended problems related to the field of construction management

COMM305 PUBLIC SPEAKING
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): ENGL098 IF INDICATED BY PLACEMENT SCORES
This course presents public speaking concepts and applications. Topics include assessing audience and environments, incorporating subject

matter research, verbal and nonverbal communications, use of visual aids, outlining, and developing speeches for a variety of purposes. Upon successful completion of this course, students will be able to create and present speeches and presentations with appropriate visual aids, research, and organizational plans.

CRJS101 INTRODUCTION TO CRIMINAL JUSTICE
4.5 CREDIT HOURS/45 LECTURE HOURS
This course presents an overview of the components and processes of the criminal justice system. Topics include history, structure, functions, and philosophy of the three main components of the criminal justice system (law enforcement, courts and corrections), as well as a description of career options in the field. Upon successful completion of this course, students will be able to define and describe the major criminal justice system components and their interrelationships.

CRJS111 INTRODUCTION TO POLICING
4.5 CREDIT HOURS/45 LECTURE HOURS
This course presents an overview of contemporary law enforcement agencies and their functions within the criminal justice system. Topics include historical development, roles and functions, the police sub-culture, ethics, corruption, and civil liability. Upon successful completion of this course, students will be able to describe the functions of modern law enforcement agencies, explain their histories and roles in society, and identify contemporary policing trends and issues.

CRJS121 CORRECTIONS
4.5 CREDIT HOURS/45 LECTURE HOURS
This course presents an overview of the correctional system, as well as current practices and problems in the field of corrections. Topics include correctional history, correctional ideologies, the court processes, prisons, detention facilities, community corrections, alternatives to incarceration, inmate control and other related topics. Upon successful completion of this course, students will be able to explain the historical development, philosophy, and contemporary issues related to the correctional system.

CRJS131 CRIMINOLOGY
4.5 CREDIT HOURS/45 LECTURE HOURS
This course presents an overview of various criminological theories and patterns of crimes. Topics include the definition and context of criminology, patterns and costs of crime, research methods in criminology, theories of crime causation, and the application of those theories to specific types of crime. Upon successful completion of this course, students will be able to identify theories, methods, and resources used to study and explain crime.

CRJS161 JUVENILE JUSTICE
4.5 CREDIT HOURS/45 LECTURE HOURS
This course presents a thorough overview of the juvenile justice system. Topics include the purpose of the juvenile justice system, theories of delinquency, and the juvenile justice system processes and sentencing options. Upon successful completion of this course, students will be able to explain the role, functions, and unique nature of the juvenile justice system.

CRJS171 PRIVATE INVESTIGATION AND SECURITY
4.5 CREDIT HOURS/45 LECTURE HOURS
This course presents an introduction to private investigation and protective services. Topics include asset protection, loss prevention, corporate security, security management, investigations, internal and external relations, emergency planning, and facility safety. Upon successful completion of this course, students will be able to identify the differences between the roles of private sector and public law enforcement agencies and explain contemporary issues in private security and investigation practices.

CRJS181 ORGANIZATIONAL ISSUES IN CRIMINAL JUSTICE
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): CRJS101
This course presents an overview of the various cultures and organizational processes in the criminal justice field. Topics include staffing, organizational politics, and stresses inherent in the nature of criminal justice work. Upon successful completion of this course, students will be able to articulate the kinds of challenges faced by contemporary criminal justice organizations and describe the impact on organizational effectiveness.

CRJS201 CRIMINAL JUSTICE ETHICS
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): CRJS101
This course examines ethical issues within criminal justice. Topics include ethical reasoning, the influence of personal and moral beliefs on the administration of justice, and the frequent tension between social justice and criminal justice. Upon successful completion of this course, students will be able to analyze the effect of personal and moral beliefs on the criminal justice system and articulate the process of ethical reasoning.

CRJS211 COMMUNICATION FOR THE CRIMINAL JUSTICE PROFESSIONAL
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): CRJS101, ENGL121
This course presents effective communication skills utilized on a daily basis in criminal justice occupations. Topics include written and oral communication skills, effective verbal de-escalation techniques, and basic interview and interrogation techniques. Upon successful completion of this course, students will be able to demonstrate effective communication techniques.

CRJS212 COMMUNITY-BASED CORRECTIONS
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): CRJS121
The course presents an in depth study of correctional programs, practices, and theory within the American community. Topics include historical contributions, legal social and ethical considerations, professionalism, roles of staff, administration and community resources. Upon successful completions of this course, students will be able to describe and identify the various components of community based correctional programs in use within the United States and evaluate past, present, and future trends pertaining to the development and use of community-based supervision strategies.

CRJS222 CORRECTIONAL ADMINISTRATION
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): CRJS121
This course provides students with an introduction to correctional administration. Topics include inmate processing and file maintenance, supervision and security, programs and services, inmate entitlements, inmate discipline, medical and psychological issues, and special housing. Upon completion of this course the student will be able to articulate the basic expectations placed on a correctional institution.

CRJS230 CRIME SCENE INVESTIGATION AND CRIMINALISTICS
4.5 CREDIT HOURS/40 LECTURE/10 LAB HOURS
PREREQUISITE(S): CRJS101
This course presents theories and fundamentals of crime scene investigation and criminalistics. Topics include crime scene management; the identification, documentation, collection and processing of physical evidence within the scope of forensic science as well as the analysis of evidence with an emphasis on the subsequent report, case preparation, and presentation. Upon successful

completion of this course, students will be able to demonstrate the crime scene investigation process, including the identification, documentation, collection and processing of physical evidence within the scope of forensic science as well as preparing evidence for presentation in court.

CRJS242 CRIMINAL INVESTIGATIONS
4.5 CREDIT HOURS/40 LECTURE/10 LAB HOURS
PREREQUISITE(S): CRJS101
This course presents an introduction to criminal investigation. Topics include the history of criminal investigation, interviewing witnesses, interrogating suspects, and preparing reports. Upon successful completion of this course, students will be able to demonstrate the techniques used to complete a criminal investigation and prepare a police report for use in court.

CRJS250 CRIMINAL LAW AND COURTS
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): CRJS101
This course introduces students to criminal law and criminal defenses as well as the structure of the court system (federal, state and local) in the United States. Topics include the history and development of criminal law and the adversarial system, descriptions and jurisdictions of each type of courts, key court personnel, employee selection processes and working environments, and the judge's unique role. Upon successful completion of this course, students will be able to describe the key aspects of criminal law, explain distinctions among different types of crimes and criminal defenses, chart both state and federal court structure and explain the roles of court personnel.

CRJS275 CONSTITUTIONAL LAW
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): POLS107
This course explores the history of the Constitution of the United States and its application to the legal system. Topics include the structure of the Constitution and its amendments, historical basis of the Constitution and its amendments, separation of powers, judicial review, and court decisions pertinent to contemporary legal issues. Upon successful completion of this course, students will be able to identify and discuss the basic structure of the U.S. Constitution and analyze rights, procedures, and issues as interpreted by the courts.

CRJS285 CRIMINAL CASE PROCEDURES & THE COURTS
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): CRJS250
This course introduces criminal law, criminal procedure and the Constitution. Topics include the prosecution of criminal cases, types and authentication of evidence trial objections, grounds for appeal, the Exclusionary Rule, pre-trial and the trial process. Upon successful completion of this course, students will be able to identify and explain the application of the rules of evidence and courtroom procedures that impact the presentation of evidence in a court proceeding, identify criminal procedures and explain how court decisions develop the rules and procedures related to criminal cases.

CRJS291 CRIMINAL JUSTICE ADMINISTRATION
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): CRJS101
This course examines the administration of the three components of the justice system. Topics include personnel roles and functions, issues and practices, rights of criminal justice employees, labor relations, financial administration, study and scope of justice administration, and administrative principles and practices. Upon successful completion of this course, students will be able to describe the concepts, terms, and realities of criminal justice administration.

CRJS312 CORRECTIONAL ENVIRONMENTS
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): CRJS121
This course presents an introductory, real-world perspective regarding corrections and its various settings in the 21st Century. Topics include a historical view of the correctional process, community corrections, short and long-term confinement, different correctional institutions and programs (including parole), special prison populations and the future landscape of corrections. Upon successful completion of this course, students will be able to evaluate how different correctional environments are used and explain their specific purposes.

CRJS315 MENTAL HEALTH AND CRISIS INTERVENTION
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): CRJS101,PSYC101
This course will provide an introduction to mental health issues and crisis intervention strategies within the criminal justice system. Topics include cognitive deficiencies and behavioral components associated with mental illness, the insanity defense and related mitigating factors, and crisis intervention strategies commonly used in the criminal justice system including emergency intervention tactics and case specific intervention strategies. Upon successful completion of the course, students will be able to analyze the impact and extent of mental health issues and the effectiveness of crisis intervention services within the criminal justice system.

CRJS321 DRUGS AND NARCOTICS
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): CRJS101, PSYC101
This course presents an overview of the various classifications and characteristics of drugs and narcotics. Topics include physical and psychological effects of drug and alcohol abuse, factors leading to addiction and dependence, and treatment options. Upon successful completion of this course, students will be able to distinguish between the various classifications and symptoms associated with drugs and narcotics and recognize accepted options for treatment.

CRJS322 THEORIES AND METHODS OF CORRECTIONAL COUNSELING
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): CRJS121
This course presents an overview of counseling convicted offenders while incarcerated. Topics include treatment theories and different methods; screening, assessing, and diagnosing offenders; the differences and similarities between counseling males and females and juveniles and adult offenders; and treatment for specialized offender populations. Upon successful completion of this course, students will be able to evaluate the theories, methods, and treatment options for incarcerated offenders.

CRJS341 SEX OFFENDERS
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): CRJS101
This course explores issues related to deviant sexual behavior in contemporary society. Topics include sexual offenders, child molestation, pornography, Megan's Law, sexual assault, incest, prostitution, and sex offender legislation. Upon successful completion of this course, students will be able to differentiate the various types of sex crimes and offender profiles, and analyze sociological implications related to their punishment and treatment.

CRJS355 DIVERSITY IN CRIMINAL JUSTICE
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): CRJS101
This course examines a range of issues related to individual diversity within the criminal justice system. Topics include differences based

on race, ethnicity, nationality, gender, socio-economic class, age, experience, disabilities, and sexual orientation. Upon successful completion of this course, students will be able to evaluate the impact of a diverse population to criminal justice service providers, victims, and offenders and propose effective strategies and techniques for working and interacting within diverse populations.

CRJS361 PROBATION AND PAROLE
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): CRJS121
This course presents an overview of probation and parole in the United States. Topics include the processes associated with administrating probation and parole, supervision, acclimation into society, and the structure of probation and parole. Upon successful completion of this course, students will be able to distinguish between probation and parole, articulate issues and benefits associated with offenders' integration into society, and assess the effectiveness of supervision processes.

CRJS371 VICTIMOLOGY AND DOMESTIC VIOLENCE
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): CRJS131
This course presents the patterns and characteristics of victims in the criminal justice system. Topics include the cause, consequences, and prevalence of domestic violence, and the different approaches law enforcement has taken to respond to victims' issues. Upon successful completion of this course, students will be able to differentiate the patterns, causes, and effects of victimization, and evaluate the effectiveness of victim assistance organizations and programs.

CRJS406 TERRORISM
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): UPPER-DIVISION STATUS
This course presents a comprehensive overview of terrorism. Topics include domestic and international terrorism, ideology and terrorism, terrorist training, defenses against terrorism, modern day terrorist activities, and the future of terrorism. Upon successful completion of this course, students will be able to articulate the concepts related to domestic and international terrorism, assess responses against terrorism, and analyze the legal aspects of terrorism.

CRJS411 GANGS AND CRIMINAL SUB-CULTURES
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): UPPER-DIVISION STATUS
This course presents a comprehensive, contemporary, and interdisciplinary perspective on criminal sub-cultures in America. Topics include the nature and extent of the problem; events, organizations, and processes that surrounded the gang panic during the late 1980s and early 1990s; and the development of other sub-cultures that affect America. Upon successful completion of this course, students will be able to analyze issues related to criminal sub-cultures and assess the effectiveness of the criminal justice response.

CRJS412 CORRECTIONAL LAW
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): UPPER-DIVISION STATUS
This course presents an overview of American correctional law and the legal issues facing the current correctional system. Topics include laws impacting prisoner rights; policies and procedures for crimes committed inside the correctional system; laws and regulations governing behaviors of correctional officers and facility staff; the American correctional system; the unwritten laws and codes of inmates; and regulatory and compliance issues within the system. Upon successful completion of this course, students will be able to discuss the American correctional system and the law, regulations and codes that govern it, articulate the development of these laws, regulations and codes, and compare and contrast the differences between state and federal correctional systems.

CRJS430 DIGITAL AND WHITE COLLAR CRIME
4.5 CREDIT HOURS/40 LECTURE/10 LAB HOURS
PREREQUISITE(S): UPPER-DIVISION STATUS
This course provides students with an understanding of various digital crimes, white collar crimes and the investigation of both. Topics include the history and types of digital crimes and digital crime laws, theories, policies, and the enforcement challenges of white-collar crime and how the two are often interdependent. Upon successful completion of this course, students will be able to identify digital crimes, classify and collect evidence of digital crime, and prepare investigative strategies for the analysis of the effects of white collar and digital crime as they compare to other types of crime, and measure the effects of these crimes on society.

CRJS460 CRIMINAL JUSTICE AND PUBLIC POLICY
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): UPPER-DIVISION STATUS
This course presents the relationship between public policy and the criminal justice system. Topics include an overview of criminal justice public policy and contemporary public policy issues. Upon successful completion of this course, students will be able to analyze the relationship of public policy to the criminal justice system and the use of public policy for social change.

CRJS490 CRIMINAL JUSTICE CAPSTONE
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): UPPER-DIVISION STATUS
This course presents a structured research project concerning a criminal justice current issue or dilemma. Examples of potential topics are homeland security, aviation security, border security, restorative justice, diversity, and police use of force. Upon successful completion of this course, students will be able to research, analyze, and present findings and recommendations on a selected topic.

CSPG103 INTRODUCTION TO PROGRAMMING CONCEPTS
4.5 CREDIT HOURS/25 LECTURE HOURS/40 LAB HOURS
This course is a foundation for programming concepts and theory. Topics include computer hardware and software, critical thinking, style and syntax, pseudo-code, number systems and program design tools. Upon successful completion of this course, students will be able to identify and discuss fundamental programming concepts and tools.

CSPG106 FUNDAMENTALS OF PROGRAMMING
4.5 CREDIT HOURS/25 LECTURE HOURS/40 LAB HOURS
PREREQUISITE(S): CSPG103
This course introduces the basic concepts of computer programming, Integrated Development Environments (IDE), and problem-solving techniques. Topics include flowcharts, programming logic, debugging, control structures, file input/output, functions, classes, and input/output manipulation. Upon successful completion of this course, students will be able to create, run, debug, and document computer programs.

CSPG210 INTERMEDIATE PROGRAMMING
4.5 CREDIT HOURS/25 LECTURE HOURS/40 LAB HOURS
PREREQUISITE(S): CSPG106
This course is a continuation of CSPG106 Fundamentals of Programming. Topics include classes, objects, pointers, inheritance, and templates. Upon successful completion of this course, students will be able to design and build an object-oriented program.

CSPG212 ADVANCED PROGRAMMING
4.5 CREDIT HOURS/25 LECTURE HOURS/40 LAB HOURS
PREREQUISITE(S): CSPG210
This course covers the Integrated Development Environment (IDE). Topics include Graphical User Interface (GUI) windows, menus,

dialogue boxes, message loops, keyboard and mouse input, icons, and bitmaps. Upon successful completion of this course, students will be able to develop an advanced program using a GUI.

CSPG220 DATA STRUCTURES
4.5 CREDIT HOURS/25 LECTURE HOURS/40 LAB HOURS
PREREQUISITE(S): CSPG210
This course covers data structures. Topics include nodes, linked links, stacks, queues, and trees. Upon successful completion of this course, students will be able to write, compile, and debug programs containing data structures.

CSPG224 DATABASE APPLICATIONS
4.5 CREDIT HOURS/25 LECTURE HOURS/40 LAB HOURS
This course covers the design and building of relational databases using a database application. Topics include database creation and manipulation, normalization, entity relationships, creating keys, table relationships, reports, and forms. Upon successful completion of this course, students will be able to describe database design concepts, develop a database, establish relationships between tables, and design custom views and reports.

CSPG240 SOFTWARE DESIGN AND DEVELOPMENT
4.5 CREDIT HOURS/25 LECTURE HOURS/40 LAB HOURS
PREREQUISITE(S): CSPG220, SGPG115
This course covers software design and development, including requirements, analysis, design, and testing, through the use of classical algorithms and a variety of methodologies. Topics include the design and analysis of algorithms through the interpretation of problem solutions to develop efficient and effective game and other application software. Upon successful completion of this course, students will be able to analyze and solve a wide variety of common programming problems using algorithms.

CSPG360 COMPUTER ORGANIZATION AND ASSEMBLY LANGUAGE
4.5 CREDIT HOURS/25 LECTURE HOURS/40 LAB HOURS
PREREQUISITE(S): CSPG220
This course covers the fundamental architecture of computers and the low-level languages used to interact with the computer. Topics include storage, registers, input-output (IO), device interaction, instruction sets, and compiler and interpreter construction. Upon successful completion of this course, students will be able to detail the major subsystems comprising a computer, explain the basic operation of a computer, and assess how programs are transformed into machine code and then executed.

CSPG380 OPERATING SYSTEMS
4.5 CREDIT HOURS/25 LECTURE HOURS/40 LAB HOURS
PREREQUISITE(S): CSPG360
This course provides an introduction to the concepts underlying modern operating systems. Topics include memory management, file systems, process scheduling, inter-process communications, and multi-threading. Upon successful completion of this course, students will be able to synthesize concepts and write multi-threaded software.

CSPG400 INTERPRETER DESIGN
4.5 CREDIT HOURS/25 LECTURE HOURS/40 LAB HOURS
PREREQUISITE(S): CSPG360
This course covers the construction of interpreters. Topics include parsing expressions, parsing statements, interpreting declared procedures and functions, machine architecture, and assembly code. Upon successful completion of this course, students will be able to build an interpreter using a language such as C++.

ECON310 ECONOMICS
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): ENGL221
This course introduces students to the realm of economics and its importance in the capitalistic system. Topics include supply and demand, economic fluctuation, recession, inflation, fiscal policy, national debt, the Federal Reserve System, monetary policy, and international trade and finance. Upon successful completion of this course, students will be able to explain supply and demand, analyze causes of economic fluctuation, and evaluate the causes of recession and fiscal policy responses.

ENGL098 FUNDAMENTALS OF ENGLISH
4.5 CREDIT HOURS/45 LECTURE HOURS
This course develops critical literacy skills necessary for writing and analyzing college-level material. Topics include reading comprehension, vocabulary skills, grammar, sentence structure, punctuation, and paragraph development up to and including the academic essay. Upon successful completion of this course, students will be able to comprehend various types of reading materials and apply correct grammatical usage to the writing of sentences and paragraphs within an essay format.

ENGL121 COLLEGE WRITING I
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): ENGL098 IF INDICATED BY PLACEMENT SCORES
This course introduces productive writing techniques with an emphasis on the writing process. Topics include brainstorming, critical reading and thinking, analyzing audience and purpose, developing clear thesis statements, developing effective sentences and paragraphs, drafting, revising, and editing. Upon successful completion of this course, students will be able to use the writing process to produce effective essays.

ENGL221 COLLEGE WRITING II
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): ENGL121
This course builds on the skills taught in College Writing I, with increased emphasis on the writing process, argumentation, research, and documentation. Topics include brainstorming, analyzing audience and purpose, developing clear thesis statements, evaluating sources, performing research, and presenting correctly documented research results. Upon successful completion of this course, students will be able to adequately support a position, perform and correctly document research, and report the results of a research project.

ENVR313 ENVIRONMENTAL STUDIES
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): ENGL221
This course presents the complex relationship between human technological advancements and the need to use finite resources wisely. Topics include human population dynamics, industry impacts, and the role consumerism plays in the ecosystems with the limited resources available. Upon successful completion of this course, students will be able to analyze the interrelatedness of ecosystems, human population, and energy resources as well as identify ways an individual can affect pollution and the depletion of natural resources.

FINC101 INTRODUCTION TO FINANCE
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): ACCT120
This course introduces the theories of financial management. Topics include markets, institutions, and beginning investment theory. Upon successful completion of this course, students will be able to articulate a model of how financial management works in the business arena, and describe the basics of investment theory.

GAME330 GAME DESIGN PROCESS
4.5 CREDIT HOURS/20 LECTURE HOURS/50 LAB HOURS
PREREQUISITE(S): GRHD260
This course analyzes the game development and design process and introduces game engines. Topics include manual and conceptual skills, material collection, research, interface planning, game structure, and fundamental game engine operation. Upon successful completion of this course, students will be able to create a game design document and navigate a game engine.

GAME340 TEXTURE MAPPING FOR GAMES
4.5 CREDIT HOURS/20 LECTURE HOURS/50 LAB HOURS
PREREQUISITE(S): GAME330, ANIM360
This course develops advanced skills in texture mapping for games. Topics include high resolution and low resolution texture mapping for game assets. Upon successful completion of this course, students will be able to apply texture mapping to characters, environments, and other assets using industry-relevant software and techniques.

GAME361 TEXTURE MAPPING FOR GAMES
4.5 CREDIT HOURS/20 LECTURE HOURS/50 LAB HOURS
PREREQUISITE(S): GRHD260
This course develops advanced techniques in character animation. Topics include animation cycles and loops, acting, weight and balance, and interaction. Upon successful completion of this course, students will be able to complete animation cycles and import them into a game environment.

GAME445 LEVEL AND ENVIRONMENT DESIGN
4.5 CREDIT HOURS/20 LECTURE HOURS/50 LAB HOURS
PREREQUISITE(S): GRHD260
This course covers level and environmental design as applied for use in a 3D game engine. Topics include controlling level flow, technical limitations, environmental design/layout, troubleshooting, and playability. Upon successful completion of this course, students will be able to design, create and test a game level or environment in a 3D game engine.

GAME480 GAME ART PROJECT
4.5 CREDIT HOURS/20 LECTURE HOURS/50 LAB HOURS
PREREQUISITE(S): UPPER-DIVISION STATUS
This course focuses on the development and critique of a professional Game Art portfolio. Topics include design industry business practices, industry interviewing techniques, portfolio refinement and self-marketing skills. Upon successful completion of this course, students will be able to analyze their personal traits and present a web and print portfolio, and a résumé that highlights their individual Game Art skills in a professional manner.

GAME490 GAME ART PORTFOLIO CAPSTONE
4.5 CREDIT HOURS/20 LECTURE HOURS/50 LAB HOURS
PREREQUISITE(S): UPPER-DIVISION STATUS
This course focuses on the development and critique of a professional game art portfolio. Topics include design industry business practices, industry interviewing techniques, portfolio refinement and self-marketing skills. Upon successful completion of this course, students will be able to analyze their personal traits and present a web and print portfolio, and a resume that highlights their individual game art skills in a professional manner.

GRHD100 FUNDAMENTALS OF DESIGN AND COLOR
4.5 CREDIT HOURS/20 LECTURE HOURS/50 LAB HOURS
This course introduces basic design concepts using a hands-on approach to the development of design concepts and solutions to basic design problems. Topics include the design principles and process, drawing, color theory, typography, illustration and layout techniques and the vocabulary of design. Upon successful completion of this course, students will be able to apply visual problem-solving skills to create a concept development plan and a creative brief.

GRHD110 DRAWING AND PERSPECTIVE
4.5 CREDIT HOURS/20 LECTURE HOURS/50 LAB HOURS
This course introduces fundamental drawing concepts and terminology. Topics include the principles of drawing, drawing styles and technique; including lighting, perspective fundamentals, gesture, and contour. Upon successful completion of this course, students will be able to demonstrate effective drawing skills using fundamental drawing tools and techniques, and properly use industry-standard terminology.

GRHD115 IMAGE EDITING
4.5 CREDIT HOURS/20 LECTURE HOURS/50 LAB HOURS
PREREQUISITE(S): GRHD100
This course covers the basics of digital image editing, compositing, manipulation, and creation of pixel-based imagery. Topics include digital photography, scanning techniques, photo retouching and manipulation, texture creation, electronic color theory, special effects, print, and web graphics. Upon successful completion of this course, students will be able to utilize digital imaging software to digitally correct images, blend and composite images, create layered photographic compositions, create seamless textures, prepare digital images, work with painted textures, and utilize alpha channels in a 3D application.

GRHD121 FUNDAMENTALS OF DIGITAL ILLUSTRATION
4.5 CREDIT HOURS/20 LECTURE HOURS/50 LAB HOURS
PREREQUISITE(S): GRHD100
This course introduces the basic concepts of illustration. Topics include traditional and digital methods of concept development, drawing, typography and design. Upon successful completion of this course, students will be able to apply illustration theory, tools, and techniques to create effective illustrations.

GRHD131 DIGITAL LAYOUT
4.5 CREDIT HOURS/20 LECTURE HOURS/50 LAB HOURS
PREREQUISITE(S): GRHD115, GRHD121
This course presents the skills necessary to combine imagery and typography to produce effective layouts. Topics include grid theory, style sheets, master pages, pre-flight technologies, printing standards, resolution, and image placement. Upon successful completion of this course, students will be able to import images and format text to create multi-page layouts using industry-standard software.

GRHD150 INTRODUCTION TO ANIMATION
4.5 CREDIT HOURS/20 LECTURE HOURS/50 LAB HOURS
PREREQUISITE(S): GRHD110
This course introduces the fundamentals of traditional and digital animation. Topics include the history and principles of animating key poses, timing cycles, and the mechanics of motion. Upon successful completion of this course, students will be able to present a short animation using traditional and digital techniques.

GRHD221 DIGITAL PHOTOGRAPHY
4.5 CREDIT HOURS/20 LECTURE HOURS/50 LAB HOURS
PREREQUISITE(S): GRHD115
This course focuses on traditional and contemporary photography, with an emphasis on digital tools and techniques. Topics include the history of photography and its impact on studio and on-location photographic techniques, lighting, and composition. Upon successful completion of this course, students will be able to apply the technical and mechanical skills necessary to produce relevant photography for effective visual communications.

GRHD240 LIFE DRAWING FOR ANIMATION
4.5 CREDIT HOURS/20 LECTURE HOURS/50 LAB HOURS
PREREQUISITE(S): GRHD110
This course covers advanced drawing concepts as they relate to character modeling and animation. Topics include basic human and animal anatomy and form as it relates to the surrounding environment, spatial relationships, and introductory sculpting techniques. Upon successful completion of this course, students will be able to effectively capture and develop gestures and motion in various media for use in 2D and 3D animation.

GRHD241 FUNDAMENTALS OF WEB DESIGN
4.5 CREDIT HOURS/20 LECTURE HOURS/50 LAB HOURS
PREREQUISITE(S): GRHD115
This course introduces the basics of web site design and layout. Topics include foundational mark up languages including formatting, design theory, layout, utilization of typography, and web-appropriate imagery. Upon successful completion of this course, students will be able to apply the principles of web site design and use industry-standard software to create functional web sites.

GRHD250 FUNDAMENTALS OF 2D
4.5 CREDIT HOURS/20 LECTURE HOURS/50 LAB HOURS
PREREQUISITE(S): GRHD150
This course covers the mechanics and principles of 2D animation. Topics include acting, exaggeration, light boards, peg boards, and digital media. Upon completion of this course, students will be able to complete a pencil test demonstrating an animation sequence.

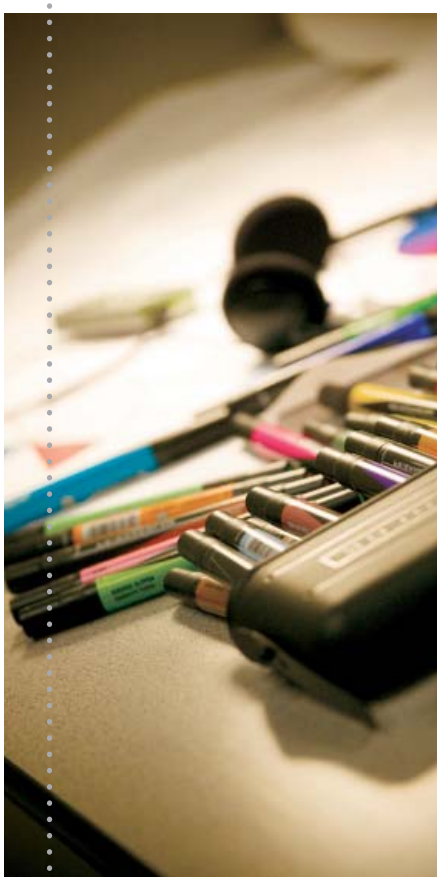
GRHD252 AUDIO-VIDEO
4.5 CREDIT HOURS/20 LECTURE HOURS/50 LAB HOURS
PREREQUISITE(S): GRHD115
This course provides an overview of video editing, sound editing, and special effects. Topics covered include working with timelines to animate still clips, importing and editing digital video and audio clips, and creating special effects. Upon successful completion of this course, students will be able to use industry-relevant non-linear digital editing software to produce a short video production.

GRHD260 FUNDAMENTALS OF 3D
4.5 CREDIT HOURS/20 LECTURE HOURS/50 LAB HOURS
PREREQUISITE(S): GRHD115
This course covers the fundamentals of a 3D application. Topics include modeling, rendering, texturing, animation, lighting and cameras. Upon successful completion of this course, students will be able to apply fundamental skills, techniques, and terms toward components of a 3D short.

GRHD261 FUNDAMENTALS OF INTERACTIVE DESIGN
4.5 CREDIT HOURS/20 LECTURE HOURS/50 LAB HOURS
PREREQUISITE(S): GRHD241
This course provides an overview of multimedia graphics focusing on interactive design for 2D animation and the Internet. Topics include storyboarding, basic scripting, and utilizing key frames and timelines. Upon successful completion of this course, students will be able to design and create basic interactive presentations utilizing animations, video, and sound delivered through interactive media and web technologies.

GRHD275 DIGITAL COLOR THEORY
4.5 CREDIT HOURS/20 LECTURE HOURS/50 LAB HOURS
PREREQUISITE(S): GRHD110
This course explores the principles of color as it applies to digital media. Topics include RGB versus CYMK, digital color principles in the game environment, color for screen, bit depth, color pallets, color channels, alpha channels and file formats. Upon successful completion of this course, students will be able to demonstrate an understanding of the psychology of color and how to properly apply digital color theory for screen and digital media.

HCMT100 INTRODUCTION TO HEALTHCARE
4.5 CREDIT HOURS/45 LECTURE HOURS
This course presents an overview of the structures and functions of the healthcare industry as a whole. Topics include the historical origins of the U.S. healthcare system, healthcare organizational structure, the roles of each healthcare sector and how they interact, the interconnections of various health professional roles, healthcare finance, and the social forces that influence healthcare today. Upon successful completion of this course, students will be able to describe the historical origins of healthcare, explain structural aspects the healthcare system, and analyze the social forces that influence healthcare today.



HCMT200 LAW AND COMPLIANCE IN HEALTHCARE
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): HCMT100
This course introduces the laws and regulations governing the healthcare industry. Topics include the basic structure of the legal system as it impacts healthcare organizations, the laws pertaining to healthcare institutions and personnel, and case studies of specific healthcare law issues. Upon successful completion of this course, students will be able to summarize how today's legal system affects healthcare organizations, describe the various laws pertaining to healthcare personnel, and apply legal knowledge to current healthcare issues.

HCMT230 PUBLIC HEALTH AND DISEASE
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): HCMT100
This course provides an overview of public health and its functions. Topics include epidemiology, social and behavioral influences on health, and environmental issues in public health. Upon successful completion of this course, students will be able to describe the various influences on people's health choices, recognize basic epidemiological principles and methods, and explain the top environmental issues affecting public health today.

HCMT241 HEALTHCARE DELIVERY AND FINANCING
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): HCMT200
This course focuses on the history and evolution of health care delivery and financing in the integrated health care system. Topics include third party payment, reimbursement and compensation, quality assurance, cost center accounting and government insurance programs. Upon successful completion of this course, students will be able to identify various types of managed care and healthcare insurance organizations, describe different methods of reimbursement, and explain the roles of the governing bodies affecting general health care delivery and financing.

HCMT250 INTRODUCTION TO LONG-TERM AND ELDERLY CARE
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): HCMT100
This course provides an overview of long-term healthcare issues and the healthcare delivery programs designed for an aging population. Topics include the organizational arrangements for providing long-term care, the services provided in long-term care facilities, gerontology and geriatric medicine, social and behavioral aspects of the aging, and the roles of healthcare providers working with the elderly. Upon successful completion of this course, students will be able to identify the different types of organizations, populations, and services that make up the long-term healthcare system; discuss the impact of the elderly on the healthcare system and describe the complex needs and unique aspects of caring for elderly patients.

HCMT310 HEALTH INFORMATION SYSTEMS
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): HCMT100
This course presents different approaches to managing information systems in a variety of healthcare organizations. Topics include managing the planning, selection, and implementation of current health technology and information systems. Upon successful completion of this course, students will be able to identify common information systems in use today as well as to evaluate how they ensure data security and quality patient care.

HCMT430 RISK MANAGEMENT IN HEALTHCARE
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): HCMT200
This course examines risk management and methods to protect an organization against the potential of liability. Topics include regulatory and legal requirements, risk assessment, patient safety, and error reduction. Upon successful completion of this course, students should be able to evaluate risk exposures confronting different organizations and develop a risk management program.

HCMT480 HEALTHCARE MANAGEMENT CAPSTONE
4.5 CREDIT HOURS/35 LECTURE HOURS/20 LAB HOURS
PREREQUISITE(S): UPPER-DIVISION STATUS
This course is the culminating class for the healthcare management program. Topics include data selection, analysis, decision making and evaluation of results in complex, realistic situations. Upon successful completion of this course, students will be able to research, analyze, and resolve open-ended problems related to the healthcare management field.

HINT110 INTRODUCTION TO HEALTH INFORMATION TECHNOLOGY
4.5 CREDIT HOURS/35 LECTURE HOURS/20 LAB HOURS
This course covers an introduction to healthcare delivery, content, and documentation. Topics include healthcare delivery systems, health record documentation requirements, health data structure, content and standards, and the types and content of health records. Upon successful completion of this course, students will be able to describe the structures and functions of the current healthcare industry and its providers, manage health data according to industry standards, and apply documentation requirements to health records.

HINT155 LAW AND ETHICS IN HEALTH INFORMATION MANAGEMENT
4.5 CREDIT HOURS/35 LECTURE HOURS/20 LAB HOURS
PREREQUISITE(S): HINT110
This course covers legal and ethical issues in health information management. Topics include legislative and regulatory processes, laws and regulations, privacy, confidentiality and security policies, ethics, and release of information. Upon successful completion of this course, students will be able to recognize and respond to the legal and ethical issues related to the release of patient health information.

HINT175 ELECTRONIC HEALTH RECORDS
4.5 CREDIT HOURS/30 LECTURE HOURS/30 LAB HOURS
PREREQUISITE(S): HINT110
This course covers the hardware and software components for electronic health records. Topics include health record applications, imaging technology, information technology and systems, information security and integrity, database architecture and design, data storage and retrieval, record linkage, and data sharing. Upon successful completion of this course, students will be able to use computer software and hardware applications, use specialized health information systems, and ensure proper data collection, storage, analysis, and reporting.

HINT190 PROFESSIONAL PRACTICE EXPERIENCE I
4.5 CREDIT HOURS/20 LECTURE HOURS/75 EXTERNSHIP HOURS
PREREQUISITE(S): HINT155, PROGRAM CHAIR OR DEAN APPROVAL
This course covers how various health information management functions are performed in different types of healthcare facilities. Topics include health information technology functions and skill demonstration in the workplace. Upon successful completion of this course, students will be able to explain how health information management professionals fit into healthcare settings and apply didactics and laboratory learning to the workplace.

HINT210 BASIC CODING
4.5 CREDIT HOURS/30 LECTURE HOURS/30 LAB HOURS
PREREQUISITE(S): HINT110, HLTH115, HLTH200
This course covers an introduction to International Classification of Diseases (ICD-9-CM). Topics include the history of coding, clinical

vocabularies, nomenclature, classifications, guidelines, UHDDS, and differences between ICD-9-CM and ICD-10 coding systems. Upon successful completion of this course, students will be able to accurately assign diagnostic and procedural codes for select body systems in an inpatient setting.

HINT220 INTERMEDIATE CODING
4.5 CREDIT HOURS/30 LECTURE HOURS/30 LAB HOURS
PREREQUISITE(S): HINT210
This course covers coding and classification systems utilized in ambulatory care. Topics include coding outpatient encounters with Current Procedural Terminology (CPT), E/M coding, modifiers, Healthcare Common Procedure Coding System (HCPCS), and ICD outpatient coding guidelines. Upon successful completion of this course, students will be able to accurately assign diagnostic and procedural codes for patient encounters.

HINT230 ADVANCED CODING
4.5 CREDIT HOURS/30 LECTURE HOURS/30 LAB HOURS
PREREQUISITE(S): HINT220
This course covers advanced diagnostic and procedural coding and classification systems. Topics include case studies and review of complex medical records using ICD-9-CM, assignment of DRGs, MSDRGs, discharge dispositions, encoder use, coding resources, and an introduction to ICD-10-CM. Upon successful completion of this course, students will be able to accurately assign diagnostic and procedural codes using an encoder and grouper.

HINT240 REIMBURSEMENT METHODOLOGIES
4.5 CREDIT HOURS/35 LECTURE HOURS/20 LAB HOURS
PREREQUISITE(S): HINT210
This course covers information relative to all healthcare payment systems in the U.S. Topics include prospective payment systems, chargemaster reviews, claims management, revenue cycle management, and the National Correct Coding Initiative. Upon successful completion of this course, students will be able to apply principles of prospective payment systems to healthcare delivery, perform data quality reviews to validate code assignments, review chargemaster audits, and comply with National Correct Coding Initiative requirements.

HINT250 STATISTICS, RESEARCH, AND MANAGEMENT IN HEALTHCARE
4.5 CREDIT HOURS/35 LECTURE HOURS/20 LAB HOURS
PREREQUISITE(S): HINT110, MATH107
This course covers healthcare statistics and research as well as healthcare management principles. Topics include average daily census, percentage of occupancy, morbidity and mortality rates, average length of stay, organizational planning and budgeting, and leadership. Upon successful completion of this course, students will be able to calculate commonly computed hospital rates, analyze statistical data, and apply management principles to the healthcare setting.

HINT280 QUALITY IMPROVEMENT AND REGISTRIES
4.5 CREDIT HOURS/35 LECTURE HOURS/20 LAB HOURS
PREREQUISITE(S): HINT250
This course covers quality improvement in healthcare and registries utilized in health information systems. Topics include clinical registries and indices, risk management, utilization management, and the quality improvement process. Upon successful completion of this course, students will be able to abstract records from various types of registries and apply quality management and performance improvement processes to the healthcare setting.

HINT290 PROFESSIONAL PRACTICE EXPERIENCE II
4.5 CREDIT HOURS/20 LECTURE HOURS/75 EXTERNSHIP HOURS
PREREQUISITE(S): MUST BE TAKEN IN LAST TERM, PROGRAM CHAIR APPROVAL
This course covers the technical aspects of health information management. Students will be expected to demonstrate the variety of skills they learned in previous coursework. Topics include health information technology functions and RHIT mock certification examination. Upon successful completion of this course, students will be prepared to take the RHIT examination and be able to perform all the technical aspects of the profession.

HIST420 CONTEMPORARY HISTORY
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): ENGL221
This course provides an overview of the major events in contemporary history. Topics include economics, ideologies, military power, social development, and the impact of technological innovations on contemporary politics. Upon successful completion of this course, students will be able to identify major contemporary historical events and analyze how these events have been impacted by technology and the current political, economic, and social climates.

HLTH105 MEDICAL TERMINOLOGY
4.5 CREDIT HOURS/45 LECTURE HOURS
This course covers the pronunciation, spelling, and usage of medical terms and abbreviations. Topics include building medical terms using word roots, suffixes, prefixes, and combining forms. Emphasis is placed on medical abbreviations, definitions, pronunciation, and spelling of terms. Upon successful completion of this course, students will be able to use medical terms and abbreviations as well as pronounce medical terminology.

HLTH115 PHARMACOLOGY FOR HEALTH PROFESSIONS
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): BIOL171
This course covers the study of drugs with a focus on common medications and how they affect the human body. Topics include common drugs, generics, physical and chemical properties of drugs, how drugs are used, and the diseases for which drugs are used. Upon successful completion of this course, students will be able to identify common drugs, their usages, their interactions and contraindications, and the various abbreviations associated with pharmacology.

HLTH135 MEDICAL INSURANCE AND ADMINISTRATIVE PROCEDURES
4.5 CREDIT HOURS/25 LECTURE HOURS/40 LAB HOURS
This course provides skills in administrative procedures, insurance coding and claims processing, and their relationship to the financial management of the medical office. Topics include manual and electronic record keeping, patient scheduling, professional communication, clerical equipment operations, chart preparation, health insurance carriers, bookkeeping procedures, billing and collections, and coding claims. Upon successful completion of this course, students will be able to collate patient charts, create and annotate appointment schedules, complete patient registration, transcribe handwritten notes and reports, create letters for a variety of medical situations, and extract information from patient records in order to properly complete and process insurance claim forms.

HLTH150 MEDICAL LAW AND ETHICS
4.5 CREDIT HOURS/45 LECTURE HOURS
This course presents basic legal and ethical issues related to the medical field. Topics include confidentiality, Health Insurance

Portability and Accountability Act (HIPAA), standard of care for health professionals, medical malpractice and negligence, criminal and civil divisions of law, privileged communication in medical records, and ethics. Upon successful completion of this course, students will be able to utilize legal terminology and respond ethically to situations that arise in the workplace.

HLTH160 PATIENT RELATIONS
4.5 CREDIT HOURS/45 LECTURE HOURS
This course explores communication techniques and emphasizes the changing behaviors and thought patterns of the patient. Topics include verbal and nonverbal communication, coping mechanisms, patient/provider relationships, cultural differences, conflict resolution, and stress management. Upon successful completion of this course, students will be able to interact with all patients in a manner that conveys empathy and respect.

HLTH200 PATHOPHYSIOLOGY
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): BIOL171
This course presents an integrated approach to pathogenic processes of anatomical systems. The systems include, but are not limited to, integumentary, skeletal, muscular, nervous, circulatory, immune, respiratory, digestive, endocrine, special senses, urinary, and reproductive. Pharmacokinetics is also introduced with emphasis placed on the action of drugs on the body. Upon successful completion of this course, students will be able to identify disease processes of these systems to determine environmental and genetic conditions that affect the human body.

HLTH290 ADVANCED MEDICAL OFFICE MANAGEMENT
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): MUST BE TAKEN IN LAST TERM
This course covers some of the more advanced skills needed to manage a medical office. Topics include standard protocols, risk assessment, governmental compliance, auditing, and employee policies. Upon successful completion of this course, students will be able to analyze principles of effective medical office management and respond confidently to medical office challenges.

HOSP110 PURCHASING FOOD AND BEVERAGE PRODUCTS
4.5 CREDIT HOURS/45 LECTURE HOURS
This course introduces the concepts of buying major commodities and non-food supplies. Topics include purchasing systems, quantity and quality, distribution, buyer-seller relations, and the audit process. Upon successful completion of this course, students will be able to articulate the specifics of negotiation, data management, distribution systems, price forecasting, market analysis, and the shift of purchasing from routine supply levels to a forward-thinking, cost-saving hospitality function.

HOSP120 FOOD SERVICE SANITATION
4.5 CREDIT HOURS/45 LECTURE HOURS
This course explores the essentials of food safety and sanitation in the food service industry. Topics include the food code, hazards, HACCP, equipment, cleaning, accident prevention, crisis control, and government regulations regarding sanitation principles. Upon successful completion of this course, students will be able to describe how to deal with food in any capacity in order to ensure quality, cleanliness, and safety in handling, preparing, and storing food products.

HOSP130 FRONT OFFICE MANAGEMENT
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): MGMT100
This course presents the principles of coordinating and commanding front office operations. Topics include hotel organization, reservations, registration, guest services, security, account settlement, bookkeeping, audit procedures, revenue management and human resources. Upon successful completion of this course, students will be able to articulate the dynamics of front office operations and their relationship to other departments in delivering high-quality service in the lodging industry.

HOSP230 HOSPITALITY SPANISH
4.5 CREDIT HOURS/45 LECTURE HOURS
This course covers the basic language skills needed for daily operations with Spanish-speaking employees. Topics include common dialogues, useful phrases, greetings, introductions, vocabulary, pronunciation, and English to Spanish/Spanish to English translations. Upon successful completion of this course, students will be able to communicate effectively using conversational Spanish for hospitality managers.

HOSP300 INVENTORY AND PLANNING CONTROL
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): HOSP110
This course presents the fundamentals of inventory planning and the application of control processes used to reduce costs in food and beverage operations. Topics include purchasing and receiving, food and beverage products, controlling revenue, and supervising labor costs. Upon successful completion of this course, students will be able to apply systems that maximize revenue while maintaining value and quality within the organization.

HOSP310 LOSS PREVENTION IN HOSPITALITY
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): HOSP130
This course provides an overview of loss prevention issues in the hospitality industry. Topics include risk management, security, internal theft prevention and controls, safety concerns, negligence and reasonable care. Upon successful completion of this course, students will be able to identify, evaluate, manage and avoid the risks that have a critical impact in the hospitality arena.

HOSP320 MARKETING IN THE HOSPITALITY INDUSTRY
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): MKTG100
This course presents the principles of marketing for a constantly changing consumer public in the hospitality field. Topics include evaluating the marketplace, marketing methodologies, public relations, packaging, pricing, consumer law, budgets, and the use of electronic media. Upon successful completion of this course, students will be able to create basic strategies for targeting, positioning, and planning an effective marketing campaign.

HOSP330 CONFERENCE SERVICES
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): HOSP130
This course covers the components and scope of convention services and event planning. Topics include meeting planning, maximization of space, conference configuration, functional materials, contracts, and closing the sale. Upon successful completion of this course, students will be able to articulate the key components of convention services and formulate a basic event plan.

HOSP400 HOSPITALITY FINANCIAL MANAGEMENT
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): ACCT120
This course covers the application of financial management within the hospitality industry. Topics include report analysis, internal controls, sales accountability, development techniques, and presentation of budgets and other pertinent reports. Upon successful completion of this course, students will be able to analyze financial data, create a hospitality-based budget, and advocate for the importance of budgeting in the hospitality arena.

HOSP410 HOSPITALITY LAW
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): MGMT100
This course covers the legal issues confronted by managers within the hospitality field. Topics include contract law, regulatory considerations, civil rights, guest relations, protection of property, alcohol consumption, licensing, liability, and negligence. Upon successful completion of this course, students will be able to communicate the importance of compliance, identify legal violations, and evaluate appropriate measures needed to avoid litigation against the organization.

HOSP430 HOSPITALITY ACCOUNTING
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): ACCT120
This course presents the theory and practice of basic hospitality based accounting. Topics include business transactions, balance worksheets, accounting cycles, ledgers, and payroll. Upon successful completion of this course, students will be able to identify elements of cash flow and prepare journals, ledger entries, and evaluate accounting information and transactions.

HOSP480 HOSPITALITY INDUSTRY CAPSTONE
4.5 CREDIT HOURS/35 LECTURE HOURS/20 LAB HOURS
PREREQUISITE(S): UPPER-DIVISION STATUS
This course is the culminating class for the hospitality administration bachelor's program and provides the opportunity to turn theory into hands-on experience while being supervised by seasoned professionals. Topics include data selection, analysis, decision making, and evaluation of results in complex, realistic situations. Upon successful completion of this course, students will be able to identify, analyze, and resolve open-ended problems related to the field of hospitality administration.

HRMT110 PRINCIPLES OF HUMAN RESOURCE MANAGEMENT
4.5 CREDIT HOURS/45 LECTURE HOURS
This course presents essential principles of human resources. Topics include job analysis, personnel planning, and employee interviewing and selection. Upon successful completion of this course, students will be able to create a human resource plan integrating the legal and managerial aspects of human resources.

HRMT220 EMPLOYEE RECRUITING AND STAFFING
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): HRMT110
This course examines the skills and issues related to recruiting and hiring talent. Topics include job analysis, workforce planning, and staffing strategies designed to identify and hire the best job candidates. Upon successful completion of this course, students will be able to conduct a job analysis to ensure organizational needs are met, as well as evaluate the recruitment methods for finding and attracting qualified job applicants.

HRMT230 EMPLOYEE COMPENSATION AND TOTAL REWARDS
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): HRMT110
This course presents a total rewards approach for compensating, motivating, and retaining employees. Topics include performance appraisals, compensation structures and levels, and benefits plans. Upon successful completion of this course, students will be able to apply employee performance appraisal techniques, develop a total rewards plan to attract and retain the talent needed to meet an organization's goals, and assess the relative value of jobs for compensation purposes.

HRMT260 EMPLOYEE TRAINING AND DEVELOPMENT
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): HRMT110
This course considers the essential skills necessary to create a workforce empowered to meet the challenges of a global economy. Topics include skills training, coaching, performance management, and career development. Upon successful completion of this course, students will be able to assess an organization's training needs, create employee development plans, and create programs to identify and groom top performers.

HRMT320 EMPLOYEE AND LABOR RELATIONS
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): HRMT110
This course examines the political, social, and managerial aspects of employing both union and non-union employees. Topics include the employee/management relationship, the employment conditions that gave rise to labor unions, and the implications of a growing non-union workforce. Upon successful completion of this course, students will be able to discuss how employee and labor relations affect behavior in the workplace, apply appropriate solutions to workplace conflict, and advocate for the fair treatment of employees.

HRMT340 LEGAL ISSUES IN HUMAN RESOURCE MANAGEMENT
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): HRMT110, BUSN210
This course examines the legal issues human resource management practitioners face, with an emphasis on assessing and managing risk in the workplace. Topics include the legal basis of the employment relationship, regulatory compliance, and workplace laws. Upon successful completion of this course, students will be able to assess legal issues related to hiring, managing, compensating, and terminating employees, as well as to justify the need for managers to adhere to laws governing behavior and safety in the workplace.

HRMT400 HUMAN RESOURCE INFORMATION SYSTEMS
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): ITCS101, HRMT230
This course examines the evolution and current uses of information technology in human resource management. Topics include database concepts and applications, the elements of a human resource information system (HRIS), and assessment of a company's HRIS needs. Upon successful completion of this course, students will be able to discuss the benefits to an organization of a well-designed and properly deployed HRIS, assess the information system needs of an organization's human resource function, and evaluate the characteristics of HRIS's to ensure organizational needs are being met.

HRMT460 STRATEGIC HUMAN RESOURCE MANAGEMENT
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): HRMT400
This course provides an in-depth look at strategic human resource management. The topics covered include strategic planning, ethical decision making, workforce diversity, job analysis, as well as recruiting and job performance enhancement. This course will also focus on the changing trends in human resources and how they impact compensation, benefits, health, and safety in a local and global environment. Upon successful completion of this course, students will be able to evaluate the impact of strategic human resource planning and management practices on the organization.

HRMT480 HUMAN RESOURCE MANAGEMENT CAPSTONE
4.5 CREDIT HOURS/35 LECTURE HOURS/20 LAB HOURS
PREREQUISITE(S): UPPER-DIVISION STATUS
This course is the culminating class for the Human Resource Management major. Topics include data selection, analysis, decision

You have to love what you're going to school for. If you are passionate about what you want to do, then nothing can stop you from achieving your goals. Make college a priority. It will be worth it in the end.

Amanda Funnell—
2008 Business Administration: Major in Fashion Merchandising graduate

making, and evaluation of results in complex, realistic situations common to the human resource management profession. Upon successful completion of this course, students will be able to identify, analyze, and resolve open-ended problems related to human resource management.

HUMN180 ETHICAL AND CRITICAL THINKING
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): ENGL098 IF INDICATED BY PLACEMENT SCORES
This course covers the principles and applications of ethical and critical thinking. Topics include argument construction and analysis, inductive and deductive reasoning, logical fallacies, perception, moral approaches, and social responsibility. Upon successful completion of this course, students will be able to analyze ethical issues, evaluate and clarify their own thinking, create sound and valid arguments, and effectively weigh the arguments of others.

HUMN250 HUMANITIES
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): ENGL221
This course explores the foundations and development of Western culture from its origins in the ancient Near East to modern Western civilization. Topics include cultural history, philosophy, religion, literature, art, and music. Upon successful completion of this course, students will be able to identify influential figures and events, appreciate and discuss well-known works of art and thought, and recognize and analyze significant movements and genres in Western culture.

INTD100 DESIGN THEORY
4.5 CREDIT HOURS/20 LECTURE HOURS/50 LAB HOURS
This course introduces design theory as applied to interior spaces. Topics include the elements and principles of design. Upon successful completion of this course, students will be able to apply the elements and principles of design to develop successful concepts while comprehending the creative process.

INTD102 HISTORY AND THEORY OF HUMAN ENVIRONMENTS
4.5 CREDIT HOURS/20 LECTURE HOURS/50 LAB HOURS
This course provides an overview of human environments. Topics include the history of architectural and interior designs, ergonomics, and anthropometrics. Upon successful completion of this course, students will able to extract historical themes and design concepts and apply them to the design of a spatial environment.

INTD110 INTERIOR DRAWING AND PERSPECTIVE
4.5 CREDIT HOURS/20 LECTURE HOURS/50 LAB HOURS
This course introduces drawing techniques necessary for effective visual communication. Topics include perspective theory and rendering techniques. Upon successful completion of this course, students will be able to produce freehand sketches and interior perspective drawings, and render material texture and depth.

INTD200 INTERIOR FINISHES
4.5 CREDIT HOURS/20 LECTURE HOURS/50 LAB HOURS
PREREQUISITE(S): INTD100 OR INTD102
This course provides an overview of interior finishes. Topics include ceiling, wall, and floor finishes; window coverings, moldings, textiles, and other surfaces. Upon successful completion of this course, students will be able to specify interior finishes, assemble sample boards, and establish contacts with related manufacturers.

INTD210 INTERIOR FURNISHINGS
4.5 CREDIT HOURS/20 LECTURE HOURS/50 LAB HOURS
PREREQUISITE(S): CADD111, INTD102
This course focuses on furnishings used in interior design. Topics include furniture, appliances, art work, and decor. Upon successful completion of this course, students will be able to combine individual elements to make a harmonious environment.

INTD300 LIGHTING DESIGN
4.5 CREDIT HOURS/20 LECTURE HOURS/50 LAB HOURS
PREREQUISITE(S): CADD121, INTD100
This course covers the knowledge, theory, and skills associated with lighting design. Topics include the artistic and technical aspects of lighting design for residential and commercial interior spaces. Upon successful completion of this course, students will be able to prepare designs and documents incorporating light to enhance spaces.

INTD306 SPACE PLANNING
4.5 CREDIT HOURS/20 LECTURE HOURS/50 LAB HOURS
PREREQUISITE(S): INTD100 OR INTD102
This course covers the knowledge, theory, and skills associated with space planning. Topics include relationship diagrams, preliminary block plans, matrices, and their connection to the building shell and support systems. Upon successful completion of this course, students will be able to produce a functional space plan that incorporates functional and economic considerations while meeting local and national building codes.

INTD310 RESIDENTIAL INTERIOR DESIGN STUDIO
4.5 CREDIT HOURS/20 LECTURE HOURS/50 LAB HOURS
PREREQUISITE(S): INTD300
This course focuses on residential interior designs. Topics include methodology, relating to the architect's building design, sustainable design as well as kitchen and bath design trends. Upon successful completion of this course, students will be able to establish a complete residential interior design concept for a range of economic possibilities.

INTD320 COMMERCIAL INTERIOR DESIGN STUDIO
4.5 CREDIT HOURS/20 LECTURE HOURS/50 LAB HOURS
PREREQUISITE(S): CADD121, INTD100
This course develops advanced and comprehensive interior design concepts for a commercial project. Topics include overall spatial concepts, advanced interior design and detailing including lighting, furnishings, fixtures and decor. Upon successful completion of this course, students will be able to produce a set of drawings including details and presentation boards.

INTD400 PROFESSIONAL ETHICS AND PRACTICE
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): INTD310 OR INTD320
This course focuses on business practices and ethics as they relate to interior designers. Topics include legal, financial, management, marketing, and ethical issues within the interior design industry. Upon successful completion of this course, students will have developed an appreciation for ethics and be able to market their personal skills and write contracts in a professional manner based on industry standards.

INTD410 ADVANCED RESIDENTIAL INTERIOR DESIGN STUDIO
4.5 CREDIT HOURS/20 LECTURE HOURS/50 LAB HOURS
PREREQUISITE(S): INTD310 OR INTD320
This course develops advanced and comprehensive interior design concepts for a residential project. Topics include overall spatial concepts, advanced interior design and detailing including lighting, furnishings, fixtures and decor. Upon successful completion of this course, students will be able to produce a set of drawings including details and presentation boards

INTD420 ADVANCED COMMERCIAL INTERIOR DESIGN
4.5 CREDIT HOURS/20 LECTURE HOURS/50 LAB HOURS
PREREQUISITE(S): INTD320
This course develops advanced and comprehensive interior design concepts for a commercial project. Topics include overall spatial concepts, advanced interior design and detailing including lighting, furnishings, fixtures and decor. Upon successful completion of this course, students will be able to produce a set of drawings including details and presentation boards.

INTD430 SUSTAINABLE SOLUTIONS FOR EXISTING BUILDINGS
4.5 CREDIT HOURS/20 LECTURE HOURS/50 LAB HOURS
PREREQUISITE(S): PROGRAM CHAIR APPROVAL
This course presents the knowledge, skills and applications needed to identify and incorporate various building methods and materials to improve an existing building's efficiency and sustainability as part of an overall design process. Topics include an overview of sustainable building systems including equipment, design, maintenance, and operations such as waste management and temperature control. Upon successful completion of this course, students will be able to implement sustainable practices for an existing commercial or institutional building.

INTD490 INTERIOR DESIGN PORTFOLIO CAPSTONE
4.5 CREDIT HOURS/20 LECTURE HOURS/50 LAB HOURS
PREREQUISITE(S): UPPER-DIVISION STATUS
This course provides students with guidelines for creating a hard copy and online portfolio as well as developing their presentation skills. Topics include selection and refinement of portfolio items, the role of the portfolio in a successful job search and skills related to portfolio presentation. Upon completion of the course, you should be able to prepare and present your portfolios in a professional manner.

ITCF260 INTRODUCTION TO COMPUTER FORENSICS
4.5 CREDIT HOURS/20 LECTURE HOURS/50 LAB HOURS
PREREQUISITE(S): ITCS102, ITCS103
This course presents an overview of computer forensics, including legal concepts. Topics include forensic terminology and methodologies, ethical considerations and rules of evidence related to magnetic media, electronic evidence, chain of custody, right to privacy, and court procedures in the presentation of technical evidence. Upon successful completion of this course, students will be able to explain common forensic terminology, use basic forensic methodologies, present technical evidence in legal proceedings, create reports related to computer examinations and apply ethical principles and rules of evidence in forensic situations related to computer examinations.

ITCF350 FORENSIC DIGITAL EVIDENCE HANDLING AND INVESTIGATION
4.5 CREDIT HOURS/20 LECTURE HOURS/50 LAB HOURS
PREREQUISITE(S): ITCF260
This course presents concepts related to the handling, analysis, investigation, and recovery of digital evidence. Topics include handling procedures, preservation of evidence, accessing and interpreting metadata, data recovery techniques, recovering and defeating passwords, tracing Internet sites and emails, using command line hex editors, handling and examining disk drives, and proper investigative documentation. Upon successful completion of this course, students will be able to discover altered or hidden digital media, recover deleted data from common digital devices, and apply core forensic computer examination procedures.

ITCF370 MANAGING MALICIOUS SOFTWARE
4.5 CREDIT HOURS/20 LECTURE HOURS/50 LAB HOURS
PREREQUISITE(S): ITCF350
This course presents an overview of strategies in responding to and preventing malicious software attacks. Topics include an overview of viruses, Trojans, worms, backdoors, system attacks, application threats, common responses to threats, and strategies for their prevention. Upon successful completion of this course, students will be able to manage malicious software, compare and contrast common threats, and apply industry-standard strategies to prevent their occurrence.

ITCF405 COMPUTER FORENSICS ANALYSIS
4.5 CREDIT HOURS/20 LECTURE HOURS/50 LAB HOURS
PREREQUISITE(S): ITSS320, ITSS330, ITSS340, ITSS350
This course discusses procedures, techniques, and tools related to forensics analysis and data recovery in computers and networks. Topics include forensic principles, forensic analysis, evidentiary recovery, wiretapping, traffic sniffing, and PDCERF methodology. Upon successful completion of this course, students will be able to perform simple network-oriented and system-oriented forensic analysis and

recovery, handle basic computer security incidents, and develop policies and procedures for incident handling and forensic analysis.

ITCF420 MOBILE DEVICE ANALYSIS
4.5 CREDIT HOURS/20 LECTURE HOURS/50 LAB HOURS
PREREQUISITE(S): UPPER-DIVISION STATUS
This course provides an overview of the skills used in forensically analyzing mobile devices. Topics include operating system concepts, search and seizure techniques, specialized software and hardware, evidence storage requirements, and investigative strategies for various mobile devices. Upon successful completion of this course, student will be able to compare various mobile operating systems, develop an examination and seizure protocol for mobile devised to include targeted evidentiary items, identify appropriate software and hardware for use in forensic analysis, and prepare an analysis report on a mobile device.

ITCF430 OPERATING SYSTEM FORENSICS
4.5 CREDIT HOURS/20 LECTURE HOURS/50 LAB HOURS
PREREQUISITE(S): ITCS105, ITCS202
This course presents an overview of the forensic issues related to Windows® and UNIX/Linux operating systems. Topics include Microsoft® DOS, Microsoft FAT (Windows 95/98), Microsoft NTFS (Windows NT/2000/XP), file systems, structures and storage, Windows registry, boot process and startup tasks, memory and file allocation, and the use of common forensic software tools. Upon successful completion of this course, student will be able to use forensic software tools as they apply to Windows operating systems, apply accepted forensic practices to avoid altering evidence, and recover data for computer investigations.

ITCF450 NETWORK INTRUSION DETECTION AND NETWORK FORENSICS
4.5 CREDIT HOURS/20 LECTURE HOURS/50 LAB HOURS
PREREQUISITE(S): UPPER-DIVISION STATUS
This course presents an overview of concerns related to network forensics. Topics include the essentials of network forensics, intrusion detection and response, incident response, computer crime investigations, computer security policies and guidelines, network monitoring and security tools. Upon successful completion of this course, students will able to appraise network vulnerabilities, employ common network monitoring and securities tools, and apply ethical principles to investigations.

ITCF460 DISK BASED FORENSICS
4.5 CREDIT HOURS/20 LECTURE HOURS/50 LAB HOURS
PREREQUISITE(S): UPPER-DIVISION STATUS
This course presents the processes involved in seizing computer disks and searching them for evidence. Topics include proper seizure of hardware; evidence protection; how information can be altered, deleted, and hidden; and strategies for uncovering evidence on computer disks. Upon successful completion of this course, student will be able to evaluate the legality of seizing a computer disk, apply proper preservation tactics, and analyze digital data by using forensic software tools.

ITCF499 FORENSIC CAPSTONE
4.5 CREDIT HOURS/20 LECTURE HOURS/50 LAB HOURS
PREREQUISITE(S): UPPER-DIVISION STATUS
This course requires the integration of concepts and skills acquired in the program to develop and conduct an in-depth research project. Topics include selecting an appropriate topic or problem, developing a research plan, completing the research, analyzing the data, and presenting research results. Upon successful completion of this course, students will be able to demonstrate skills of research and analysis in the field of forensics.

ITCS100 INTRODUCTION TO INFORMATION TECHNOLOGY
4.5 CREDIT HOURS/20 LECTURE HOURS/50 LAB HOURS
This course provides an introduction to information technology. Topics include an introduction to hardware, operating systems, software, data, and an overview of the use of information technology in organizations. Upon successful completion of this course, students will be able to identify hardware, operating system, software, and data components in a technology system.

ITCS101 COMPUTER APPLICATIONS
4.5 CREDIT HOURS/40 LECTURE HOURS/10 LAB HOURS
This course is designed to increase proficiency in the use of common word processing, spreadsheet, and presentation application software. Topics include the production of business documents and reports. Upon successful completion of this course, students will be able to prepare documents using word processing, spreadsheet, and presentation software.

ITCS102 DESKTOP HARDWARE
4.5 CREDIT HOURS/20 LECTURE HOURS/50 LAB HOURS
This course provides an overview of computer hardware and terminology. Topics include hardware architecture, component installation, and troubleshooting methodologies. Upon successful completion of this course, students will be able to identify and install various computer components, build a computer, and perform basic troubleshooting.

ITCS103 DESKTOP OPERATING SYSTEMS
4.5 CREDIT HOURS/20 LECTURE HOURS/50 LAB HOURS
This course provides an overview of desktop operating systems. Topics include operating system installation and desktop components. Upon successful completion of this course, students will be able to install, configure, and support desktop operating systems, and perform basic troubleshooting.

ITCS105 LINUX® OPERATING SYSTEMS
4.5 CREDIT HOURS/20 LECTURE HOURS/50 LAB HOURS
This course introduces basic concepts of Linux operating systems. Topics include file management, user administration, directory structure, processes, and basic system architecture. Upon successful completion of this course, students will be able to log on to a UNIX-style system, navigate the file structure, edit files, and control processes.

ITCS201 ADVANCED BUSINESS SOFTWARE APPLICATIONS
4.5 CREDIT HOURS/40 LECTURE HOURS/10 LAB HOURS
PREREQUISITE(S): ITCS101
This course introduces the integration of common business software applications. Topics include the production of business documents, reports, and presentations, as well as an introduction to database concepts and software integration. Upon successful completion of this course, students will be able to create documents, reports, and presentations through the integration of word processing, spreadsheet, database, and presentation software.

ITCS202 MICROSOFT® NETWORK OPERATING SYSTEMS
4.5 CREDIT HOURS/20 LECTURE HOURS/50 LAB HOURS
PREREQUISITE(S): ITCS103
This course introduces Windows network server administration. Topics include Active Directory services, Microsoft Management Console, system architecture, and other services. Upon successful completion of this course, students will be able to install, administer, and troubleshoot network services.

ITCS205 ADVANCED SYSTEM ADMINISTRATION WITH DIRECTORY SERVICES
4.5 CREDIT HOURS/20 LECTURE HOURS/50 LAB HOURS
PREREQUISITE(S): ITCS202
This course covers methods for designing and administering Internet-based services. Topics include security, interoperability, and server operations across a heterogeneous infrastructure. Upon successful completion of this course, students will be able to manage and configure services in an internetworked environment.

ITCS215 DATABASE MANAGEMENT SYSTEMS
4.5 CREDIT HOURS/20 LECTURE HOURS/50 LAB HOURS
This course covers the technical skills required to implement a database solution in a client/server database management system. Topics include the three fundamental models: hierarchical, network, and relational, with a focus on relational databases. Upon successful completion of this course, students will be able to administer a database server and operate database client software

ITCS222 LINUX® SYSTEMS ADMINISTRATION
4.5 CREDIT HOURS/20 LECTURE HOURS/50 LAB HOURS
PREREQUISITE(S): ITCS105
This course introduces the methods of administering a Linux operating system. Topics covered include network file system, system architecture, and other services. Upon successful completion of this course, students will be able to install, administer, and troubleshoot a Linux operating system.

ITCS251 INTRODUCTION TO WEB PROGRAMMING
4.5 CREDIT HOURS/20 LECTURE HOURS/50 LAB HOURS
This course offers an introduction to various web programming techniques and applications. Content focuses on key client-side and server-side technologies that are regularly utilized for dynamic content generation and interactivity. Topics covered include development tools, web forms, and an introduction to programming languages. Security issues will also be examined. Upon successful completion of this course, students will be able to perform basic web programming using multiple tools and techniques.

ITCS261 INFORMATION SYSTEMS ANALYSIS
4.5 CREDIT HOURS/20 LECTURE HOURS/50 LAB HOURS
PREREQUISITE(S): ITNW113
This course introduces the theory and practice utilized in the analysis and design of computer-based information systems. Topics include systems theory, design concepts and techniques, the systems development lifecycle, and the role of the information system in operating and managing the organization. Other topics include the function of analysis tools, planning techniques, and project management. Upon successful completion of this course, students will be able to identify and apply tools and practices used in systems analysis.

ITCS271 TECHNICAL TROUBLESHOOTING
4.5 CREDIT HOURS/20 LECTURE HOURS/50 LAB HOURS
PREREQUISITE(S): ITCS102, ITCS103
This course introduces the theory and practice of troubleshooting computer systems and networks. Topics include troubleshooting theory and concepts, accepted practices, problem isolation, and resolution methodologies. Other topics include the duties of a troubleshooting professional in technical support and related roles. Upon successful completion of this course, students will be able to identify and apply tools and practices used in troubleshooting a variety of system types and networks.

ITCS281 INFORMATION SYSTEMS ETHICS
4.5 CREDIT HOURS/20 LECTURE HOURS/50 LAB HOURS
This course presents the issues and controversies surrounding ethics in information systems. Topics include the impact of information systems on society, the changing role of information systems and personal information, legal issues, privacy concerns, security issues, social and economic implications, and employer relationship issues. Upon successful completion of this course, students will be able to articulate many facets of information systems ethics and be able to apply ethical considerations to a variety of situations.

ITCS301 PROJECT MANAGEMENT AND TECHNICAL DOCUMENTATION
4.5 CREDIT HOURS/20 LECTURE HOURS/50 LAB HOURS
PREREQUISITE(S): ENGL121
This course emphasizes the importance of documentation and the skills necessary to develop relevant, useful technical documentation and project plans. Topics include the documentation process, style and design, digital formats, technical baselines, project management documentation, disaster recovery planning, document archiving, and documentation configuration management. Upon successful completion of this course, students will be able to create technical documents and project plans and value effective documentation for an enterprise environment.

ITCS408 VIRTUALIZATION TECHNOLOGY
4.5 CREDIT HOURS/20 LECTURE HOURS/50 LAB HOURS
PREREQUISITE(S): ITCS205, ITCS222
This course presents computer virtualization technology in a networked environment. Topics include virtual desktop and server configuration, designing and building networked server environments, and performance and security of virtualized environments. Upon successful completion of this course, students will be able to design, configure, build and secure virtualized desktop computers, servers and networks.

ITCS422 ELECTRONIC MESSAGING SYSTEMS
4.5 CREDIT HOURS/20 LECTURE HOURS/50 LAB HOURS
PREREQUISITE(S): ITCS205
This course will explore the core components and features of mail clients and servers. Topics include installing mail servers, creating and managing mail components, installing and configuring clients, and managing and utilizing mail services. Upon successful completion of this course, students will be able to install, configure, manage, maintain, and secure a fully-functional mail environment.

ITCS480 EMERGING TECHNOLOGIES
4.5 CREDIT HOURS/20 LECTURE HOURS/50 LAB HOURS
PREREQUISITE(S): ITCS261 OR ITNW260
This course explores recent advances in high performance computing and computer networks and their impact on work methods and productivity. Topics include new developments in information technology, technology's impact on other converging industries, and the evolutionary nature of technology itself. Upon successful completion of this course, students will be able to evaluate the rapid pace of technology growth and appreciate the need for lifelong learning.

ITNW110 NETWORK ESSENTIALS
4.5 CREDIT HOURS/15 LECTURE HOURS/60 LAB HOURS
This course introduces the architecture, structure, functions, components, and models of the Internet and other computer networks. It uses the OSI and TCP layered models to examine the nature and roles of protocols and services at the application, network, data link, and physical layers. Topics include the principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations. Upon successful completion of this course, students will be able to build simple local area network (LAN) topologies by applying basic principles of cabling, performing basic configurations of network devices (including routers and switches), and implementing IP addressing schemes.

ITNW113 INTRODUCTION TO NETWORKING
4.5 CREDIT HOURS/20 LECTURE HOURS/50 LAB HOURS
This course provides an overview of network technologies. Topics include network components, physical specifications, topologies, architecture, the OSI Model and other networking standards, local area networks (LANs), wide area networks (WANs), and troubleshooting methodologies. Upon successful completion of this course, students will be able to select, install, and configure network components.

ITNW250 ROUTING PROTOCOLS AND CONCEPTS
4.5 CREDIT HOURS/15 LECTURE HOURS/60 LAB HOURS
PREREQUISITE(S): ITNW110
This course describes the architecture, components, and operation of routers, and explains the principles of routing and routing protocols. Topics include the analysis, configuration, verification, and troubleshooting of both classful and classless routing protocols. Upon successful completion of this course, students will be able to configure a router, manage router operating system software, configure routing protocols, and design and implement security measures.

ITNW260 LAN SWITCHING
4.5 CREDIT HOURS/15 LECTURE HOURS/60 LAB HOURS
PREREQUISITE(S): ITNW250
This course focuses on how switches operate and are implemented in the LAN environment for small and large networks. Topics include LAN switch operation, VLAN implementation, Rapid Spanning Tree Protocol (RSTP), VLAN Trunking Protocol (VTP), Inter-VLAN routing, and wireless network operations. Upon successful completion of this course, students will be able to analyze, configure, verify, and troubleshoot VLANs, RSTP, VTP, and wireless networks.

ITNW270 WAN TECHNOLOGIES
4.5 CREDIT HOURS/15 LECTURE HOURS/60 LAB HOURS
PREREQUISITE(S): ITNW260
This course introduces user access technologies and devices. Topics include the implementation and configuration of Point-to-Point Protocol (PPP), Point-to-Point Protocol over Ethernet (PPPoE), DSL, and Frame Relay with traffic control and access lists. WAN security concepts, tunneling, and VPN basics are introduced, along with a discussion of the special network services required by converged applications and an introduction to quality of service (QoS). Upon successful completion of this course, students will be able to install and configure WAN technologies.

ITNW280 WIRELESS TECHNOLOGIES
4.5 CREDIT HOURS/20 LECTURE HOURS/50 LAB HOURS
PREREQUISITE(S): ITNW260
This course introduces wireless Local Area Networks (LANs) and provides a comprehensive overview of technologies, security, and design. Topics include the design, planning, implementation, operation, and troubleshooting of wireless LANs. Upon successful completion of this course, students will be able to design and implement a secure wireless LAN.

ITNW355 NETWORK OPERATIONS AND MONITORING
4.5 CREDIT HOURS/20 LECTURE HOURS/50 LAB HOURS
This course introduces the principles, techniques, and tools used for the management of modern networks. Topics include the five major functional areas of network management (FCAPS): Fault management for detecting and responding to fault conditions in the network, Configuration management for configuring the hardware and software on network elements, Accounting management for tracking and logging network usage, Performance management for measuring and controlling network performance, and Security management for securing and controlling access to resources in the network. Upon successful completion of this course, students will be able to operate in an enterprise network management system.

ITNW421 NETWORK INFRASTRUCTURE CONFIGURATION
4.5 CREDIT HOURS/20 LECTURE HOURS/50 LAB HOURS
PREREQUISITE(S): ITNW113 OR ITNW270
This course addresses the configuration, monitoring, and management of Windows-based networks. Topics include configuring addressing and services, name resolution, network access, file and print services, and monitoring and managing a network infrastructure. Upon successful completion of this course, students will be able to configure, monitor, and manage Windows-based networks.

ITNW430 ADVANCED ROUTING
9.0 CREDIT HOURS/70 LECTURE HOURS/40 LAB HOURS
PREREQUISITE(S): ITNW270
This course introduces scalable IP networks. Topics include how to configure EIGRP, OSPF, and BGP routing protocols and how to manipulate and optimize routing updates between these routing protocols. Other topics include multicast routing, IPv6, and DHCP configuration, advanced routing principles, configuration, and implementation. Upon successful completion of this course, students will be able to create an efficient and expandable enterprise network by installing, configuring, monitoring, and troubleshooting network infrastructure equipment (especially routers such as Cisco® ISRs) according to the Campus Infrastructure module in the Enterprise Composite Network model.

ITNW440 MULTILAYER SWITCHING
9.0 CREDIT HOURS/70 LECTURE HOURS/40 LAB HOURS
PREREQUISITE(S): ITNW270
This course focuses on the selection and implementation of the appropriate Cisco® IOS services to build reliable, scalable multilayer-switched LANs. Topics include layer 2, 3, and 4 switching and multilayer switching (MLS); virtual LANs (VLANS); routing between VLANS and Route Switch Modules (RSMs); trunking and VLAN Trunking Protocol (VTP); Spanning Tree Protocol (STP) and redundant links; Hot Standby Routing Protocol (HSRP); multicasting; and network access policies and security. Upon successful completion of this course, students will be able to design and configure scalable, multilayer switched networks.

ITNW446 MAINTAINING AND TROUBLESHOOTING IP NETWORKS
9.0 CREDIT HOURS/40 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): ITNW430, ITNW440
This course teaches students how to monitor and maintain complex, enterprise routed and switched IP networks. Topics and skills learned include the planning and execution of regular network maintenance, as well as support and troubleshooting using technology based processes and best practices using systematic and industry recognized approaches. Extensive labs emphasize hands-on learning and practice to reinforce troubleshooting techniques. Upon successful completion of this course, students will be able to troubleshoot, monitor and maintain IP networks.

ITNW450 IP TELEPHONY
9.0 CREDIT HOURS/70 LECTURE HOURS/40 LAB HOURS
PREREQUISITE(S): ITNW440
This course provides an introduction to converged voice and data networks as well as the challenges faced by its various technologies. The course presents Cisco® solutions and implementation considerations to address those challenges. Topics include Cisco CallManager Express (CME) architecture, components, functionality, and features. Topics also include Voice over IP (VoIP) and Quality of Service (QoS) technologies as applied to the Cisco CME environment.

Upon successful completion of this course, students will be able to implement IP Telephony in a Single Office Home Office (SOHO) environment.

ITNW490 NETWORK MANAGEMENT CAPSTONE
4.5 CREDIT HOURS/20 LECTURE HOURS/50 LAB HOURS
PREREQUISITE(S): UPPER-DIVISION STATUS
This course provides the opportunity to develop and conduct an in-depth research project in an area of particular interest in computer networking. Topics include the integration of various concepts into a cogent deliverable designed in collaboration with the instructor. Upon successful completion of this course, students will be able to integrate information from various sources while demonstrating subject knowledge relevant to their degree program.

ITSS291 INTRODUCTION TO NETWORK SECURITY
4.5 CREDIT HOURS/20 LECTURE HOURS/50 LAB HOURS
PREREQUISITE(S): ITCS202
This course introduces security concepts as they relate to personal computers in a networked environment. Topics include an introduction to security threats to personal computers, countermeasures, local area network (LAN) security topologies, server security services, network security measures, security protocols, types of firewall security, introduction to dial-up security and virtual private networks, an introduction to public key infrastructure (PKI) and certificate authority functions. Upon successful completion of this course, students will be able to effectively identify potential security risks and take reasonable countermeasures to safeguard personal computers in a networked environment.

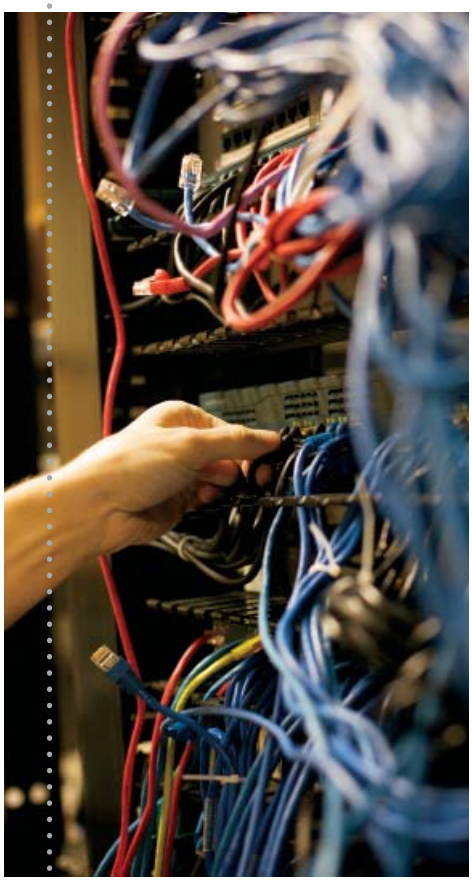
ITSS320 WINDOWS SECURITY
4.5 CREDIT HOURS/20 LECTURE HOURS/50 LAB HOURS
PREREQUISITE(S): ITCS205, ITSS291
This course provides an overview of securing Windows-based systems and environments. Topics include vulnerabilities specific to Windows systems, security management through policy, securing a domain environment, and configuring secure communications in a Windows infrastructure. Upon successful completion of this course, students will be able to secure and harden Windows clients and servers in a Windows-based network environment.

ITSS330 LINUX SECURITY
4.5 CREDIT HOURS/20 LECTURE HOURS/50 LAB HOURS
PREREQUISITE(S): ITCS105, ITSS291
This course provides an overview on securing Linux in a networked environment. Topics include the need for security, assessing the network, secure topology, packet filtering with Iptables, basic system security measures, system hardening, access control, securing services, and keeping Linux OS secure. Upon successful completion of this course, students will be able to configure, manage, maintain, and secure Linux in a networked environment.

ITSS340 FIREWALLS AND VPNS
4.5 CREDIT HOURS/20 LECTURE HOURS/50 LAB HOURS
PREREQUISITE(S): ITSS291
This course provides an overview of firewalls and Virtual Private Networks (VPNs). Topics include basic principles of network firewalls, packet filtering, various firewall technologies, VPN technologies for secure remote connectivity, and appropriate VPN solutions. Upon successful completion of this course, students will be able to implement firewalls and VPN solutions for secure remote connectivity.

ITSS350 INTRUSION PREVENTION AND DETECTION
4.5 CREDIT HOUR/20 LECTURE HOURS/50 LAB HOURS
PREREQUISITE(S): ITSS291
This course presents an overview of concerns related to monitoring network and/or system activities for malicious activities or policy violations, and the production of reports to a management system. Topics include network activities, identifying possible incidents, logging information, attempting to stop malicious attempts, reporting incidents to security administrators, identifying problems with security policies, documenting existing threats, and deterring individuals from violating security policies. Upon successful completion of this course, students will able to appraise network vulnerabilities, employ common network monitoring and securities tools, and apply strict security policies.

ITSS360 APPLICATION HARDENING
4.5 CREDIT HOURS/20 LECTURE HOURS/50 LAB HOURS
PREREQUISITE(S): ITSS291
This course provides an overview of the underlying security vulnerabilities exploited in security hacks and attacks on software applications running on the desktop and a network environment.



The language "Application Hardening" will be probed to explore what application updates, port configurations, system services, rules and system policies can be implemented to ward off security breaches, attacks and vulnerabilities. Topics include installation configurations, software patches and hotfixes as well as system policies for application and security management. Upon successful completion of this course, students will be able to identify potential software application vulnerabilities and utility sound hardening techniques to maintain overall application and system security.

ITSS499 SYSTEMS SECURITY CAPSTONE
4.5 CREDIT HOURS/20 LECTURE HOURS/50 LAB HOURS
PREREQUISITE(S): UPPER-DIVISION STATUS
This course provides the opportunity to develop and conduct an in-depth research project in an area of particular interest in systems security. Topics include the integration of various network security concepts into a cogent deliverable designed in collaboration with the faculty members. Upon successful completion of this course, students will be able to integrate information from various sources while demonstrating subject knowledge relevant to their degree program.

LITR301 INTRODUCTION TO LITERATURE
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): ENGL221
This course introduces students to the literary genres of fiction, poetry, and drama. Topics include literary terminology, criticism, forms, elements, themes, and major works and authors within these genres. Upon successful completion of this course, students will be able to actively read, appreciate, analyze, and respond to works of literature.

MATH098 FUNDAMENTALS OF COLLEGE MATHEMATICS
4.5 CREDIT HOURS/45 LECTURE HOURS
This course covers the foundational tools of college mathematics and algebra. Topics include integer and rational numbers, fractions and decimals, variable expressions, solving linear equations, percents and proportions, polynomials, and equations of lines. Upon successful completion of this course students will be able to evaluate numeric and algebraic expressions using the order of operations agreements, solve a linear equation, add, subtract and multiply polynomials, and write the slope and equation of a line.

MATH107 COLLEGE MATHEMATICS
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): MATH098 IF INDICATED BY PLACEMENT SCORES
This course develops problem-solving and decision-making strategies using mathematical tools from arithmetic, algebra, geometry, and statistics. Topics include consumer mathematics, key concepts in statistics and probability, sets of numbers, and geometry. Upon successful completion of this course, students will be able to apply mathematical tools and methods to solve real-world problems.

MATH170 COLLEGE ALGEBRA I
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): MATH098 IF INDICATED BY PLACEMENT SCORES
This course provides intermediate algebra skills. Topics include factoring polynomials, graphing and interpreting linear and nonlinear equations, solving linear systems of equations and quadratic equations, and performing basic operations with functions. Upon successful completion of this course, students will be able to use the rules of algebra to solve applied problems.

MATH211 GEOMETRY
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): MATH170
This course introduces the basics of Euclidean geometry. Topics include elementary proofs, basic constructions of geometric figures, and computations involving lines, angles, polygons, and polyhedra. Upon successful completion of this course, students will be able to recognize and analyze geometric figures within a given context.

MATH221 TRIGONOMETRY
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): MATH170
This course introduces trigonometric functions and applications. Topics include conversions between degree and radian measurements, solving right and oblique triangles, graphing trigonometric functions, and trigonometric identities. Upon successful completion of this course, students will be able to use trigonometry to solve real-world problems.

MATH270 COLLEGE ALGEBRA II
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): MATH170
This course focuses on providing the mathematical tools for advanced mathematical topics. Topics include logarithms and exponential equations, simplifying and graphing rational expressions and equations, function composition and inverses, and conic sections. Upon successful completion of this course, students will be able to utilize these topics to solve problems found in algebra, economics, computing, and the natural and physical sciences.

MATH331 CALCULUS
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): MATH221, MATH270
This course presents an introduction to differential calculus. Topics include determining limits and continuity of functions, finding and evaluating derivatives of various functions, and determining the concavity and extrema of functions along an interval. Upon successful completion of this course, students will be able to join their knowledge of algebra with calculus to solve a variety of problems in mathematics, finance, and the natural sciences.

MATH340 INTRODUCTION TO STATISTICS
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): MATH107 OR MATH170
This course introduces basic concepts in statistics with emphasis on quantitative analysis. Topics include measures of center and variation, applications of normal distribution, interpretations of correlation coefficients, analyzing and graphing linear regression models and fundamentals of probability. Upon successful completion of this course, students will be able to analyze real-world data, interpret graphs, create simple linear regression models, and form valid conclusions on the basis of such analysis.

MATH401 LINEAR ALGEBRA
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): MATH270
This course provides the methods and processes in solving systems of linear equations. Topics include the theory of systems of linear equations, matrices, vectors, determinants, and linear transformations. Upon successful completion of this course, students will have the required skills to apply linear algebra methods in solving natural and social science problems.

MEDI200 PRINCIPLES OF PATIENT CARE
4.5 CREDIT HOURS/20 LECTURE HOURS/50 LAB HOURS
PREREQUISITE(S): HLTH105
This course introduces the clinical skills necessary to be an active member of a medical team. Topics include an introduction to infection control, vital signs and anthropometric measurements, medical emergencies, SOAP and POMR charting, therapeutic modalities, and methods of examination. Upon successful completion of this course, students will be able to demonstrate knowledge of medical asepsis,

administer basic first aid, assess vital signs, prepare and educate patients, and create appropriate documentation. Healthcare provider CPR/AED certification is included.

MEDI215 MINOR SURGICAL AND SPECIALTY PROCEDURES
4.5 CREDIT HOURS/20 LECTURE HOURS/50 LAB HOURS
PREREQUISITE(S): MEDI200
This course provides the framework for special medical and minor surgical procedures. Topics include sanitation, sterilization, and an introduction to various specialty exams and surgical procedures. Upon successful completion of this course, students will be able to demonstrate competency in specialty exams, surgical instruments, surgery routines, suture care, and postoperative care instructions.

MEDI230 PHARMACOLOGY
4.5 CREDIT HOURS/30 LECTURE HOURS/30 LAB HOURS
PREREQUISITE(S): BIOL171, MEDI200, AND MATH098 IF INDICATED BY PLACEMENT SCORES
This course covers terminology and abbreviations of medications as well as the proper identifications, purposes, and policies relative to prescription drugs. Topics include medication names, prescriptions, dosage calculations, FDA and state laws, IV theory, and use of the PDR. Upon successful completion of this course, students will be able to demonstrate working knowledge of the legal aspects of administering medications, properly calculate medication dosages, and administer various injections.

MEDI240 PHLEBOTOMY
4.5 CREDIT HOURS/20 LECTURE HOURS/50 LAB HOURS
PREREQUISITE(S): BIOL171, MEDI200
This course explores basic invasive procedures. Topics include needle types, the order of draw, hematology, chemistry, and basic blood testing. Upon successful completion of this course, students will be able to perform phlebotomy procedures using the evacuated tube, syringe, and butterfly methods. In addition, students will be able to perform hematology and chemistry testing such as glucose screening, ESR, HCT, infectious mononucleosis, and blood typing, and properly complete laboratory requisition forms.

MEDI250 MEDICAL ASSISTING REVIEW
4.5 CREDIT HOURS/30 LECTURE HOURS/30 LAB HOURS
PREREQUISITE(S): ALL CLINICAL COURSES MUST BE COMPLETED
This course provides a final review of the knowledge and skills learned throughout the program. Topics include a supervisory skill review and preparation for the national certification exam. Upon successful completion of this course, students will be able to demonstrate competency in general, clinical, and administrative skills.

MEDI299 EXTERNSHIP
6.5 CREDIT HOURS/10 LECTURE HOURS/165 EXTERNSHIP HOURS
PREREQUISITE(S): MUST BE TAKEN IN LAST TERM
This course provides an opportunity to incorporate knowledge and skills acquired during coursework into an actual clinical environment through non-paid training under the guidance of experienced professionals. Upon successful completion of this course, students will be prepared to successfully enter the field of medical assisting.

MGMT100 PRINCIPLES OF MANAGEMENT
4.5 CREDIT HOURS/45 LECTURE HOURS
This course presents an overview of the various principles of management. Topics include planning, decision making, developing organizational structures, and managing performance. Upon successful completion of this course, students will be able to describe the functions and roles of management.

MGMT200 MANAGING STRESS AND CONFLICT IN THE WORKPLACE
4.5 CREDIT HOURS/45 LECTURE HOURS
This course introduces the various effects of workplace stress and conflict, with a focus on resolution techniques. Topics include contemporary stressors, relaxation techniques, the nature of conflict, and conflict management strategies. Upon successful completion of the course, students will be able to identify and apply proper techniques to decrease stressful behavior and resolve conflicts in the workplace.

MGMT225 ESSENTIALS OF PROJECT MANAGEMENT
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): ITCS101, MGMT100
This course covers project management tools. Topics include starting a project, establishing goals, and staying within cost and time parameters. Upon successful completion of this course, students will be able to effectively implement project management skills in real-world project assignments.

MGMT230 PRINCIPLES OF SMALL BUSINESS MANAGEMENT
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): MGMT100
This course provides an overview of small business ownership and management. Topics include new ventures, buyouts of an existing business, franchises, financing, accounting, and marketing. Upon successful completion of this course, students will be able to describe the resources needed to start or acquire a small business and the elements of managing a small business.

MGMT300 LEADERSHIP AND MANAGERIAL DECISION MAKING
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): MGMT100
This course provides a framework of leadership and decision making. Topics include psychology of decision making, decision making techniques, leadership, and the impact of leadership and decision making on organizations. Upon successful completion of this course, students will be able to identify leadership models and apply effective decision making approaches to real-world business situations.

MGMT330 MANAGERIAL COMMUNICATIONS
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): ENGL221, SOCS121
This course examines the principles of management-level communications. Topics include the managerial communication process, the role of technology in communication, writing management reports and proposals, managerial listening and negotiations, managing meetings, and making formal presentations. Upon successful completion of this course, students will be able to analyze a communication process; write a management report or proposal; facilitate an effective meeting; and design, make, and evaluate a formal presentation.

MGMT350 PURCHASING AND SUPPLY MANAGEMENT
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): MGMT100
This course describes the concepts of purchasing and supply management in business today. Topics include a description of the purchasing and supply management function in organizations, relationship management, and supplier negotiations. Upon successful completion of this course, students will be able to explain the typical organization and competencies associated with the purchasing function, assess a purchase order agreement, and negotiate a vendor relationship.

MGMT360 INTERNAL CONTROL AND ENTERPRISE RISK MANAGEMENT
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): FINC101
This course covers internal control and fraud prevention procedures based on the current legislative environment. Topics include an overview of the history of management's role in fostering and developing ethical environments, methods for evaluating the current state of an organization's internal control and processes, and methods for meeting compliance with the Sarbanes Oxley (SOX) Act of 2002. Upon successful completion of this course, students will be able to create business processes that are Sarbanes Oxley compliant.

MGMT400 OPERATIONS MANAGEMENT
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): MGMT100
This course surveys operations management principles. Topics include operations strategy, process design, forecasting, inventory management, scheduling, and quality management. Upon successful completion of this course, students will be able to formulate an operation strategy and apply it to a business situation.

MGMT410 PRINCIPLES OF SUPERVISION
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): MGMT100
This course covers the role of supervisor. Topics include planning, organizing, staffing, employee development, conflict, discipline, and labor relations. Upon successful completion of this course, students will be able to analyze a complex workplace situation and recommend approaches that support efficient and effective solutions.

MGMT480 MANAGEMENT CAPSTONE
4.5 CREDIT HOURS/35 LECTURE HOURS/20 LAB HOURS
PREREQUISITE(S): UPPER-DIVISION STATUS
This course is the culminating class for the management program. Topics include data selection, analysis, decision making and evaluation of results in complex, realistic situations. Upon successful completion of this course, students will be able to identify, analyze, and resolve open-ended problems related to the management field.

MICB151 COMPUTER SOFTWARE APPLICATIONS IN HEALTHCARE
4.5 CREDIT HOURS/35 LECTURE HOURS/20 LAB HOURS
PREREQUISITE(S): ITCS101
This course presents an overview of commonly available software tools, including an introduction to encoding tools used in healthcare and by major vendors. Topics include an introduction to the electronic health record process, Computer Assisted Coding (CACs), health information data analysis, and data collection activities at the regional and national levels. Upon successful completion of this course, students will be able to utilize software tools used in the electronic health record process.

MICB210 CODING AND CLASSIFICATION SYSTEMS I
4.5 CREDIT HOURS/35 LECTURE HOURS/20 LAB HOURS
PREREQUISITE OR CO-REQUISITE: BIOL170
This course covers coding and classification systems utilized in ambulatory care with emphasis on CPT and HCPCS. Topics include the format of CPT and HCPCS and coding conventions. Upon successful completion of this course, students will be able to assign CPT/HCPCS codes to designated ambulatory care records manually and using an encoder.

MICB220 CODING AND CLASSIFICATION SYSTEMS II
4.5 CREDIT HOURS/35 LECTURE HOURS/20 LAB HOURS
PREREQUISITE(S): MICB210
This course covers an introduction to ICD-9-CM coding. Topics include the official coding guidelines, the medical record as a source document, DRG'S, RUGS, and UHDDS. Upon successful completion of this course, students will be able to apply basic coding principles and manually assign diagnosis codes using ICD-9-CM.

MICB240 HEALTHCARE BILLING AND REIMBURSEMENT SYSTEMS
4.5 CREDIT HOURS/35 LECTURE HOURS/20 LAB HOURS
PREREQUISITE(S): MICB210
This course covers information relative to all healthcare payment systems in the U.S. Topics include the functions of each of the systems and the functions of revenue cycle management. Upon successful completion of this course, students will be able to calculate inpatient case mix, interpret charge master, identify required data set and coding requirements for various healthcare facilities, and ensure accuracy of coded data.

MICB250 CODING CAPSTONE
4.5 CREDIT HOURS/20 LECTURE HOURS/50 LAB HOURS
PREREQUISITE(S): MICB220
This course allows for continued practice and study of diagnostic and procedural coding. Topics include the Healthcare Common Procedure Coding System (HCPCS), Resource-Based Relative Value Scales (RBRVS), continued practice coding using advanced scenarios, patient records, and computerized coding systems, and preparation for field certification examinations. Upon successful completion of this course, students will be able to properly assign advanced diagnosis and procedural codes.

MICB299 EXTERNSHIP
4.5 CREDIT HOURS/10 LECTURE HOURS/105 EXTERNSHIP HOURS
PREREQUISITE(S): MUST BE TAKEN IN LAST TERM
In this course students practice coding and billing principles at a health care facility. Students will be expected to demonstrate the skills they learned in previous coursework. Upon completion of this course, students should be able to successfully enter the insurance coding and billing workforce.

MKTG100 PRINCIPLES OF MARKETING
4.5 CREDIT HOURS/45 LECTURE HOURS
This course introduces the basic elements of marketing. Topics include marketing channels, business-to-business and business-to-consumer communication, marketing theory, planning, and implementation. Upon successful completion of the course, students will be able to describe how the marketing process works in a given business realm, and explain the impact of the marketing process on the success of the business.

MKTG210 CUSTOMER SERVICE
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): MKTG100
This course surveys the fundamentals of customer relations and rapport. Topics include defining customer relations, establishing employee accountability, promoting a "customer first" attitude, integrating new technologies, and handling customer complaints. Upon successful completion of this course, students will be able to identify communication that promotes good customer relations and demonstrate complaint resolution techniques.

MKTG300 PRINCIPLES OF ADVERTISING
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): MKTG100
This course defines effective advertising principles and practices that cut through the message clutter that exists today. Topics include what makes an ad memorable, the use of humor, tapping into consumer motivation, and the use of celebrity endorsement. Upon successful completion of this course, students will be able to assess the effectiveness of an ad campaign.

MKTG310 CONSUMER BEHAVIOR
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): MKTG100
This course describes the process of how consumers make buying decisions. Topics include a variety of factors influencing consumer behavior, such as the psychology, motivation, exposure, attention, perception, knowledge, attitude formation, memory and retrieval, judgment, and decision making. Upon successful completion of this course, students will be able to provide examples of how knowledge of consumer behavior is used to influence marketing, advertising, promotion, and direct sales.

MKTG320 INTEGRATED MARKETING COMMUNICATIONS
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): MKTG100
This course emphasizes the value of integrating various communication tools such as public relations, promotion, advertising and direct marketing to satisfy strategic business objectives. Topics include stakeholder analysis, target identification, customer value, and message consistency. Upon successful completion of this course, students will be able to develop a marketing communications campaign including use of a variety of integrated tools that support given strategic business objectives.

MKTG340 SERVICES MARKETING
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): MKTG100
This course provides information on how to effectively market services rather than goods. Topics include contact point identification, framing service experiences, developing effective service marketing strategies, creating value, pricing, and promotion. Upon successful completion of this course, students will be able to create a marketing plan that effectively positions services in a competitive environment.

MKTG360 PROFESSIONAL SELLING
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): MKGT100
This course introduces skills needed to effectively market oneself, products, and services in a highly competitive marketplace. Topics include foundations of personal selling, buying behavior, trust building, communication, leadership and teamwork, ethics, and customer relationships. Upon successful completion of this course, students will be able to assess a sales opportunity, articulate relevant ethical behaviors, demonstrate effective sales skills, and evaluate their effectiveness.

MKTG400 STRATEGIC MARKETING MANAGEMENT
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): MATH340, MKGT100
This course covers concepts in strategic marketing management. Topics include environmental scanning, best practices in marketing, market research, analysis and evaluation, product development and distribution, integrating marketing communications, pricing, and the future of marketing. Upon successful completion of this course, students will be able to plan a marketing strategy.

MKTG420 INTERNATIONAL SALES AND MARKETING
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): MKTG100
This course is designed to provide a framework of economic theory and marketing practices on a global scale. Topics include frameworks and perspectives of international marketing, international business, global environment issues affecting marketing, international marketing decisions, planning, and control. Upon successful completion of this course, students will be able to design, implement, and evaluate a comprehensive sales and marketing plan for an international market.

MKTG480 MARKETING CAPSTONE
4.5 CREDIT HOURS/35 LECTURE HOURS/20 LAB HOURS
PREREQUISITE(S): UPPER-DIVISION STATUS
This course is the culminating class for the marketing program. Topics include data selection, analysis, decision making and evaluation of results in complex, realistic situations. Upon successful completion of this course, students will be able to research, identify, analyze, and resolve open-ended problems related to the marketing field.

PARA100 INTRODUCTION TO LAW AND ETHICS
4.5 CREDIT HOURS/45 LECTURE HOURS
This course introduces the American legal system, the paralegal profession, and legal ethical considerations. Topics include legal terminology, ethical obligations, and paralegal skills and duties. Upon successful completion of this course, students will be able to define basic legal terminology, recognize paralegal duties, identify paralegal career options, and value the importance of ethics to the legal profession.

PARA105 LEGAL RESEARCH AND WRITING I
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): ENGL121
This course introduces the fundamentals of effective legal research and writing techniques. Topics include the basics of legal writing, citations, and preparing legal documents as well as research techniques to locate case, statutory, and administrative laws, legal annotations, court rules, citators, and use of electronic and library research tools. Upon successful completion of this course, students will be able to conduct basic legal research, draft legal documents, and use legal citations.

PARA107 LEGAL RESEARCH AND WRITING II
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): PARA105
This course introduces advanced techniques of legal research and writing. Topics include a treatment of objective and persuasive legal writing, constructing complex citations, preparing legal documents, selecting research methods, synthesizing results based on multiple case opinions to understand and apply legal principles on a larger scale, and using precedent to predict case outcomes. Upon successful completion of this course, students will be able to conduct advanced legal research, draft complex legal documents, and use multi-faceted legal citations.

PARA110 TORT LAW
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): PARA100, PARA105
This course introduces students to the fundamentals of tort law. Topics include tort law terminology, tort elements, and defenses. Upon successful completion of this course, students should be able to distinguish the elements of various torts, and identify applicable defenses.

PARA130 CONTRACT LAW FOR PARALEGALS
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): PARA100
This course introduces the foundational concepts of contract law. Topics include elements of a contract, enforcement of contracts, and documents used in the creation of contracts. Upon successful completion of this course, students will be able to identify the primary elements of a contract, draft documents commonly used in contract law, and describe remedies for breach of contract.

PARA145 CRIMINAL LAW AND PROCEDURE FOR PARALEGALS
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): PARA100, PARA107
This course introduces criminal law and procedures. The topics include the elements of crimes, factual and statutory defenses, parties in

I had just separated from the Marine Corps two years prior to attending Westwood, and while having that military background certainly allowed me more opportunities in life, I still needed a degree under my belt for both personal and professional growth.

***Scott Curry** —*
2006 Information Technology: Major in Systems Security Graduate

the criminal system, constitutional framework, and the law of searches, seizures, arrests, and interrogations. Upon successful completion of this course, students will be able to examine the elements of various crimes and the criminal procedure used in both state and federal courts.

PARA150 REAL ESTATE LAW FOR PARALEGALS
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): PARA130
This course introduces the essential concepts of real estate law. Topics include an overview of both residential and commercial real estate law concepts, legal exchanges of property, title of property, and landlord-tenant law. Upon successful completion of this course, students will be able to describe how real estate transactions are performed, draft basic documents used in real estate transactions, and identify issues relevant to the lease of property.

PARA180 FAMILY LAW
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): PARA100
This course examines the fundamental concepts of family law. Topics include marriage, divorce, annulment, marital and nonmarital property rights, alimony, child support, custody, adoption, and trends in family law. Upon successful completion of this course, students will be able to examine the primary components of various family actions, draft legal documents relevant to family law, and value the impact of family law issues on society.

PARA200 WILLS, TRUSTS, AND PROBATE
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): PARA110, PARA130
This course introduces the fundamental concepts of wills, trusts, and probate administration. Topics include various types of estate planning tools, including wills and trusts, legal considerations for end-of-life decisions, and probate. Upon successful completion of this course, students will be able to apply essential estate planning tools, draft legal documents pertaining to estate planning, and value the legal importance of estate planning and preparing for end-of-life decisions.

PARA210 INTERVIEWING AND INVESTIGATION
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): PARA100
This course is designed to develop skills in legal interviewing and investigation. Topics include approaches to investigating legal cases, tools for legal investigation, and techniques for interviewing clients and witnesses. Upon successful completion of this course, students will be able to identify issues for investigation, develop an investigation plan, and demonstrate effective investigation and interview techniques.

PARA220 CIVIL LITIGATION
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): PARA100, PARA107
This course examines the civil litigation process. Topics include trial preparation, trial procedures related to various stages of litigation, and evidentiary issues. Upon successful completion of this course, students will be able to describe the litigation process, research issues pertinent to civil litigation, draft legal documents for litigation, and assess the paralegal's role in civil litigation.

PARA230 IMMIGRATION LAW
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): PARA100
This course introduces students to the fundamentals of immigration law. Topics include citizenship basics, naturalization, refugees, asylum, and overview of forms used with immigration. Upon completion of the course, students should be able to describe the laws regarding naturalization, refugees, asylum, and draft basic forms related to immigration.

PARA250 ENTERTAINMENT LAW
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): PARA110, PARA130
This course examines all areas of the law related to the Entertainment industry. Topics include selected theories, statutes, and regulations (other than intellectual property law) governing principal undertakings, business transactions, and legal relationships in the entertainment industry, including publishing, the theater, television, sports, motion pictures, music, and related fields. Upon successful completion of this course students will be able to articulate terminology and working concepts of the entertainment field.

PARA260 LAW OFFICE OPERATIONS
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): PARA210
This course introduces the foundational technologies and operations used in law offices. Topics include utilizing technology and the Internet in the delivery of legal service, litigation support software, and law office management software. Upon successful completion of this course, students will be able to compare and contrast different technological methods of delivering legal services in law offices, employ software to support litigation needs, and appreciate the effective management of the law office.

PARA270 STATE REGULATORY AND RULE MAKING
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): PARA110, PARA130
This course will presents an overview of the state and local laws, regulations, and municipal codes unique to the local systems of government. Topics include the process of developing state and local codes, the process of enforcement, change, appellate decisions impact on, and federal regulatory impact on the local and state governments' ability to govern through regulation. Upon successful completion of this course students will be able to differentiate between the processes of state and local governmental regulatory legislation and evaluate pertinent issues in local governments and state legislation

PDEV111 SUCCESS STRATEGIES
4.5 CREDIT HOURS/45 LECTURE HOURS
This course focuses on providing the skills and strategies to enable success of career and educational goals. Students explore their individual learning styles, develop goals to complete their education, analyze career paths, and incorporate financial responsibility into personal decisions. Upon successful completion of this course, students will be able to demonstrate self-reliance and advocacy toward educational and career goals.

PDEV200 CAREER MANAGEMENT
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): STUDENT MUST HAVE COMPLETED 50% OF DEGREE REQUIREMENTS
This course provides the foundation for developing long-term career management skills. Topics include job search and networking; producing quality resumes and cover letters; and interviewing techniques. Upon successful completion of this course, students will be able to demonstrate the skills and knowledge to achieve their career goals.

PHYS121 INTRODUCTION TO PHYSICAL SCIENCE
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): EITHER MATH107 OR MATH170
This course is designed as an introduction to physical science. Topics include motion, conservation laws, gravity, waves, and thermodynamics. Upon successful completion of this course, students will be able to describe the scientific method, explain and define the principles and terminology of physical science, and use formulas to solve related problems.

PJMT220 PROJECT INITIATION AND PLANNING
4.5 CREDIT HOURS/45 LECTURE HOURS
This course examines the processes and knowledge required to properly initiate and plan for projects within an organization. Topics include project definition, scope, stakeholder relationships, the project lifecycle, and estimating costs. Upon successful completion of this course, students will be able to draft a scope statement, develop a project plan that conforms to the goals and constraints set forth in the scope statement, and estimate project costs for human and material resources.

PJMT240 PROJECT EXECUTION, CONTROL, AND CLOSING
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): PJMT220
This course examines the processes and knowledge required to properly execute, control, and close projects in an organization. Topics include the earned value measurement system (EVMS), risk management, quality management, and closing a project. Upon successful completion of this course, students will be able to apply techniques to monitor and control project costs, evaluate and mitigate project risk, differentiate between various quality management techniques, and articulate the steps necessary for closing a project.

PJMT300 HUMAN RESOURCE ISSUES IN PROJECT MANAGEMENT
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): PJMT240, HRMT110
This course explores techniques to improve creativity, motivation, and job satisfaction within a project team environment. Topics include motivating a diverse workforce, facilitating team decisions, conflict resolution, and team accountability. Upon successful completion of this course, students will be able to recognize the role teamwork plays in project success, employ proper techniques for resolving conflicts within a group, and identify the variables most likely to affect team motivation.

PJMT320 PROJECT RISK MANAGEMENT
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): PJMT240
This course presents risk within the context of the project management lifecycle. Topics include the risk-management process, risk analysis, risk control, and risk mitigation techniques. Upon successful completion of this course, students will be able to categorize risks related to project implementation, conduct a project risk analysis, and evaluate methods for controlling and mitigating project risk.

PJMT340 PROCUREMENT AND CONTRACTS
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): PJMT240
This course explores resource procurement planning and contracting. Topics include the purchasing function, requirements identification, supply chain management, and contract negotiations. Upon successful completion of this course, students will be able to determine the procurement requirements for a project, establish supplier-selection criteria, and differentiate between various contract types.

PJMT360 PROJECT COST MANAGEMENT AND BUDGETING
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): PJMT240
This course exposes students to the tools and techniques for determining costs and establishing a project budget. Topics include cost determination, cost budgeting, and cost control, as well as variance analysis, cash flows determination, and risk reduction. Upon successful completion of this course, students will be able to identify the costs associated with a project, develop a budget that takes into account project risk, and evaluate methods for controlling project costs.

PJMT460 STRATEGIC PROJECT MANAGEMENT
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): PJMT240
This course examines the strategies, tactics, and processes needed for successful project portfolio management. Topics include the project management office (PMO), strategic planning, the project portfolio, and portfolio evaluation techniques. Upon successful completion of this course, students will be able to evaluate a project's merit and develop the business case to show how the project advances an organization's strategy.

PJMT480 PROJECT MANAGEMENT CAPSTONE
4.5 CREDIT HOURS/35 LECTURE HOURS/20 LAB HOURS
PREREQUISITE(S): UPPER-DIVISION STATUS
This course is the culminating class for the project management major. Topics include data selection, analysis, decision making, and evaluation of results in complex, realistic situations common to the project management profession. Upon successful completion of this course, students will be able to identify, analyze, and resolve open-ended problems related to project management.

POLS107 AMERICAN GOVERNMENT
4.5 CREDIT HOURS/45 LECTURE HOURS
This course is designed to present an overview of American government. Topics include the federal system; political parties, nominations and elections; the legislative, executive and judicial branches; and civil liberties and civil rights. Upon successful completion of this course, students will be able to trace the development of the U.S. Constitution, understand and analyze issues in American government, and discuss the policy-making process.

POLS423 POLITICAL SCIENCE
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): ENGL221, POLS107
This course explores some of the most pressing political issues facing the United States and other nations. Topics include problems and issues inherent in different governmental styles and the political process of democracies and other forms of government. Upon successful completion of this course students will be able to research, analyze, and discuss issues related to the function of political institutions, issues relating to a variety of social changes, public policy matters, and America's role as a global leader in foreign affairs.

PSYC101 INTRODUCTION TO PSYCHOLOGY
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): ENGL121
This course is designed to present a general overview of psychology as a social science. Topics include historical perspectives, research methods, therapies, applied psychology, and other current issues. Upon successful completion of this course, students will be able to identify psychological concepts and methods as used commonly to address real-world situations.

SGPG115 INTRODUCTION TO GAME DEVELOPMENT AND ANALYSIS
4.5 CREDIT HOURS/25 LECTURE HOURS/40 LAB HOURS
This course covers the theoretical and practical considerations governing the design of games, how these considerations are manifested in the development of games, and the determination of what actually defines a game's playability. Topics include game history, terminologies, concepts, design, development, and analysis of games created for the interactive entertainment industry. Upon successful completion of this course, students will be able to demonstrate knowledge of game basics and analyze the elements required to design and develop a successful game.

SGPG210 2D GRAPHICS PROGRAMMING
4.5 CREDIT HOURS/25 LECTURE HOURS/40 LAB HOURS
PREREQUISITE(S): CSPG220
This course explores the fundamentals of 2D game programming. Topics include graphic APIs, window creation, input methods, collision detection, and playing sounds. Upon successful completion of this course, students will be able to develop a complete basic 2D game and articulate the value and developmental challenges of older 2D games.

SGPG215 3D GRAPHICS PROGRAMMING
4.5 CREDIT HOURS/25 LECTURE HOURS/40 LAB HOURS
PREREQUISITE(S): SGPG210
This course explores the fundamentals of 3D graphics programming. Topics include mathematics needed for 3D graphics, meshes, texturing, lighting, and the rendering pipeline. Upon successful completion of this course, students will be able to write a program that uses an Application Programming Interface (API) to display a fully textured and lit mesh on the screen.

SGPG220 3D GAME ENGINE ARCHITECTURE
4.5 CREDIT HOURS/25 LECTURE HOURS/40 LAB HOURS
PREREQUISITE(S): SGPG215
This course explores 3D game engine architecture and graphic functions, and investigates approaches to developing code for different engines using procedural, object-oriented, or patterned architectures. Topics include scene hierarchy, texture management and formats, graphic tools, and how these work together. Upon successful completion of this course, students will be able to demonstrate the process of building a 3D graphics engine.

SGPG230 GAME SCRIPTING AND TOOLS
4.5 CREDIT HOURS/25 LECTURE HOURS/40 LAB HOURS
PREREQUISITE(S): SGPG220
This course focuses on a game product. Topics include game scripting, level editing, object manipulation, terrain editing, and the asset pipeline. Upon successful completion of this course, students will be able to use game tools to validate a game design developed in previous courses.

SGPG350 GAME NETWORK PROGRAMMING
4.5 CREDIT HOURS/25 LECTURE HOURS/40 LAB HOURS
PREREQUISITE(S): SGPG220
This course presents the fundamentals of creating game software that can be played by multiple players across a network. Topics include networking protocols and standards, client/server standards, peer-to-peer topologies, and low-level network Application Programming Interfaces (APIs). Additional topics include the identification and recovery of network problems such as latency and packet loss. Upon successful completion of this course, students will be able to write networking code and troubleshoot games that run across a network.

SGPG410 GAME SOFTWARE DEVELOPMENT AND TESTING
4.5 CREDIT HOURS/25 LECTURE HOURS/40 LAB HOURS
PREREQUISITE(S): SGPG230
This course provides an opportunity to utilize acquired knowledge and skills to develop and test a complete game product while working with a team to assign roles, define the project timeline, and meet milestones. Topics include the game development process, software design, source control, debugging techniques, project management, schedules and risk management, build processes, and testing. Upon successful completion of this course, students will be able to create and test a game level in a team environment.

SGPG430 GAME PORTING BASICS
4.5 CREDIT HOURS/25 LECTURE HOURS/40 LAB HOURS
PREREQUISITE(S): SGPG220
This course discusses the methods, tools, and processes involved in porting software from personal computers (PCs) to other devices. Topics include the study of best practices for creating a portable code base, cost/benefit analysis of portability and its reusability implications, study of porting methods, and the hardware and software challenges to porting code successfully. Upon successful completion of this course, students will be able to produce a schedule for porting a game, analyze portability, and port a game to another device.

SGPG440 ARTIFICIAL INTELLIGENCE FOR GAMES
4.5 CREDIT HOURS/25 LECTURE HOURS/40 LAB HOURS
PREREQUISITE(S): CSPG220, SGPG230
This course covers the neural networks and fuzzy logic as used in the development of artificial intelligence (AI) engines for gaming software products. Topics include chasing and evading, finite state machines, path finding, domain knowledge, decision matrix, neural networks and fuzzy logic. Upon successful completion of this course, students will be able to document and analyze a given domain of knowledge for AI purposes, write a script for use in an AI context, use a basic neural network model to implement a decision matrix for the script, and apply a significant portion of the matrix to a game.

SGPG450 GAME DEVELOPMENT
4.5 CREDIT HOURS/25 LECTURE HOURS/40 LAB HOURS
PREREQUISITE(S): SGPG230
This course presents an iterative model for game software development. Topics include core design, initial concept, game balance, look and feel, and industry standard programming practices. Upon successful completion of this course, students will be able to design the logic and graphical user interface (GUI) for a software product, and work as a team member with other developers to create a gaming software product.

SGPG455 GAME PROJECT MANAGEMENT
4.5 CREDIT HOURS/25 LECTURE HOURS/40 LAB HOURS
This course covers the management functions of a software development project. Topics include scope, time, cost and quality management, risk assessment and management, and project communications. Upon successful completion of this course, students will be able to analyze software project case studies and create a complete game software project plan.

SGPG490 GAME SOFTWARE SENIOR PROJECT
4.5 CREDIT HOURS/25 LECTURE HOURS/40 LAB HOURS
PREREQUISITE(S): SGPG440
This course allows the development of a game software product under direct supervision of a faculty member. Topics include game design review and planning, character animations, making a vehicle model, making weapons and items, making structures, and creating and programming sound. Upon successful completion of this course, students will be able to demonstrate a working version of the software complete with requirements, design, test, and user documentation.

SOCS121 HUMAN RELATIONS
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): ENGL098 IF INDICATED BY PLACEMENT SCORES
This course explores the nature and importance of human relations. Topics include the communication process, working in diverse environments, teambuilding skills, controlling emotions, and managing conflict. Upon successful completion of this course, students will be able to demonstrate essential transferable skills to function effectively in society.

SOCS299 TECHNOLOGY AND SOCIETY
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): ENGL121
This course explores the impact of technology on societal institutions such as family, government, and consumer relations. Topics include significant technological innovations, historical and current effects of change, and the use of technology. Upon successful completion of this course, students will be able to explain and evaluate the benefits and risks of technological change.

SOCS321 INTERCULTURAL RELATIONS
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): ENGL121
This course covers the theory and skills that support working and functioning effectively in our multicultural society. Topics include the study of cultures, intercultural communication, identity and values, diversity, reasons for intercultural misunderstandings, conflict resolution, and ethical principles. Upon successful completion of this course, students will be able to discuss the theory behind, and demonstrate skill in, forming and maintaining relationships with people from a wide variety of cultures, and evaluate the effectiveness of those skills.

SURV130 FIELD BASICS
4.5 CREDIT HOURS/30 LECTURE HOURS/30 LAB HOURS
This course introduces the basics of proper operation of modern measuring devices and the requirements, tolerances, and expectations of field personnel. Topics include hand lettering for field books, field exercises, angle and distance measurements, and differential leveling for elevation changes. Upon successful completion of this course, students will be able to operate basic field survey equipment.

SURV135 FIELD METHODS
4.5 CREDIT HOURS/30 LECTURE HOURS/30 LAB HOURS
PREREQUISITE(S): SURV130
This course develops skills beyond those acquired in Field Basics. Topics include accurate angle determinations, precise leveling techniques, traverse closures, error analyses, data adjustments, tolerance determinations, and adjustments of selected surveying equipment. Upon successful completion of this course, students will be able to use field survey equipment in a variety of applied field project applications.

SURV150 SURVEY TRIGONOMETRY
4.5 CREDIT HOURS/30 LECTURE HOURS/30 LAB HOURS
PREREQUISITE(S): MATH170
This course introduces the use of basic trigonometry relating to survey calculations. Topics include right triangle trigonometry, rectangular and polar coordinate systems, bearings and azimuths, derivation of trigonometric identities, and solutions to scalene triangles. Upon successful completion of this course, students will be able to use basic trigonometry to compute solutions to a variety of survey-related problems.

SURV155 SURVEY COMPUTATIONS
4.5 CREDIT HOURS/30 LECTURE HOURS/30 LAB HOURS
PREREQUISITE(S): SURV150
This course applies concepts learned in Survey Trigonometry to typical surveying problems. Topics include horizontal circular curves, straight grades, vertical curves, horizontal and vertical alignments, angle and azimuth adjustments, traverse adjustments, and area computation. Upon successful completion of this course, students will be able to compute solutions to a variety of survey-related problems.

SURV170 SURVEY CAD PROJECTS
4.5 CREDIT HOURS/30 LECTURE HOURS/30 LAB HOURS
PREREQUISITE(S): ITCS101
This course develops CAD techniques using survey-specific software. Topics include the creation and editing of a drawing file, geometric constructions, traverses, site plans, topographic maps, and plan-profiles. Upon successful completion of this course, students will be able to produce finished survey drawings as required by the industry.

SURV235 FIELD PROJECTS
4.5 CREDIT HOURS/30 LECTURE HOURS/30 LAB HOURS
PREREQUISITE(S): SURV135
This course presents automated surveying utilizing modern techniques. Topics include the operation of Global Positioning System

(GPS) receivers, total station instruments, electronic data collectors and personal computers running specialized survey software, with an emphasis on actual field procedures under normal field conditions. Upon successful completion of this course, students will be able to operate electronic survey equipment.

SURV250 COORDINATE GEOMETRY
4.5 CREDIT HOURS/30 LECTURE HOURS/30 LAB HOURS
PREREQUISITE(S): SURV155
This course covers how to use coordinates to solve geometric problems with an emphasis on using a calculator program that will be an aid on the job. Topics include coordinate handling, traversing, inversing, intersections, resections, three-point curves, areas (including irregular boundaries and predetermined areas), traverse adjustments, horizontal curves and spiral curves. Upon successful completion of this course, students will be able to solve complex surveying problems using coordinate geometry.

SURV255 GEOSPATIAL REFERENCING
4.5 CREDIT HOURS/30 LECTURE HOURS/30 LAB HOURS
PREREQUISITE(S): SURV250
This course presents the earth-centered coordinate systems of the astronomical Celestial Sphere as used in surveying and the Global Positioning System (GPS). Topics include spherical triangle solutions, the determination of the astronomical meridian by solar observation, and the use of GPS by the surveyor. Upon successful completion of this course, students will be able to determine true azimuths based upon astronomical observation and discuss the use of GPS by the surveyor.

SURV260 GEODETIC PROJECTIONS
4.5 CREDIT HOURS/30 LECTURE HOURS/30 LAB HOURS
PREREQUISITE(S): SURV250
This course covers how to calculate control surveys utilizing map projections and state plane coordinates. Topics include geodetic-to-grid and grid-to-geodetic conversions for angles, distances and coordinates, with an emphasis on calculations in the Lambert Conformal Conic projection and comparisons to calculations in the Transverse Mercator and UTM projections. Upon successful completion of this course, students will be able to compute solutions to control surveys using state plane coordinates.

SURV270 SURVEY DESCRIPTIONS
4.5 CREDIT HOURS/30 LECTURE HOURS/30 LAB HOURS
PREREQUISITE(S): SURV250
This course presents survey descriptions. Topics include how to interpret existing descriptions and how to convert field-gathered data of real property into written form ready for filing in the appropriate municipality. Upon successful completion of this course, students will be able to interpret and prepare survey descriptions.

SURV275 PUBLIC LANDS
4.5 CREDIT HOURS/30 LECTURE HOURS/30 LAB HOURS
PREREQUISITE(S): SURV250
This course covers how to retrace the work of the original surveyors of the U.S. rectangular system. Topics include restoring lost corners and subdividing sections and townships. Upon successful completion of this course, students will be able to break down sections and townships according to accepted practice.

SURV280 BOUNDARY LAW
4.5 CREDIT HOURS/30 LECTURE HOURS/30 LAB HOURS
PREREQUISITE(S): SURV250
This course presents boundary law. Topics include many of the federal and state laws governing land surveying and relating to land boundaries, and how to research judicial decisions and case law pertinent to boundary problems encountered in the field. Upon successful completion of this course, students will be able to research and discuss issues pertaining to boundary law.

VISC102 HISTORY OF GRAPHIC DESIGN
4.5 CREDIT HOURS/45 LECTURE HOURS
This course explores the parallels between graphic design history and contemporary visual communications. Topics include major trends in design as well as the evolution of paper, type design, typography, image making, photography, and printing techniques. Upon successful completion of this course, students will be able to identify the relationships between fine art and political and social movements, and explain their influence on graphic design.

VISC270 PRINT PRODUCTION
4.5 CREDIT HOURS/20 LECTURE HOURS/50 LAB HOURS
PREREQUISITE(S): GRHD131
This course presents the current software tools and techniques for print production of a wide variety of projects and materials. Topics covered include forming concepts that produce layouts with impact, designing with type, creating a visual hierarchy, and identifying current production and pre-press standards. Upon successful completion of this course, students will be able to use current industry software tools and techniques to conceptualize, create, and carry a project through the print production process.

VISC306 TYPOGRAPHY
4.5 CREDIT HOURS/20 LECTURE HOURS/50 LAB HOURS
PREREQUISITE(S): GRHD131
This course explores the parallels between typographic history and contemporary visual communication, leading up to a contemporary skill set focusing on the expressive qualities of type and the evolution of typographic style. Topics include technical aspects of typography, output options, the anatomy and expressive qualities of type and its formal applications, and intuitive design. Upon successful completion of this course, students will be able to creatively and effectively incorporate typography into multi-faceted design projects.

VISC308 ADVANCED IMAGE EDITING
4.5 CREDIT HOURS/20 LECTURE HOURS/50 LAB HOURS
PREREQUISITE(S): GRHD115
This course presents advanced image manipulation, color management, and editing techniques for print and web technologies. Topics include photographic collage, composition, filters, layers, masking, and effects. Upon successful completion of this course, students will be able to incorporate advanced image editing techniques into design projects.

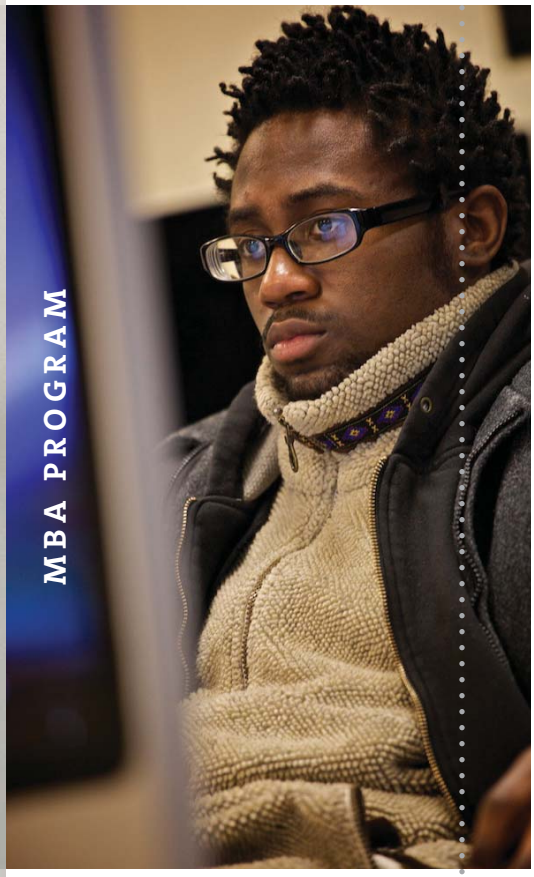
VISC332 PACKAGING DESIGN
4.5 CREDIT HOURS/20 LECTURE HOURS/50 LAB HOURS
PREREQUISITE(S): GRHD131
This course investigates design concepts as they relate to 3D forms and current packaging trends. Topics include contemporary package design, manufacturing and printing technologies, and design elements related to products and promotional materials. Upon successful completion of this course, students will be able to analyze and apply contemporary package design elements, tools, and techniques to produce effective industry-standard 3D designs.

VISC350 ADVANCED ILLUSTRATION
4.5 CREDIT HOURS/20 LECTURE HOURS/50 LAB HOURS
PREREQUISITE(S): GRHD110
This course offers an advanced study of illustrative techniques from the classical to the contemporary. Topics include hand and digital illustrative techniques for figure construction, perspective, and design composition. Upon successful completion of this course, students will be able to develop contemporary concepts and illustrations appropriate to a variety of professional applications including editorial content and media.

VISC480 VISUAL COMMUNICATIONS PORTFOLIO CAPSTONE
4.5 CREDIT HOURS/20 LECTURE HOURS/50 LAB HOURS
PREREQUISITE(S): UPPER-DIVISION STATUS
This course focuses on the development and critique of a professional Visual Communication portfolio. Topics include industry business practices, industry interviewing techniques, portfolio refinement, and self-marketing skills. Upon successful completion of this course, students will be able to analyze their personal traits and present a print and digital portfolio, and a résumé that highlights their individual Visual Communication skills in a professional manner.

WEBD104 THE INTERNET: HISTORY, ETHICS, AND ADVANCEMENTS
4.5 CREDIT HOURS/45 LECTURE HOURS
This course introduces students to the Internet and the World Wide Web. Topics include the history and evolution of the Internet and the World Wide Web, ethical considerations and best practices for web site design, usability, accessibility, development, and online communications. Upon successful completion of this course, students will have a solid understanding of the Internet, online communications, and their impact upon society.

2011–12 ACADEMIC CATALOG



Information in this section is specific to students in the Westwood College Master of Business Administration graduate-level program. Information on student services, career services, refund policies and other areas in the rest of the academic catalog also apply to graduate students, unless otherwise stated in this section.

ADMISSIONS

ADMISSIONS REQUIREMENTS

The Master of Business Administration program is a graduate-level program that is at a distinct level higher than the traditional bachelor's degree in business. Each course within the program includes a rigorous program of required research, outside work, and collaboration at the graduate level.

ADMISSIONS STANDARDS

Students admitted to the master's degree program shall possess an earned bachelor's degree from a college accredited by an agency recognized by the U.S. Department of Education and shall possess a minimum cumulative grade point average (CGPA) of 2.5, assuming the traditional 4.0 scale, in the chosen major at the baccalaureate level. Proof of the baccalaureate degree must be received prior to matriculation.

Students who possess an earned bachelor's degree, but do not meet the minimum CGPA requirement may be accepted into the program if they submit official scores for one of the following criteria:

A. Graduate Management Admission Test (GMAT) – minimum acceptable cumulative score of 450.

B. Graduate Record Examination – minimum acceptable cumulative score of 1000.

ADMISSION OF INTERNATIONAL APPLICANTS

In addition to the above requirements students wishing to gain admission into Westwood College's graduate program must provide the following:

Students admitted to the master's degree program shall possess an earned bachelor's degree from a college accredited by an agency recognized by the U.S. Department of Education and shall possess a minimum grade point average (GPA) of 2.5, assuming the traditional 4.0 scale, in the chosen major at the baccalaureate level. Proof of the baccalaureate degree must be received prior to matriculation.

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

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

TRANSFER CREDIT – GRADUATE PROGRAMS

For students in graduate degree programs, credit for up to 49% or six courses (18.0 semester credit hours or 27.0 quarter credit hours) may be transferred from other recognized graduate schools. A recognized graduate school is any U.S. institution that is accredited by an agency recognized by the U.S. Department of Education, or an internationally recognized foreign institution (either licensed or officially recognized by the Ministry or Education Department of the foreign country where the institution operates) of higher education.

To receive transfer credit, the following criteria must be met:

- The course or courses taken were for graduate credit while the student was enrolled as a graduate student.
- The course or courses taken are equivalent to a Westwood College course in content, level and credit hours.
- The grade or grades earned were B or better.
- The course or courses were completed within the five years preceding initial enrollment at Westwood College. Courses taken on a pass/fail basis may not be transferred. Transfer credit reduces the number of courses students must take for program completion. This credit does not affect grade point average calculations.
- Students must submit official transcripts and, in some cases, course descriptions for evaluation.

Requests for transfer of credit must be completed before the end of the student's first term. Transfer credit from foreign institutions may require a course-by-course evaluation from a NACES-approved evaluation service.

Note: *Transfer credit will not eliminate the need to complete the required prerequisites and admission requirements for the graduate program(s).*

Students and graduates should note that when transferring credits to another educational institution, that school has full discretion as to which credits are transferable. For students who already hold advanced degrees, credit for up to 20% or two courses (6.0 semester credit hours or 9.0 quarter credit hours) may be transferred from other recognized graduate schools. The transfer credit designator (TR) appears on transcripts and becomes part of students' permanent academic records.

ACADEMICS

ACADEMIC YEAR

An academic year is defined as a minimum of 30 weeks of classes (or three terms of 10 weeks each and 36 credit hours). Daytime master's degree programs are generally 1-2/3 academic years.

Westwood uses an alpha numeric course coding system in which the first several characters represent the subject area and the digits represent the level of the course offering. Typically, 500/600-level courses are considered to be graduate level courses.

SATISFACTORY ACADEMIC PROGRESS

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

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

1. Cumulative grade point average (CGPA)
2. Successful course completion rate
3. Maximum Time Frame – credits attempted relative to the maximum credits attempted that are allowed (1.5 times the credits in the student's program)

EVALUATION POINTS

Satisfactory academic progress evaluation points are tied to the student's academic credits. The EVALUATION POINT STANDARDS chart describes the evaluation point standards for graduate students.

CUMULATIVE GPA REQUIREMENTS

Students enrolled in graduate-level programs must maintain a minimum CGPA of 3.0 at the end of the first 25% of the program, a 3.0 CGPA at the midpoint of the program, and achieve a 3.0 CGPA upon graduation.

COMPLETION RATE REQUIREMENTS

Students enrolled in graduate-level programs must complete a minimum of 67% of the cumulative credits attempted at the end of each term to be making satisfactory academic progress.

EVALUATION POINT STANDARDS

Evaluation Point	Minimum CGPA	Minimum Successful Completion % of Credits	Academic Status
1-18 Credits Attempted	3.0	67%	FA Warning/ FA Probation/ FA Dismissal
18.1-72 Credits Attempted	3.0	67%	FA Warning/ FA Probation/ FA Dismissal
72.1-300 Credits Attempted	3.0	67%	FA Warning/ FA Probation/ FA Dismissal

GRADUATE GRADING SYSTEM			
Letter Grade	**Grade Points**	**Percentage Equivalent**	**Indicates**
A	4.0	93-100	Excellent
A-	3.7	90-92	
B+	3.3	87-89	
B	3.0	83-86	Average
B-	2.7	80-82	
C	2.0	70-79	Unsatisfactory
F	0.0	69 & below	Failure
I	0.0		Incomplete
Other Grades		**Receive Credit**	**Affects GPA**
PR – Proficiency		Yes	No
TR – Transfer		Yes	No
P – Pass		Yes	No
N – No Pass		No	No
W – Withdrawal		No	No
R – Retake		No	No
AU – Audit		No	No
EQ – Equivalent		No	No

MAXIMUM PROGRAM LENGTH (MPL)

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

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

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

COUNTING GRADES FOR THE COMPLETION RATE CALCULATION			
Other Grades	**Receive Credit**	**Affects GPA**	**Calculated in GPA**
A – C	Yes	Yes	Yes
F	Yes	Yes	Yes
Incomplete (I)	Yes	No	Yes
Withdrawal (W)	Yes	No	No
Repeated course (R)	Yes	No	No
Pass (P)	No	No	No
No Pass (N)	No	No	No
Transfer Credit (TR)	Yes	Yes	No
Proficiency Credit (PR)	No	No	No
Audited course (AU)	No	No	No

FINANCIAL AID

FINANCIAL AID AVAILABLE

LOANS

Federal Stafford Loan

This program is a low interest rate, long-term loan program for students who have demonstrated financial need. Eligibility in graduate programs begins at $8,500. Stafford Loans are capped at a 6% interest rate, and repayment is required to begin six months after the student completes or terminates his/her education or becomes less than a half-time student. This program is available at all campuses.

Unsubsidized Federal Stafford Loan

This is a federal loan program designed to allow students who do not qualify for federal interest subsidies under the Federal Stafford Loan Program to obtain an unsubsidized loan. Eligibility in graduate programs begins at $10,000. If a student does not qualify for a Federal Stafford Loan or some portion of that loan, he/she may borrow the remaining amount under this program. The interest on this loan is also capped at 6.8% and payment may be deferred until six months after the student no longer attends college or becomes less than a half-time student. However, interest will accrue during the deferment period. This program is available at all campuses.

Private Loans

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

APEX Financing

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

The repayment period for eligible applicants is no more than 120 months (10 years) at no more than 10% interest. Students may prepay the financing at any time without penalties. Apex financings will be credited directly into the student's account and applied toward the direct cost of the student's attendance. A corresponding balance will be created in the student's Apex account. Direct cost of student attendance includes tuition, tool kits, and books. Payments are due on the first of each month and are made to Unisa, a private company contracted by Westwood College to help students meet their educational goals.

If eligible, the APEX financing may be applied for on an annual basis following the application of all financial aid. All charges are due by the 14th day of the term unless other financial arrangements are made. If the student and the college agree to an installment payment plan to pay any balances due, an APEX Educational Services Installment Payment Agreement must be executed and will become a part of the student's enrollment agreement.

COURSE DESCRIPTIONS

BUS500 PROFESSIONAL COMMUNICATION
4.5 CREDIT HOURS/45 LECTURE HOURS
Professional Communication focuses on developing the business communication skills required for professional success, including e-mail, reports, and professional presentations. Logical communication structure, use of information, critical thinking and correct application of writing conventions are emphasized. Upon successful completion of this course, students will gain confidence in their abilities to critically examine business issues and effectively present their thinking.

BUS501 QUANTITATIVE BUSINESS ANALYSIS
4.5 CREDIT HOURS/45 LECTURE HOURS
This course provides a quantitative foundation for MBA students, introducing them to the fundamentals of finance, accounting, and the quantitative representation of business issues. Students will focus on ways accounting principles are used in business operations and learn about financial statements, including assets, liabilities and equity. They will be introduced to basic financial concepts such as the time value of money, asset valuation, and risk and return. The course includes a review of statistical analysis and graphic representation of business data, including histograms, pie charts, distributions, and regression, supported by the application of industry standard spreadsheet software.

FIN501 ADVANCED MANAGERIAL FINANCE
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): CORE BUSINESS COURSES
This course is designed to provide students an opportunity to analyze the knowledge and skills employed in the world of corporate finance. Topics covered include capital structure, risk, return, dividend policy, and valuations. Upon successful completion of this course, students will be able to analyze and recommend financial methods to manage risk and maximize return.

FIN510 SECURITIES AND PORTFOLIO MANAGEMENT
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): CORE BUSINESS COURSES
This course provides students an opportunity to evaluate business and personal investment decisions. Topics covered include securities selections, risk and reward, allocation strategies, and portfolio management. Upon successful completion of this course, students will be able to analyze securities and make portfolio recommendations based on risk tolerances.

MBA500 LEADERSHIP AND ORGANIZATIONAL MANAGEMENT
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): BUS500, BUS501
This course provides an opportunity for students to evaluate classic and current theories of management, leadership and organizational behavior. Topics covered include leadership, motivation, ethics, and organizational culture and structure. Upon successful completion of this course, students will be able, as they evaluate complex organizations, to challenge theories for their efficacy in practice.

MBA501 MANAGERIAL COMMUNICATIONS
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): BUS500, BUS501
This course provides students an opportunity to analyze and apply principles and techniques associated with effective business communication. Topics include analysis of purpose, audience, and strategies related to internal and external organizational communication. Upon successful completion of this course, students will be able to assess the effectiveness and professionalism of a variety of managerial communications to both internal and external constituencies.

MBA502 RESPONSIBLE BUSINESS IN THE 21ST CENTURY
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): BUS500, BUS501
This course provides students the opportunity for in-depth review and analysis of the latest theories and research on corporate social responsibility (CSR). The course focuses on understanding governmental and quasi-governmental regulations and related corporate social responsibility business impacts on a global scale. The process of developing corporate social responsibility standards and policies in a cross-cultural environment is also covered. Upon successful completion of this course, students will be able to evaluate complex business situations by applying legal and ethical principles while weighing impact on an organization, an industry, country, region, and world.

MBA503 MANAGERIAL DECISION MAKING
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): BUS500, BUS501
This course provides students an opportunity to solve business problems by applying contemporary qualitative and quantitative

decision-making tools. Upon successful completion of this course, students will analyze problems and decision-making approaches, assess data sources and analysis techniques, and evaluate the efficacy and ethical implications of solutions using case-based and/or simulation methodologies.

MBA504 MARKETING MANAGEMENT
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): BUS500, BUS501
This course provides an opportunity for students to evaluate marketing management theories and their impact on an organization. Topics covered include development of a marketing plan with emphasis on situational analysis, SWOT analysis, mission and objectives, controls and financials. Upon successful completion of this course, students will be able to organize the marketing function and design, implement, and evaluate a comprehensive marketing plan for business enterprises.

MBA505 ORGANIZATIONAL SYSTEMS MANAGEMENT
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): BUS500, BUS501
This course provides students the opportunity to evaluate and improve business systems relative to their efficacy in achieving business objectives and building competitive advantage. Topics covered include assessing the processes that comprise the business system for impact on business performance, with special emphasis on process management, change management, and project management. Upon successful completion of the course, students will be able to analyze complex business systems and evaluate the effectiveness of the interrelation of internal systems.

MBA598 BUSINESS STRATEGY I
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): ALL CORE BUSINESS & SPECIALIZATION COURSES
This course provides students with the opportunity to apply the theories, knowledge, and skills developed in the program in a simulated business environment. Topics include strategy development, strategic and tactical decision making, and the effective use of information to adjust strategies to meet changing business environments and competitive positions. Upon successful completion of this course, students will have experienced the complexity involved with leading a modern business organization.

MBA599 BUSINESS STRATEGY II
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): ALL CORE BUSINESS AND SPECIALIZATION COURSES
This course provides students with the opportunity to reflect on, analyze, and evaluate their performances in MBA598. Upon successful completion of this course, students will have delivered a major report that communicates an analysis of decision-making processes and results of those decisions made during the experience of leading the organization, an evaluation of these processes and results, and a critique of the theoretical concepts related to strategy development and implementation.

MGT500 LEGAL AND ETHICAL ASPECTS OF BUSINESS
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): CORE BUSINESS COURSES
This course provides students an opportunity to analyze and evaluate the legal and ethical aspects of business. Topics covered include governmental regulation, impacts of e-business, employment law, financial disclosure, consumer protection, contracts, and the ethical responsibilities of business. Upon successful completion of this course, students will be able to analyze a complex management situation, apply legal and ethical principles to addressing and resolving the situation, and justify their chosen approach.

MGT510 STRATEGIC MANAGEMENT
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): CORE BUSINESS COURSES
This course provides students an opportunity to analyze strategic and business policy decisions. Topics include mission, vision, strategy, SWOT analysis, management, implementation, and evaluation of corporate resources. Upon successful completion of this course, students will be able to apply theories and concepts learned in the course to analyze a complex business issue, develop a business strategy to address the issue, and create policies to support the strategy.

MKT501 MARKETING RESEARCH
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): CORE BUSINESS COURSES
This course provides students an opportunity to evaluate methods and techniques used to conduct market research and gather market intelligence. Topics covered include information gathering, market research techniques, data interpretation, and decision making. Upon successful completion of this course, students will be able to evaluate consumer, industrial or international markets and designs, and implement and evaluate a comprehensive market research plan.

MKT510 ADVERTISING AND SALES
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): CORE BUSINESS COURSES
This course provides students an opportunity to evaluate advertising and sales management functions. Topics covered include sales promotions, public relations, media selection, sales monitoring, forecasting, compensation plans, and evaluation of results. Upon successful completion of this course, students will be able to design, implement, and evaluate a comprehensive advertising and sales plan for a dynamic business market.

MASTER OF BUSINESS ADMINISTRATION

PROGRAM LENGTH: 14 months
CREDIT HOURS: 54.0
CLOCK HOURS: 540

Note: *This program is offered at the Los Angeles campus only.*

COURSE REQUIREMENTS FOR GRADUATION:

The program includes coursework typically delivered as described here.

Course Area	Minimum Credits
Core Management	36.0
Specialization	9.0
Capstone Experience	9.0

PROGRAM DESCRIPTION

The Master of Business Administration program is designed to provide students with the opportunity to expand the knowledge, skills, and abilities that enhance careers in business. Core business courses provide an opportunity to apply and challenge management and leadership theories. Specializations provide an opportunity to explore theories and practices related to marketing, general management, or finance. The program's capstone experience provides students the opportunity to lead businesses in simulated environments, while reflecting upon, analyzing, and evaluating their behaviors and decisions in those leadership roles.

PROGRAM OUTCOMES

Upon graduation, Westwood Master of Business Administration students will be able to:

- Improve business systems, operations and processes.
- Apply business theories and practices to solve organizational problems.
- Effectively communicate in business settings.
- Evaluate management/leadership theories and practices for relevance to long-term global business success.
- Strategically, tactically and ethically respond to internal and external environments to gain competitive advantage.

LABORATORIES AND EQUIPMENT

The Master of Business Administration program has lecture classrooms and computer laboratories for use by students. The students also have access to reference materials in the library as well as access to the Internet.

CORE BUSINESS COURSES

Core business courses are designed to provide students the opportunity to evaluate and apply theories and best practices. There are eight core courses comprising 36.0 quarter credit hours.

AREAS OF SPECIALIZATION

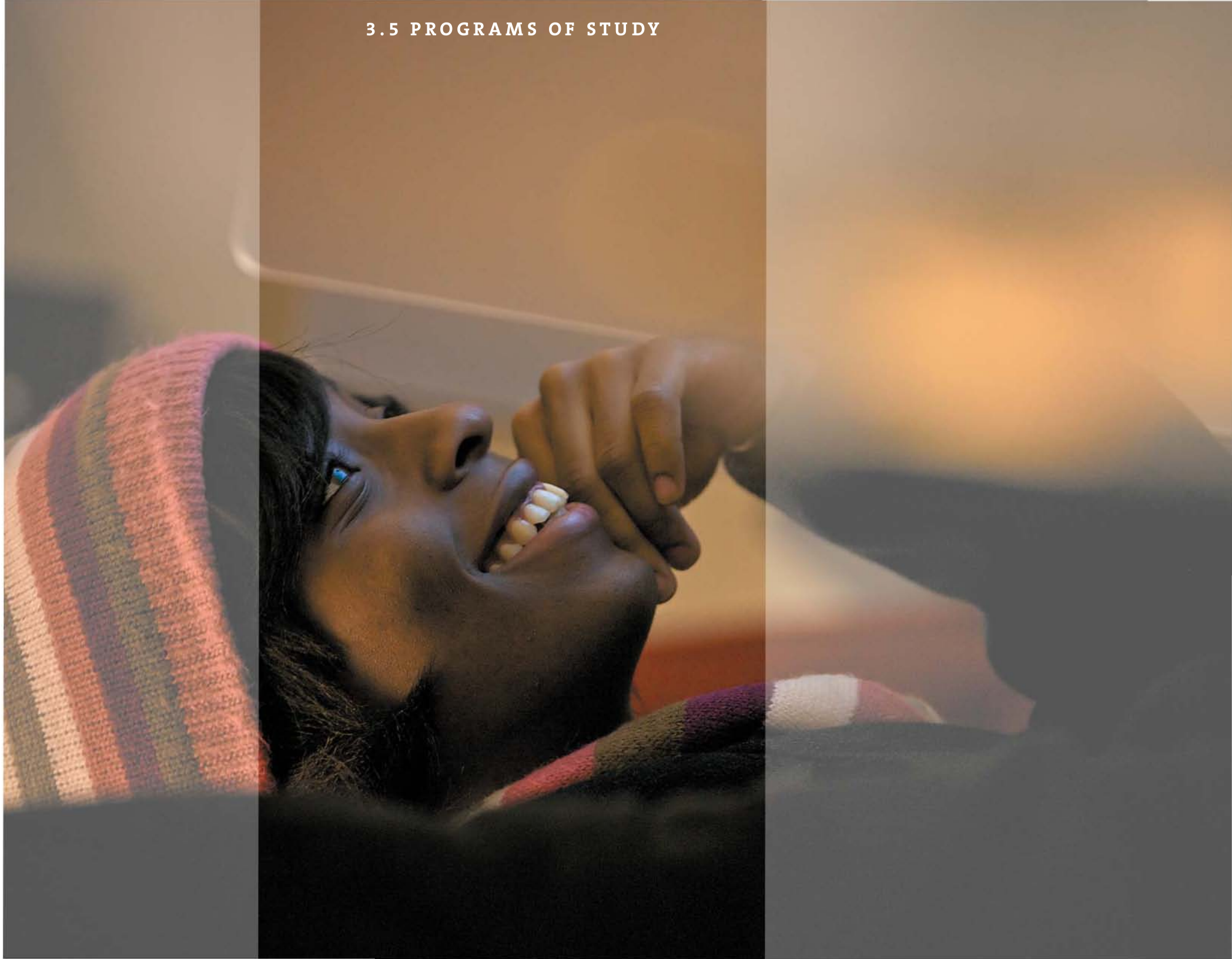
All students must choose one area of specialization and complete the course requirements associated with the specialization. There are two required courses totaling nine quarter credit hours in each specialization.

CAPSTONE EXPERIENCE

The capstone experience consists of two courses, MBA598 Business Strategy I (4.5 credit hours) and MBA599 Business Strategy II (4.5 credit hours)

Course No.	Course Title	Quarter Credits
CORE BUSINESS COURSES		
minimum 36.0 credit hours required		
BUS500	Professional Communication	4.5
BUS501	Quantitative Business Analysis	4.5
MBA500	Leadership and Organizational Management	4.5
MBA501	Managerial Communication	4.5
MBA502	Responsible Business in the 21st Century	4.5
MBA503	Managerial Decision Making	4.5
MBA504	Marketing Management	4.5
MBA505	Organizational Systems Management	4.5
TOTAL CORE CREDITS		**36.0**
SPECIALIZATION		
Choose one area of specialization, minimum of 9.0 credit hours required		
MANAGEMENT		
MGT500	Legal and Ethical Aspects of Business	4.5
MGT510	Strategic Management	4.5
MARKETING MANAGEMENT		
MKT501	Marketing Research	4.5
MKT510	Advertising and Sales	4.5
FINANCIAL MANAGEMENT		
FIN501	Advanced Managerial Finance	4.5
FIN510	Securities and Portfolio Management	4.5
TOTAL SPECIALIZATION CREDITS		**9.0**
CAPSTONE EXPERIENCE		
Minimum 9.0 credit hours required		
MBA598	Business Strategy I	4.5
MBA599	Business Strategy II	4.5
TOTAL CAPSTONE CREDITS		**9.0**
TOTAL REQUIRED CREDITS		**54.0**

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



2011–12 ACADEMIC CATALOG

As an institution of higher learning dedicated to providing students with a quality career-focused education, Westwood College is continuously improving its academic programs.

The Westwood College faculty have recently completed an extensive quality review and revised our program offerings, which are detailed in the previous section. These programs will be offered according to a campus published schedule. Some currently enrolled students will be transitioned to the new programs in order to ensure the current path to graduation and success. Academic advisors will have more information.

Faculty collected data from a variety of sources, including students, alumni, faculty, employers, industry trends, and professional organizations to best create the new program structure. Through this ongoing review and assessment process, Westwood aims to surpass its high standards of educational excellence and ensure the continued currency and relevancy of its education as the college prepares its students for lifelong learning.

To ensure continuity in the delivery of each program, effective in January 2012 any students who take a leave of absence, withdraw or discontinue their education will be enrolled in the new, enhanced version of their program upon their return to school.

Westwood is committed to enhancing the educational experience of all Westwood College students (both existing and new) so they may reach their individual career goals. Westwood also wishes its students great success as they complete their academic programs.

Programs Approved by Campus

Not all programs are offered at all campuses. Program offerings are subject to change prior to the term start date.

	CALIFORNIA				COLORADO		GEORGIA		VIRGINIA	
	Anaheim	Inland Empire	South Bay	Los Angeles	Denver North	Denver South	Atlanta Midtown	Atlanta Northlake	Annandale	Arlington-Ballston
SCHOOL OF BUSINESS – MASTER DEGREES										
Master of Business Administration (Page 170)				X						
SCHOOL OF BUSINESS – BACHELOR DEGREES										
Business Administration: Major in Accounting and Financial Management (Page 175)			X	X		X	X	X	X	X
Business Administration: Major in Fashion Merchandising (Page 176)					X		X	X		
Business Administration: Major in Healthcare Management (Page 177)	X	X	X	X			X	X	X	X
Business Administration: Major in Management (Page 178)	X	X	X	X	X	X	X	X	X	X
Business Administration: Major in Marketing Management (Page 179)	X	X	X	X		X	X	X	X	X
Business Administration: Major in Retail Management (Page 180)					X					
Construction Management (Page 181)	X	X	X	X	X	X	X	X	X	X
Hospitality Administration (Page 182)				X			X	X		
SCHOOL OF BUSINESS – ASSOCIATE DEGREES										
Business Administration (Page 183)				X			X	X		
Fashion Merchandising (Page 184)					X	X	X	X		
Hospitality Administration (Page 185)				X			X	X		
SCHOOL OF DESIGN – BACHELOR DEGREES										
Animation (Page 186)		X		X			X	X	X	X
Game Art (Page 187)	X	X	X	X		X	X	X	X	X
Interior Design (Page 188)	X	X	X	X	X	X	X	X	X	
Visual Communications (Page 189)	X	X	X	X			X	X	X	X
SCHOOL OF DESIGN – ASSOCIATE DEGREES										
Computer Aided Design/Architectural Drafting (Page 190)	X		X	X		X	X	X	X	
Graphic Design and Multimedia (Page 191)	X	X		X			X	X	X	X
SCHOOL OF JUSTICE – BACHELOR DEGREES										
Criminal Justice (Page 192)	X	X	X	X	X	X	X	X	X	X
SCHOOL OF JUSTICE – ASSOCIATE DEGREES										
Criminal Justice (Page 193)				X			X	X		
Paralegal (Page 194)	X	X	X	X						
SCHOOL OF TECHNOLOGY – BACHELOR DEGREES										
Game Software Development (Page 195)	X	X	X	X	X		X	X		
Information Technology: Major in Cisco® Network Systems (Page 196)					X					
Information Technology: Major in Computer Forensics (Page 197)				X	X	X	X	X	X	X
Information Technology: Major in Network Management (Page 198)	X	X	X	X			X	X	X	X
Information Technology: Major in Systems Security (Page 199)	X	X	X	X	X	X	X	X	X	X
SCHOOL OF TECHNOLOGY – ASSOCIATE DEGREES										
Information Technology (Page 200)		X		X	X		X	X	X	X
SCHOOL OF HEALTHCARE OF TECHNOLOGY – ASSOCIATE DEGREES										
Medical Assisting (Page 201)					X	X	X	X		
SCHOOL OF INDUSTRIAL SERVICES – ASSOCIATE DEGREES										
Automotive Technology (Page 202)					X					
Surveying (Page 203)					X					

BUSINESS ADMINISTRATION: MAJOR IN ACCOUNTING AND FINANCIAL MANAGEMENT

BACHELOR OF SCIENCE

PROGRAM LENGTH: 34 months
CREDIT HOURS: 195.0
CLOCK HOURS: 1995

COURSE REQUIREMENTS FOR GRADUATION:

The program includes coursework typically delivered as described here.

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

PROGRAM DESCRIPTION

The Business Administration Bachelor's program with a Major in Accounting and Financial Management equips students with the skills necessary to advance in the field of accounting and financial management. The combination of accounting, finance, management, and general education courses in the program helps students apply skills in effective management, critical thinking, communication, and ethical decision-making to address workplace challenges. This program also includes courses that cover a range of accounting practices as well as relevant coursework in financial accounting and reporting procedures.

PROGRAM OUTCOMES

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

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

LABORATORIES AND EQUIPMENT

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

Course No.	Course Title	Quarter Credits
CORE COURSES		
minimum 80.0 credit hours required		
ACT120	Principles of Accounting I	3.5
ACT122	Principles of Accounting II	3.5
ACT130	Managerial Accounting	3.5
BUS100	Introduction to Business	3.5
BUS110	Principles of Human Resource Management	3.5
BUS210	Introduction to Business Law	3.5
BUS300	Business Ethics	3.5
BUS320	International Business	3.5
BUS350	Organizational Theory and Behavior	3.5
CA201	Advanced Business Software Applications	3.0
FIN101	Introduction to Finance	3.5
MGT100	Principles of Management	3.5
MGT210	Conflict Management	3.5
MGT220	Stress Management	3.5
MGT230	Principles of Small Business Management	3.5
MGT300	Leadership and Managerial Decision Making	3.5
MGT310	Project Management	3.5
MGT320	Change Management	3.5
MGT400	Operations Management	3.5
MGT450	Managing Across Cultures	3.5
MGT460	Strategic Management	3.5
MKT100	Principles of Marketing	3.5
MKT210	Customer Service	3.5
CAREER MAJOR		
minimum 35.0 credit hours required		
ACT270	Fundamentals of Cost Accounting	3.5
ACT300	Budgeting	3.5
ACT302	Auditing	3.5
ACT310	Individual Taxation	3.5
ACT320	Corporate Tax	3.5
ACT360	Intermediate Accounting I	3.5
ACT362	Intermediate Accounting II	3.5
ACT400	Accounting for Nonprofits and Government	3.5
ACT480	Accounting Seminar	7.0
GENERAL EDUCATION		
minimum 70.0 credit hours required		
HUMANITIES		
minimum 28.0 credit hours required		
COM112	Communication Skills	3.5
COM305	Public Speaking	3.5
ENG121	College Writing I	3.5
ENG221	College Writing II	3.5
HIS420	Contemporary History	3.5
HUM180	Ethical and Critical Thinking	3.5
HUM250	Humanities	3.5
LIT301	Introduction to Literature	3.5
SOCIAL SCIENCES		
minimum 28.0 credit hours required		
POL107	American Government	3.5
POL423	Political Science	3.5
PSY101	Introduction to Psychology	3.5
SOC121	Human Relations	3.5
SOC321	Intercultural Relations	3.5
SOC401	Research Methodologies	3.5
SOC441	Microeconomics	3.5
SOC442	Macroeconomics	3.5
MATHEMATICS		
minimum 7.0 credit hours required		
MTH107	College Mathematics	3.5
MTH340	Introduction to Statistics	3.5
NATURAL AND PHYSICAL SCIENCES		
minimum 7.0 credit hours required		
SCI121	Introduction to Physical Science	3.5
SCI313	Environmental Studies	3.5
OTHER REQUIRED COURSES		
minimum 10.0 credit hours required		
CA101	Computer Applications	3.0
PDC111	Success Strategies	3.5
PDC200	Career Management	3.5

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

BUSINESS ADMINISTRATION: MAJOR IN FASHION MERCHANDISING

BACHELOR OF SCIENCE

PROGRAM LENGTH: 34 months
CREDIT HOURS: 195.0
CLOCK HOURS: 1995

COURSE REQUIREMENTS FOR GRADUATION:
The program includes coursework typically delivered as described here.

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

PROGRAM DESCRIPTION
The Business Administration Bachelor's program with a Major in Fashion Merchandising prepares students for entry-level positions in the growing field of fashion merchandising. The program introduces students to the global fashion industry. In addition, the program provides a solid foundation in fashion merchandising essentials such as apparel analysis, visual merchandising, retail buying, and fashion promotion. The combination of courses in the area of business, merchandising, and fashion along with skills in critical thinking, communication, and decision-making, help students become well-prepared for contemporary workplace challenges.

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

- Develop fashion merchandising marketing strategies.
- Display merchandise creatively and effectively.
- Analyze data pertinent to successful merchandising.
- Practice retail management principles.
- Evaluate fashion elements.
- Execute a fashion promotion.

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

Course No.	Course Title	Quarter Credits
CORE COURSES		
minimum 80.0 credit hours required		
ACT120	Principles of Accounting I	3.5
ACT122	Principles of Accounting II	3.5
ACT130	Managerial Accounting	3.5
BUS100	Introduction to Business	3.5
BUS110	Principles of Human Resource Management	3.5
BUS210	Introduction to Business Law	3.5
BUS300	Business Ethics	3.5
BUS320	International Business	3.5
BUS350	Organizational Theory and Behavior	3.5
CA201	Advanced Business Software Applications	3.0
FIN101	Introduction to Finance	3.5
MGT100	Principles of Management	3.5
MGT210	Conflict Management	3.5
MGT220	Stress Management	3.5
MGT230	Principles of Small Business Management	3.5
MGT300	Leadership and Managerial Decision Making	3.5
MGT310	Project Management	3.5
MGT320	Change Management	3.5
MGT400	Operations Management	3.5
MGT450	Managing Across Cultures	3.5
MGT460	Strategic Management	3.5
MKT100	Principles of Marketing	3.5
MKT210	Customer Service	3.5
CAREER MAJOR		
minimum 35.0 credit hours required		
FA100	Introduction to the Fashion Industry	3.5
FA110	Textiles	3.5
FA200	Apparel Analysis	3.5
FA330	Trend Forecasting	3.5
MCH140	Visual Merchandising	3.5
MCH150	Retail Buying	3.5
MCH200	Fashion Events and Promotion	3.5
MCH320	Merchandising Planning and Control	3.5
MCH480	Merchandising Seminar	7.0
GENERAL EDUCATION		
minimum 70.0 credit hours required		
HUMANITIES		
minimum 28.0 credit hours required		
COM112	Communication Skills	3.5
COM305	Public Speaking	3.5
ENG121	College Writing I	3.5
ENG221	College Writing II	3.5
HIS420	Contemporary History	3.5
HUM180	Ethical and Critical Thinking	3.5
HUM250	Humanities	3.5
LIT301	Introduction to Literature	3.5
SOCIAL SCIENCES		
minimum 28.0 credit hours required		
POL107	American Government	3.5
POL423	Political Science	3.5
PSY101	Introduction to Psychology	3.5
SOC121	Human Relations	3.5
SOC321	Intercultural Relations	3.5
SOC401	Research Methodologies	3.5
SOC441	Microeconomics	3.5
SOC442	Macroeconomics	3.5
MATHEMATICS		
minimum 7.0 credit hours required		
MTH107	College Mathematics	3.5
MTH340	Introduction to Statistics	3.5
NATURAL AND PHYSICAL SCIENCES		
minimum 7.0 credit hours required		
SCI121	Introduction to Physical Science	3.5
SCI313	Environmental Studies	3.5
OTHER REQUIRED COURSES		
minimum 10.0 credit hours required		
CA101	Computer Applications	3.0
PDC111	Success Strategies	3.5
PDC200	Career Management	3.5

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

BUSINESS ADMINISTRATION: MAJOR IN HEALTHCARE MANAGEMENT

BACHELOR OF SCIENCE

PROGRAM LENGTH: 34 months
CREDIT HOURS: 195.0
CLOCK HOURS: 1995

COURSE REQUIREMENTS FOR GRADUATION:

The program includes coursework typically delivered as described here.

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

PROGRAM DESCRIPTION

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

PROGRAM OUTCOMES

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

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

LABORATORIES AND EQUIPMENT

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

Course No.	Course Title	Quarter Credits
CORE COURSES		
minimum 80.0 credit hours required		
ACT120	Principles of Accounting I	3.5
ACT122	Principles of Accounting II	3.5
ACT130	Managerial Accounting	3.5
BUS100	Introduction to Business	3.5
BUS110	Principles of Human Resource Management	3.5
BUS210	Introduction to Business Law	3.5
BUS300	Business Ethics	3.5
BUS320	International Business	3.5
BUS350	Organizational Theory and Behavior	3.5
CA201	Advanced Business Software Applications	3.0
FIN101	Introduction to Finance	3.5
MGT100	Principles of Management	3.5
MGT210	Conflict Management	3.5
MGT220	Stress Management	3.5
MGT230	Principles of Small Business Management	3.5
MGT300	Leadership and Managerial Decision Making	3.5
MGT310	Project Management	3.5
MGT320	Change Management	3.5
MGT400	Operations Management	3.5
MGT450	Managing Across Cultures	3.5
MGT460	Strategic Management	3.5
MKT100	Principles of Marketing	3.5
MKT210	Customer Service	3.5
CAREER MAJOR		
minimum 35.0 credit hours required		
HCM100	Introduction to Healthcare	3.5
HCM200	Law and Compliance in Healthcare	3.5
HCM210	Healthcare Needs of the Elderly	3.5
HCM230	Public Health and Disease	3.5
HCM241	Healthcare Delivery and Financing	3.5
HCM260	Introduction to Long-Term Care	3.5
HCM310	Health Information Systems	3.5
HCM430	Risk Management in Healthcare	3.5
HCM480	Healthcare Management Seminar	7.0
GENERAL EDUCATION		
minimum 70.0 credit hours required		
HUMANITIES		
minimum 28.0 credit hours required		
COM112	Communication Skills	3.5
COM305	Public Speaking	3.5
ENG121	College Writing I	3.5
ENG221	College Writing II	3.5
HIS420	Contemporary History	3.5
HUM180	Ethical and Critical Thinking	3.5
HUM250	Humanities	3.5
LIT301	Introduction to Literature	3.5
SOCIAL SCIENCES		
minimum 28.0 credit hours required		
POL107	American Government	3.5
POL423	Political Science	3.5
PSY101	Introduction to Psychology	3.5
SOC121	Human Relations	3.5
SOC321	Intercultural Relations	3.5
SOC401	Research Methodologies	3.5
SOC441	Microeconomics	3.5
SOC442	Macroeconomics	3.5
MATHEMATICS		
minimum 7.0 credit hours required		
MTH107	College Mathematics	3.5
MTH340	Introduction to Statistics	3.5
NATURAL AND PHYSICAL SCIENCES		
minimum 7.0 credit hours required		
SCI121	Introduction to Physical Science	3.5
SCI313	Environmental Studies	3.5
OTHER REQUIRED COURSES		
minimum 10.0 credit hours required		
CA101	Computer Applications	3.0
PDC111	Success Strategies	3.5
PDC200	Career Management	3.5

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

BUSINESS ADMINISTRATION: MAJOR IN MANAGEMENT

BACHELOR OF SCIENCE

PROGRAM LENGTH: 34 months
CREDIT HOURS: 195.0
CLOCK HOURS: 1995

COURSE REQUIREMENTS FOR GRADUATION:

The program includes coursework typically delivered as described here.

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

PROGRAM DESCRIPTION

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

PROGRAM OUTCOMES

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

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

LABORATORIES AND EQUIPMENT

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

Course No.	Course Title	Quarter Credits
CORE COURSES		
minimum 80.0 credit hours required		
ACT120	Principles of Accounting I	3.5
ACT122	Principles of Accounting II	3.5
ACT130	Managerial Accounting	3.5
BUS100	Introduction to Business	3.5
BUS110	Principles of Human Resource Management	3.5
BUS210	Introduction to Business Law	3.5
BUS300	Business Ethics	3.5
BUS320	International Business	3.5
BUS350	Organizational Theory and Behavior	3.5
CA201	Advanced Business Software Applications	3.0
FIN101	Introduction to Finance	3.5
MGT100	Principles of Management	3.5
MGT210	Conflict Management	3.5
MGT220	Stress Management	3.5
MGT230	Principles of Small Business Management	3.5
MGT300	Leadership and Managerial Decision Making	3.5
MGT310	Project Management	3.5
MGT320	Change Management	3.5
MGT400	Operations Management	3.5
MGT450	Managing Across Cultures	3.5
MGT460	Strategic Management	3.5
MKT100	Principles of Marketing	3.5
MKT210	Customer Service	3.5
CAREER MAJOR		
minimum 35.0 credit hours required		
ACT360	Intermediate Accounting I	3.5
MGT330	Managerial Communications	3.5
MGT350	Purchasing and Supply Management	3.5
MGT360	Internal Control and Enterprise Risk Management	3.5
MGT410	Principles of Supervision	3.5
MGT480	Management Seminar	7.0
MKT310	Consumer Behavior	3.5
MKT320	Integrated Marketing Communications	3.5
SLS410	Internet Sales and Marketing	3.5
GENERAL EDUCATION		
minimum 70.0 credit hours required		
HUMANITIES		
minimum 28.0 credit hours required		
COM112	Communication Skills	3.5
COM305	Public Speaking	3.5
ENG121	College Writing I	3.5
ENG221	College Writing II	3.5
HIS420	Contemporary History	3.5
HUM180	Ethical and Critical Thinking	3.5
HUM250	Humanities	3.5
LIT301	Introduction to Literature	3.5
SOCIAL SCIENCES		
minimum 28.0 credit hours required		
POL107	American Government	3.5
POL423	Political Science	3.5
PSY101	Introduction to Psychology	3.5
SOC121	Human Relations	3.5
SOC321	Intercultural Relations	3.5
SOC401	Research Methodologies	3.5
SOC441	Microeconomics	3.5
SOC442	Macroeconomics	3.5
MATHEMATICS		
minimum 7.0 credit hours required		
MTH107	College Mathematics	3.5
MTH340	Introduction to Statistics	3.5
NATURAL AND PHYSICAL SCIENCES		
minimum 7.0 credit hours required		
SCI121	Introduction to Physical Science	3.5
SCI313	Environmental Studies	3.5
OTHER REQUIRED COURSES		
minimum 10.0 credit hours required		
CA101	Computer Applications	3.0
PDC111	Success Strategies	3.5
PDC200	Career Management	3.5

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

BUSINESS ADMINISTRATION: MAJOR IN MARKETING MANAGEMENT

BACHELOR OF SCIENCE

PROGRAM LENGTH: 34 months
CREDIT HOURS: 195.0
CLOCK HOURS: 1995

COURSE REQUIREMENTS FOR GRADUATION:

The program includes coursework typically delivered as described here.

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

PROGRAM DESCRIPTION

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

PROGRAM OUTCOMES

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

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

LABORATORIES AND EQUIPMENT

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

Course No.	Course Title	Quarter Credits
CORE COURSES		
minimum 80.0 credit hours required		
ACT120	Principles of Accounting I	3.5
ACT122	Principles of Accounting II	3.5
ACT130	Managerial Accounting	3.5
BUS100	Introduction to Business	3.5
BUS110	Principles of Human Resource Management	3.5
BUS210	Introduction to Business Law	3.5
BUS300	Business Ethics	3.5
BUS320	International Business	3.5
BUS350	Organizational Theory and Behavior	3.5
CA201	Advanced Business Software Applications	3.0
FIN101	Introduction to Finance	3.5
MGT100	Principles of Management	3.5
MGT210	Conflict Management	3.5
MGT220	Stress Management	3.5
MGT230	Principles of Small Business Management	3.5
MGT300	Leadership and Managerial Decision Making	3.5
MGT310	Project Management	3.5
MGT320	Change Management	3.5
MGT400	Operations Management	3.5
MGT450	Managing Across Cultures	3.5
MGT460	Strategic Management	3.5
MKT100	Principles of Marketing	3.5
MKT210	Customer Service	3.5
CAREER MAJOR		
minimum 35.0 credit hours required		
MKT300	Principles of Advertising	3.5
MKT310	Consumer Behavior	3.5
MKT320	Integrated Marketing Communications	3.5
MKT340	Services Marketing	3.5
MGT400	Strategic Marketing Management	3.5
MKT480	Marketing Seminar	7.0
SLS300	Professional Selling	3.5
SLS410	Internet Sales and Marketing	3.5
SLS420	International Sales and Marketing	3.5
GENERAL EDUCATION		
minimum 70.0 credit hours required		
HUMANITIES		
minimum 28.0 credit hours required		
COM112	Communication Skills	3.5
COM305	Public Speaking	3.5
ENG121	College Writing I	3.5
ENG221	College Writing II	3.5
HIS420	Contemporary History	3.5
HUM180	Ethical and Critical Thinking	3.5
HUM250	Humanities	3.5
LIT301	Introduction to Literature	3.5
SOCIAL SCIENCES		
minimum 28.0 credit hours required		
POL107	American Government	3.5
POL423	Political Science	3.5
PSY101	Introduction to Psychology	3.5
SOC121	Human Relations	3.5
SOC321	Intercultural Relations	3.5
SOC401	Research Methodologies	3.5
SOC441	Microeconomics	3.5
SOC442	Macroeconomics	3.5
MATHEMATICS		
minimum 7.0 credit hours required		
MTH107	College Mathematics	3.5
MTH340	Introduction to Statistics	3.5
NATURAL AND PHYSICAL SCIENCES		
minimum 7.0 credit hours required		
SCI121	Introduction to Physical Science	3.5
SCI313	Environmental Studies	3.5
OTHER REQUIRED COURSES		
minimum 10.0 credit hours required		
CA101	Computer Applications	3.0
PDC111	Success Strategies	3.5
PDC200	Career Management	3.5

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

BUSINESS ADMINISTRATION: MAJOR IN RETAIL MANAGEMENT

BACHELOR OF SCIENCE

PROGRAM LENGTH: 34 months
CREDIT HOURS: 195.0
CLOCK HOURS: 1995

COURSE REQUIREMENTS FOR GRADUATION:

The program includes coursework typically delivered as described here.

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

PROGRAM DESCRIPTION

The Business Administration: Major in Retail Management Bachelor's program emphasizes the analytical skills to identify and solve complex retail challenges. Students are exposed to critical retailing knowledge including store and merchandising management, operations management and leadership, marketing and consumer behavior, customer service and professional selling. These areas build upon the firm foundation in the functional areas of business so students will have the ability to make effective decisions in the retail industry.

PROGRAM OUTCOMES

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

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

LABORATORIES AND EQUIPMENT

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

Course No.	Course Title	Quarter Credits
CORE COURSES		
minimum 80.0 credit hours required		
ACT120	Principles of Accounting I	3.5
ACT122	Principles of Accounting II	3.5
ACT130	Managerial Accounting	3.5
BUS100	Introduction to Business	3.5
BUS110	Principles of Human Resource Management	3.5
BUS210	Introduction to Business Law	3.5
BUS300	Business Ethics	3.5
BUS320	International Business	3.5
BUS350	Organizational Theory and Behavior	3.5
CA201	Advanced Business Software Applications	3.0
FIN101	Introduction to Finance	3.5
MGT100	Principles of Management	3.5
MGT210	Conflict Management	3.5
MGT220	Stress Management	3.5
MGT230	Principles of Small Business Management	3.5
MGT300	Leadership and Managerial Decision Making	3.5
MGT310	Project Management	3.5
MGT320	Change Management	3.5
MGT400	Operations Management	3.5
MGT450	Managing Across Cultures	3.5
MGT460	Strategic Management	3.5
MKT100	Principles of Marketing	3.5
MKT210	Customer Service	3.5
CAREER MAJOR		
minimum 35.0 credit hours required		
BUS290	Strategic Human Resource Management	3.5
MCH120	Retail Management	3.5
MCH140	Visual Merchandising	3.5
MCH150	Retail Buying	3.5
MCH320	Merchandising Planning and Control	3.5
MCH480	Merchandising Seminar	7.0
MKT310	Consumer Behavior	3.5
SLS300	Professional Selling	3.5
SLS410	Internet Sales and Marketing	3.5
GENERAL EDUCATION		
minimum 70.0 credit hours required		
HUMANITIES		
minimum 28.0 credit hours required		
COM112	Communication Skills	3.5
COM305	Public Speaking	3.5
ENG121	College Writing I	3.5
ENG221	College Writing II	3.5
HIS420	Contemporary History	3.5
HUM180	Ethical and Critical Thinking	3.5
HUM250	Humanities	3.5
LIT301	Introduction to Literature	3.5
SOCIAL SCIENCES		
minimum 28.0 credit hours required		
POL107	American Government	3.5
POL423	Political Science	3.5
PSY101	Introduction to Psychology	3.5
SOC121	Human Relations	3.5
SOC321	Intercultural Relations	3.5
SOC401	Research Methodologies	3.5
SOC441	Microeconomics	3.5
SOC442	Macroeconomics	3.5
MATHEMATICS		
minimum 7.0 credit hours required		
MTH107	College Mathematics	3.5
MTH340	Introduction to Statistics	3.5
NATURAL AND PHYSICAL SCIENCES		
minimum 7.0 credit hours required		
SCI121	Introduction to Physical Science	3.5
SCI313	Environmental Studies	3.5
OTHER REQUIRED COURSES		
minimum 10.0 credit hours required		
CA101	Computer Applications	3.0
PDC111	Success Strategies	3.5
PDC200	Career Management	3.5

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

CONSTRUCTION MANAGEMENT

BACHELOR OF SCIENCE

PROGRAM LENGTH: 34 months
CREDIT HOURS: 191.0
CLOCK HOURS: 2085

COURSE REQUIREMENTS FOR GRADUATION:

The program includes coursework typically delivered as described here.

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

PROGRAM DESCRIPTION

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

PROGRAM OUTCOMES

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

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

LABORATORIES AND EQUIPMENT

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

Course No.	Course Title	Quarter Credits
CORE COURSES		
minimum 111.0 credit hours required		
ACT120	Principles of Accounting I	3.5
ACT122	Principles of Accounting II	3.5
BUS100	Introduction to Business	3.5
BUS110	Principles of Human Resource Management	3.5
CA201	Advanced Business Software Applications	3.0
CM100	Introduction to Construction Management	3.5
CM111	Construction Materials and Methods I	3.5
CM121	Construction Materials and Methods II	3.5
CM140	Construction Documents	3.5
CM150	Construction Graphics	4.5
CM160	Fundamentals of Construction Surveying	4.5
CM220	Construction Safety	3.5
CM230	Building Codes and Inspection	3.5
CM240	Construction Law and Contracts	3.5
CM250	Construction Estimating I	3.5
CM260	Construction Planning and Scheduling	3.0
CM272	Construction Management Seminar	6.0
CM311	Below Grade Operations and Structures	3.5
CM321	Above Grade Operations and Structures	3.5
CM330	Mechanical Systems	3.5
CM340	Electrical Systems	3.5
CM350	Green Building Trends and Technology	3.5
CM360	Construction Equipment Operations	3.5
CM401	Advanced Construction Software Applications	3.5
CM411	Construction Estimating II	3.5
CM421	Productivity and Cost Control	3.5
CM431	Construction Project Management and Administration	3.5
CM441	Advanced Construction Management Seminar	6.0
MGT100	Principles of Management	3.5
MGT300	Leadership and Managerial Decision Making	3.5
GENERAL EDUCATION		
minimum 70.0 credit hours required		
HUMANITIES		
minimum 28.0 credit hours required		
COM112	Communication Skills	3.5
COM305	Public Speaking	3.5
ENG121	College Writing I	3.5
ENG221	College Writing II	3.5
HUM180	Ethical and Critical Thinking	3.5
HUM250	Humanities	3.5
LIT301	Introduction to Literature	3.5
LIT413	Contemporary Literature	3.5
SOCIAL SCIENCES		
minimum 17.5 credit hours required		
POL107	American Government	3.5
POL423	Political Science	3.5
PSY101	Introduction to Psychology	3.5
SOC121	Human Relations	3.5
SOC401	Research Methodologies	3.5
MATHEMATICS		
minimum 14.0 credit hours required		
MTH170	College Algebra I	3.5
MTH211	Geometry	3.5
MTH221	Trigonometry	3.5
MTH340	Introduction to Statistics	3.5
NATURAL AND PHYSICAL SCIENCES		
minimum 10.5 credit hours required		
SCI121	Introduction to Physical Science	3.5
SCI313	Environmental Studies	3.5
SCI321	Selected Topics in Physics	3.5
OTHER REQUIRED COURSES		
minimum 10.0 credit hours required		
CA101	Computer Applications	3.0
PDC111	Success Strategies	3.5
PDC200	Career Management	3.5

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

HOSPITALITY ADMINISTRATION

BACHELOR OF SCIENCE

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

COURSE REQUIREMENTS FOR GRADUATION:

The program includes coursework typically delivered as described here.

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

PROGRAM DESCRIPTION

The Bachelor of Science degree in Hospitality Administration equips students with the knowledge and skills to pursue positions in a variety of hospitality related fields. Coursework in business, management, and marketing provides students with a strong foundation in the business operations of the hospitality industry. Additionally coursework in the career major area covers various aspects of hospitality related operations. The program infuses real-world, hands-on application of theoretical concepts so that students may apply concepts to the hospitality environment.

PROGRAM OUTCOMES

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

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

LABORATORIES AND EQUIPMENT

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

Course No.	Course Title	Quarter Credits
CORE COURSES		
minimum 48.5 credit hours required		
ACT120	Principles of Accounting I	3.5
BUS100	Introduction to Business	3.5
BUS110	Principles of Human Resource Management	3.5
BUS300	Business Ethics	3.5
BUS390	Strategic Human Resource Management	3.5
CA201	Advanced Business Software Applications	3.0
MGT100	Principles of Management	3.5
MGT210	Conflict Management	3.5
MGT220	Stress Management	3.5
MGT300	Leadership and Managerial Decision Making	3.5
MGT450	Managing Across Cultures	3.5
MKT100	Principles of Marketing	3.5
MKT210	Customer Service	3.5
SLS300	Professional Selling	3.5
CAREER MAJOR		
minimum 64.5 credit hours required		
HOS110	Purchasing Food and Beverage Products	4.5
HOS120	Food Service Sanitation	4.5
HOS130	Front Office Management	4.5
HOS200	Supervisory Housekeeping	4.5
HOS230	Hospitality Spanish	4.5
HOS300	Inventory and Planning Control	4.5
HOS310	Loss Prevention in Hospitality	4.5
HOS320	Marketing in the Hospitality Industry	4.5
HOS330	Conference Services	4.5
HOS400	Hospitality Financial Management	4.5
HOS410	Hospitality Law	4.5
HOS430	Hospitality Accounting	4.5
HOS460	Hospitality Information Systems	4.5
HOS490	Advanced Industry Seminar	6.0
GENERAL EDUCATION		
minimum 70.0 credit hours required		
HUMANITIES		
minimum 28.0 credit hours required		
COM112	Communication Skills	3.5
COM305	Public Speaking	3.5
ENG121	College Writing I	3.5
ENG221	College Writing II	3.5
HIS420	Contemporary History	3.5
HUM180	Ethical and Critical Thinking	3.5
HUM250	Humanities	3.5
LIT301	Introduction to Literature	3.5
SOCIAL SCIENCES		
minimum 28.0 credit hours required		
POL107	American Government	3.5
POL423	Political Science	3.5
PSY101	Introduction to Psychology	3.5
SOC121	Human Relations	3.5
SOC321	Intercultural Relations	3.5
SOC401	Research Methodologies	3.5
SOC441	Microeconomics	3.5
SOC442	Macroeconomics	3.5
MATHEMATICS		
minimum 7.0 credit hours required		
MTH107	College Mathematics	3.5
MTH340	Introduction to Statistics	3.5
NATURAL AND PHYSICAL SCIENCES		
minimum 7.0 credit hours required		
SCI121	Introduction to Physical Science	3.5
SCI313	Environmental Studies	3.5
OTHER REQUIRED COURSES		
minimum 10.0 credit hours required		
CA101	Computer Applications	3.0
PDC111	Success Strategies	3.5
PDC200	Career Management	3.5

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

BUSINESS ADMINISTRATION

ASSOCIATE OF APPLIED SCIENCE

PROGRAM LENGTH: 20 months
CREDIT HOURS: 104.0
CLOCK HOURS: 1050

COURSE REQUIREMENTS FOR GRADUATION:

The program includes coursework typically delivered as described here.

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

PROGRAM DESCRIPTION

The Associate of Applied Science in Business Administration degree prepares students for an entry-level position in a variety of business fields. The program provides students with a solid business foundation in specific disciplines, including accounting, marketing, human resources, and small business management. In addition, the program develops management skills and prepares students to work with advanced business software. The program develops leadership and communication skills as well as decision making and critical thinking proficiency.

PROGRAM OUTCOMES

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

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

LABORATORIES AND EQUIPMENT

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

Course No.	Course Title	Quarter Credits
CORE COURSES		
minimum 55.5 credit hours required		
ACT120	Principles of Accounting I	3.5
ACT122	Principles of Accounting II	3.5
ACT130	Managerial Accounting	3.5
ACT270	Fundamentals of Cost Accounting	3.5
BUS100	Introduction to Business	3.5
BUS110	Principles of Human Resource Management	3.5
BUS210	Introduction to Business Law	3.5
CA201	Advanced Business Software Applications	3.0
FIN101	Introduction to Finance	3.5
MGT100	Principles of Management	3.5
MGT210	Conflict Management	3.5
MGT220	Stress Management	3.5
MGT230	Principles of Small Business Management	3.5
MGT280	Business Administration Seminar	3.5
MKT100	Principles of Marketing	3.5
MKT210	Customer Service	3.5
GENERAL EDUCATION		
minimum 38.5 credit hours required		
COM112	Communication Skills	3.5
ENG121	College Writing I	3.5
ENG221	College Writing II	3.5
HUM180	Ethical and Critical Thinking	3.5
HUM250	Humanities	3.5
MTH107	College Mathematics	3.5
POL107	American Government	3.5
PSY101	Introduction to Psychology	3.5
SCI121	Introduction to Physical Science	3.5
SOC121	Human Relations	3.5
SOC299	Technology and Society	3.5
OTHER REQUIRED COURSES		
minimum 10.0 credit hours required		
CA101	Computer Applications	3.0
PDC111	Success Strategies	3.5
PDC200	Career Management	3.5

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

FASHION MERCHANDISING

ASSOCIATE OF APPLIED SCIENCE

PROGRAM LENGTH: 17 months
CREDIT HOURS: 97.5
CLOCK HOURS: 980

COURSE REQUIREMENTS FOR GRADUATION:

The program includes coursework typically delivered as described here.

Course Area	Minimum Credits
Core Courses	52.5
General Education	35.0
Other Required Courses	10.0

PROGRAM DESCRIPTION

The Fashion Merchandising Associate's program prepares students for entry-level positions in the growing field of fashion merchandising. The program introduces students to the global fashion industry. In addition, the program provides a solid foundation in fashion merchandising essentials such as apparel analysis, visual merchandising, retail buying, and fashion promotion. The combination of business, merchandising, and fashion courses, plus skills in critical thinking, communication, and problem-solving, help students become well-prepared for contemporary workplace challenges.

PROGRAM OUTCOMES

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

- Explain the fashion merchandising marketing process.
- Display merchandise creatively and effectively.
- Research data pertinent to successful merchandising.
- Define basic retail management principles.
- Categorize fashion elements.
- Execute a fashion promotion.

LABORATORIES AND EQUIPMENT

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

Course No.	Course Title	Quarter Credits
CORE COURSES		
minimum 52.5 credit hours required		
ACT120	Principles of Accounting I	3.5
BUS100	Introduction to Business	3.5
BUS110	Principles of Human Resource Management	3.5
FA100	Introduction to the Fashion Industry	3.5
FA110	Textiles	3.5
FA200	Apparel Analysis	3.5
MCH140	Visual Merchandising	3.5
MCH150	Retail Buying	3.5
MCH200	Fashion Events and Promotion	3.5
MCH280	Portfolio Review	3.5
MGT100	Principles of Management	3.5
MGT210	Conflict Management	3.5
MGT230	Principles of Small Business Management	3.5
MKT100	Principles of Marketing	3.5
MKT210	Customer Service	3.5
GENERAL EDUCATION		
minimum 35.0 credit hours required		
COM112	Communication Skills	3.5
ENG121	College Writing I	3.5
ENG221	College Writing II	3.5
HUM180	Ethical and Critical Thinking	3.5
HUM250	Humanities	3.5
MTH107	College Mathematics	3.5
POL107	American Government	3.5
PSY101	Introduction to Psychology	3.5
SCI121	Introduction to Physical Science	3.5
SOC121	Human Relations	3.5
OTHER REQUIRED COURSES		
minimum 10.0 credit hours required		
CA101	Computer Applications	3.0
PDC111	Success Strategies	3.5
PDC200	Career Management	3.5

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

HOSPITALITY ADMINISTRATION

ASSOCIATE OF APPLIED SCIENCE

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

COURSE REQUIREMENTS FOR GRADUATION:

The program includes coursework typically delivered as described here.

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

PROGRAM DESCRIPTION

The Associate of Applied Science degree in Hospitality Administration equips students with the knowledge and skills to pursue entry-level positions in a variety of hospitality-related fields. Coursework in business, management, marketing, and hospitality fundamentals provides students with a strong foundation in the general operations of the hospitality industry.

PROGRAM OUTCOMES

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

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

LABORATORIES AND EQUIPMENT

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

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

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

ANIMATION

BACHELOR OF SCIENCE

PROGRAM LENGTH: 36 months
CREDIT HOURS: 200.0
CLOCK HOURS: 2645

COURSE REQUIREMENTS FOR GRADUATION:
The program includes coursework typically delivered as described here.

Course Area	Minimum Credits
Core Courses	120.0
General Education	70.0
Humanities	38.5
Social Sciences	17.5
Mathematics	7.0
Natural and Physical Science	7.0
Other Required Courses	10.0

PROGRAM DESCRIPTION
The Animation Bachelor's program equips students with the skills necessary to enter the field of animation. This program covers topics such as the laws of human motion, physics, psychology as applied to 2D or 3D characters, life drawing and rendering techniques, and the application of audio and video to an animation project. In addition, the general education courses in the program help students apply skills in critical thinking, communication, and problem solving to workplace challenges.

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

- Utilize traditional drawing skills.
- Develop professional quality 2D and 3D art assets.
- Produce a complete animation project.

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

Course No.	Course Title	Quarter Credits
CORE COURSES		
minimum 120.0 credit hours required		
GD110	Introduction to Drawing and Perspective	6.5
GD120	Digital Image Editing	6.5
GD150	Introduction to Animation	6.5
GD240	Life Drawing for Animation	6.5
GD250	2D Animation	6.5
GD255	Digital Animation	6.5
GD260	Fundamentals of 3D	6.5
GD275	Digital Color Theory	3.0
GD304	Advanced Drawing and Perspective	6.5
GD305	Sequential Art and Visual Narrative	6.5
GD360	Intermediate 3D	6.5
GD370	Materials and Lighting	6.5
GD380	Advanced 3D	6.5
GD395	Character Development and Setup	6.5
GD433	Advanced Digital Effects	6.5
GD460	Advanced Character Animation	6.5
GD465	Digital Editing for Animation	6.5
GD470	3D Simulation	6.5
GD495	Animation Portfolio Review	6.5
GENERAL EDUCATION		
minimum 70.0 credit hours required		
HUMANITIES		
minimum 38.5 credit hours required		
ART300	Art History	3.5
COM112	Communication Skills	3.5
COM305	Public Speaking	3.5
ENG121	College Writing I	3.5
ENG221	College Writing II	3.5
ENG421	Creative Writing	3.5
HUM180	Ethical and Critical Thinking	3.5
HUM250	Humanities	3.5
LIT301	Introduction to Literature	3.5
LIT415	Science Fiction and Fantasy	3.5
LIT417	Literature and Film	3.5
SOCIAL SCIENCES		
minimum 17.5 credit hours required		
POL107	American Government	3.5
POL423	Political Science	3.5
PSY101	Introduction to Psychology	3.5
SOC121	Human Relations	3.5
SOC401	Research Methodologies	3.5
MATHEMATICS		
minimum 7.0 credit hours required		
MTH107	College Mathematics	3.5
MTH340	Introduction to Statistics	3.5
NATURAL AND PHYSICAL SCIENCES		
minimum 7.0 credit hours required		
SCI121	Introduction to Physical Science	3.5
SCI311	Earth Science	3.5
OTHER REQUIRED COURSES		
minimum 10.0 credit hours required		
CA101	Computer Applications	3.0
PDC111	Success Strategies	3.5
PDC200	Career Management	3.5

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

GAME ART

BACHELOR OF SCIENCE

PROGRAM LENGTH: 36 months
CREDIT HOURS: 199.5
CLOCK HOURS: 2605

COURSE REQUIREMENTS FOR GRADUATION:

The program includes coursework typically delivered as described here.

Course Area	Minimum Credits
Core Courses	119.5
General Education	70.0
Humanities	38.5
Social Sciences	17.5
Mathematics	7.0
Natural and Physical Science	7.0
Other Required Courses	10.0

PROGRAM DESCRIPTION

The Game Art Bachelor's program is designed to provide students with the ability to apply core knowledge of art and animation techniques to the game and interactive software industry. The program emphasizes traditional 2D artistry, 3D modeling, and animation. In addition, general education courses assist students in applying critical thinking, communication, and problem-solving skills in managing challenges that occur in a game development environment.

PROGRAM OUTCOMES

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

- Utilize traditional drawing skills.
- Develop professional quality 2D and 3D art assets.
- Apply digital animation skills.
- Execute a game development project production timeline.

LABORATORIES AND EQUIPMENT

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

Course No.	Course Title	Quarter Credits
CORE COURSES		
minimum 119.5 credit hours required		
GA330	Game Design Process	6.5
GA340	Texture Mapping for Games	6.5
GA361	Character Animation for Games	6.5
GA424	Special Effects for Games	6.5
GA445	Level and Environment Design	6.5
GA480	Game Art Project	6.5
GA490	Game Art Portfolio Review	6.5
GD110	Introduction to Drawing and Perspective	6.5
GD120	Digital Image Editing	6.5
GD150	Introduction to Animation	6.5
GD240	Life Drawing for Animation	6.5
GD260	Fundamentals of 3D	6.5
GD275	Digital Color Theory	3.0
GD304	Advanced Drawing and Perspective	6.5
GD305	Sequential Art and Visual Narrative	6.5
GD360	Intermediate 3D	6.5
GD380	Advanced 3D	6.5
GD395	Character Development and Setup	6.5
SG110	Introduction to Game Development	3.0
SG140	Game Analysis and Playability	3.0

GENERAL EDUCATION

minimum 70.0 credit hours required

HUMANITIES

minimum 38.5 credit hours required

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

SOCIAL SCIENCES

minimum 17.5 credit hours required

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

MATHEMATICS

minimum 7.0 credit hours required

MTH107	College Mathematics	3.5
MTH340	Introduction to Statistics	3.5

NATURAL AND PHYSICAL SCIENCES

minimum 7.0 credit hours required

SCI121	Introduction to Physical Science	3.5
SCI311	Earth Science	3.5

OTHER REQUIRED COURSES

minimum 10.0 credit hours required

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

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

INTERIOR DESIGN

BACHELOR OF SCIENCE

PROGRAM LENGTH: 36 months
CREDIT HOURS: 194.5
CLOCK HOURS: 2675

COURSE REQUIREMENTS FOR GRADUATION:

The program includes coursework typically delivered as described here.

Course Area	Minimum Credits
Core Courses	114.5
General Education	70.0
Humanities	31.5
Social Sciences	17.5
Mathematics	14.0
Natural and Physical Science	7.0
Other Required Courses	10.0

PROGRAM DESCRIPTION

The Interior Design Bachelor's program offers students a well-rounded foundation that nurtures the technical, creative and human factors of interior design necessary to enter the field. Students build on a foundation of drawing, drafting, color, and basic design principles. Additionally, students learn about human factors, space planning, interior construction and detailing, safety and building codes, and computer aided design (CAD). Students are equipped with a historical perspective of interior design, an understanding of interior design business practices, collaboration techniques for working with related professionals, and, finally, an awareness of professional responsibilities and ethics for personal practice.

PROGRAM OUTCOMES

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

- Apply skills essential to success within the field of computer aided drafting and design.
- Demonstrate an understanding of both commercial and residential architectural concepts and principles.
- Exhibit an appreciation for the interior design industry necessary to pursue a professional career within the field.
- Apply accepted professional design process in accordance with industry standards.

LABORATORIES AND EQUIPMENT

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

Course No.	Course Title	Quarter Credits
CORE COURSES		
minimum 114.5 credit hours required		
CD111	Basic Drafting	6.0
CD121	Basic CAD	6.0
CD130	Residential Architectural Design	6.0
CD150	Residential Construction	6.0
CD225	Digital Walkthrough and Visualization	6.0
CD230	Commercial Architectural Design	6.0
CD250	Commercial Construction	6.0
INT100	Design Theory	3.0
INT101	Interior Drawing and Color Theory	6.0
INT102	History and Theory of Human Environments	6.0
INT110	Interior Drawing and Perspective	6.0
INT200	Interior Finishes	6.0
INT210	Interior Furnishings	6.0
INT306	Space Planning	6.0
INT310	Residential Interiors	6.0
INT315	Lightning	6.0
INT320	Commercial Interiors	6.0
INT400	Professional Ethics and Practice	3.5
INT410	Residential Interior Design Studio	6.0
INT420	Commercial Interior Design Studio	6.0

GENERAL EDUCATION

minimum 70.0 credit hours required

HUMANITIES

minimum 31.5 credit hours required

ART300	Art History	3.5
COM112	Communication Skills	3.5
COM305	Public Speaking	3.5
ENG121	College Writing I	3.5
ENG221	College Writing II	3.5
HUM180	Ethical and Critical Thinking	3.5
HUM250	Humanities	3.5
LIT301	Introduction to Literature	3.5
LIT413	Contemporary Literature	3.5

SOCIAL SCIENCES

minimum 17.5 credit hours required

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

MATHEMATICS

minimum 14.0 credit hours required

MTH170	College Algebra I	3.5
MTH211	Geometry	3.5
MTH221	Trigonometry	3.5
MTH340	Introduction to Statistics	3.5

NATURAL AND PHYSICAL SCIENCES

minimum 7.0 credit hours required

SCI121	Introduction to Physical Science	3.5
SCI311	Earth Science	3.5

OTHER REQUIRED COURSES

minimum 10.0 credit hours required

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

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

Note: *Certain states and jurisdictions (District of Columbia) throughout the United States may require the licensing or registration of interior designers. Regulations vary from state to state; some restrict the use of certain professional 'titles' to licensed or registered individuals, while others restrict the actual practice of interior design to licensed or registered individuals only.*

Westwood College strongly encourages prospective interior design program students who plan to practice interior design to contact their respective state licensing board and review all necessary requirements before enrolling in the Interior Design program at Westwood College.

VISUAL COMMUNICATIONS

BACHELOR OF SCIENCE

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

COURSE REQUIREMENTS FOR GRADUATION:

The program includes coursework typically delivered as described here.

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

PROGRAM DESCRIPTION

The Visual Communications Bachelor's program is designed to prepare students with the design and technical skills necessary to advance in the field of visual communications. Students take a combination of design theory, web design, imaging, print design, and multimedia courses. In addition, the general education courses in the program help students apply skills in critical thinking, communication, and problem-solving to solve workplace challenges.

PROGRAM OUTCOMES

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

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

LABORATORIES AND EQUIPMENT

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

Course No.	Course Title	Quarter Credits
CORE COURSES		
minimum 120.5 credit hours required		
GD100	Fundamentals of Design	6.5
GD102	History of Graphic Design	3.5
GD111	Fundamentals of Image Editing	6.5
GD121	Fundamentals of Digital Illustration	6.5
GD131	Digital Layout	6.5
GD221	Digital Photography	6.5
GD241	Fundamentals of Web Design	6.5
GD252	Audio-Video	6.5
GD261	Fundamentals of Interactive Design	6.5
GD270	Print Production	6.5
GD280	Portfolio Review and Business Practices	6.5
GD306	Typography	6.5
GD308	Advanced Image Editing	6.5
GD332	Packaging Design	6.5
GD350	Advanced Illustration	6.5
GD355	Advertising Campaign Concepts	6.5
GD375	Color Theory	6.5
GD432	Motion Graphics	6.5
GD480	Visual Communications Portfolio Review	6.5

GENERAL EDUCATION

minimum 70.0 credit hours required

HUMANITIES

minimum 38.5 credit hours required

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

SOCIAL SCIENCES

minimum 17.5 credit hours required

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

MATHEMATICS

minimum 7.0 credit hours required

MTH107	College Mathematics	3.5
MTH340	Introduction to Statistics	3.5

NATURAL AND PHYSICAL SCIENCES

minimum 7.0 credit hours required

SCI121	Introduction to Physical Science	3.5
SCI311	Earth Science	3.5

OTHER REQUIRED COURSES

minimum 10.0 credit hours required

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

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

COMPUTER AIDED DESIGN/ ARCHITECTURAL DRAFTING

ASSOCIATE OF APPLIED SCIENCE*

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

COURSE REQUIREMENTS FOR GRADUATION:

The program includes coursework typically delivered as described here.

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

PROGRAM DESCRIPTION

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

PROGRAM OUTCOMES

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

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

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

Course No.	Course Title	Quarter Credits
CORE COURSES		
minimum 51.0 credit hours required		
CD111	Basic Drafting	6.0
CD121	Basic CAD	6.0
CD130	Residential Architectural Design	6.0
CD150	Residential Construction	6.0
CD223	Customization	6.0
CD225	Digital Walkthrough and Visualization	6.0
CD230	Commercial Architectural Design	6.0
CD250	Commercial Construction	6.0
CD280	CAD Portfolio Review	3.0
GENERAL EDUCATION		
minimum 38.5 credit hours required		
COM112	Communication Skills	3.5
ENG121	College Writing I	3.5
ENG221	College Writing II	3.5
HUM180	Ethical and Critical Thinking	3.5
MTH170	College Algebra I	3.5
MTH211	Geometry	3.5
MTH221	Trigonometry	3.5
POL107	American Government	3.5
PSY101	Introduction to Psychology	3.5
SCI121	Introduction to Physical Science	3.5
SOC121	Human Relations	3.5
OTHER REQUIRED COURSES		
minimum 10.0 credit hours required		
CA101	Computer Applications	3.0
PDC111	Success Strategies	3.5
PDC200	Career Management	3.5

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

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

GRAPHIC DESIGN AND MULTIMEDIA

ASSOCIATE OF APPLIED SCIENCE*

PROGRAM LENGTH: 20 months
CREDIT HOURS: 107.0
CLOCK HOURS: 1390

COURSE REQUIREMENTS FOR GRADUATION:

The program includes coursework typically delivered as described here.

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

PROGRAM DESCRIPTION

The Graphic Design and Multimedia Associate's program prepares students for entry-level jobs in the graphic design and multimedia industry. Students learn to create effective designs that communicate visually in both print and multimedia environments. The combination of technical and general education courses in the program helps students develop skills in critical thinking, communication, and problem solving.

PROGRAM OUTCOMES

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

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

LABORATORIES AND EQUIPMENT

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

Course No.	Course Title	Quarter Credits
CORE COURSES		
minimum 62.0 credit hours required		
GD100	Fundamentals of Design	6.5
GD102	History of Graphic Design	3.5
GD111	Fundamentals of Image Editing	6.5
GD121	Fundamentals of Digital Illustration	6.5
GD131	Digital Layout	6.5
GD241	Fundamentals of Web Design	6.5
GD252	Audio-Video	6.5
GD261	Fundamentals of Interactive Design	6.5
GD270	Print Production	6.5
GD280	Portfolio Review and Business Practices	6.5
GENERAL EDUCATION		
minimum 35.0 credit hours required		
COM112	Communication Skills	3.5
ENG121	College Writing I	3.5
ENG221	College Writing II	3.5
HUM180	Ethical and Critical Thinking	3.5
HUM250	Humanities	3.5
MTH107	College Mathematics	3.5
POL107	American Government	3.5
PSY101	Introduction to Psychology	3.5
SCI121	Introduction to Physical Science	3.5
SOC121	Human Relations	3.5
OTHER REQUIRED COURSES		
minimum 10.0 credit hours required		
CA101	Computer Applications	3.0
PDC111	Success Strategies	3.5
PDC200	Career Management	3.5

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

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

CRIMINAL JUSTICE

BACHELOR OF SCIENCE

PROGRAM LENGTH: 34 months
CREDIT HOURS: 197.5
CLOCK HOURS: 1995

COURSE REQUIREMENTS FOR GRADUATION:
The program includes coursework typically delivered as described here.

Course Area	Minimum Credits
Career Major	121.0
General Education	66.5
Humanities	28.0
Social Sciences	24.5
Mathematics	7.0
Natural and Physical Science	7.0
Other Required Courses	10.0

PROGRAM DESCRIPTION
The Criminal Justice Bachelor's program equips students academically and professionally by developing a knowledge base, social awareness and technological skills for an entry-level position in today's criminal justice environment. This program covers topics such as: criminology, criminal procedure, criminal investigation, juvenile justice, victimology and ethics in criminal justice. The curriculum provides an understanding of criminal justice methods, techniques, technologies and required skills and abilities.

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

- Assess current issues, concepts, philosophies, policies and theories in the field of criminal justice.
- Compare and contrast the various components of the justice system.
- Apply ethical principles.
- Implement problem-solving and investigative techniques.
- Analyze the impact of contemporary societal issues on the criminal justice system.

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

Course No.	Course Title	Quarter Credits
CORE COURSES		
minimum 121.0 credit hours required		
CJ101	Introduction to Criminal Justice	3.5
CJ111	Introduction to Policing	3.5
CJ121	Corrections	3.5
CJ131	Criminology	3.5
CJ141	Criminal Law	3.5
CJ161	Juvenile Justice	3.5
CJ171	Private Investigation and Security	3.5
CJ181	Organizational Issues in Criminal Justice	3.5
CJ201	Criminal Justice Ethics	3.5
CJ211	Communication for the Criminal Justice Professional	3.5
CJ221	Rules of Evidence and Courtroom Procedure	3.5
CJ232	Crime Scene Investigation	3.0
CJ242	Criminal Investigations	3.0
CJ251	Criminalistics	3.5
CJ261	Criminal Procedure	3.5
CJ271	Criminal Courts	3.5
CJ275	Constitutional Law	3.5
CJ281	Community Policing	3.5
CJ291	Criminal Justice Administration	3.5
CJ310	Cultural Diversity and Criminal Justice	3.5
CJ311	Mental Health Issues in the Criminal Justice System	3.5
CJ321	Drugs and Narcotics	3.5
CJ331	Crisis Intervention	3.5
CJ341	Sex Offenders	3.5
CJ361	Probation and Parole	3.5
CJ371	Victimology and Domestic Violence	3.5
CJ381	Women and Criminal Justice	3.5
CJ406	Terrorism	3.5
CJ411	Gangs and Criminal Sub-Cultures	3.5
CJ431	Digital Crime	3.0
CJ435	White Collar Crime	3.5
CJ460	Criminal Justice and Public Policy	3.5
CJ465	Special Topics in Criminal Justice	3.5
CJ470	Comparative Criminal Justice	3.5
CJ490	Capstone Project	3.5
GENERAL EDUCATION		
minimum 66.5 credit hours required		
HUMANITIES		
minimum 28.0 credit hours required		
COM112	Communication Skills	3.5
COM305	Public Speaking	3.5
ENG121	College Writing I	3.5
ENG221	College Writing II	3.5
HUM180	Ethical and Critical Thinking	3.5
HUM250	Humanities	3.5
LIT301	Introduction to Literature	3.5
LIT413	Contemporary Literature	3.5
SOCIAL SCIENCES		
minimum 24.5 credit hours required		
POL107	American Government	3.5
POL423	Political Science	3.5
PSY101	Introduction to Psychology	3.5
PSY201	Abnormal Psychology	3.5
SOC121	Human Relations	3.5
SOC299	Technology and Society	3.5
SOC401	Research Methodologies	3.5
MATHEMATICS		
minimum 7.0 credit hours required		
MTH107	College Mathematics	3.5
MTH340	Introduction to Statistics	3.5
NATURAL AND PHYSICAL SCIENCES		
minimum 7.0 credit hours required		
SCI121	Introduction to Physical Science	3.5
SCI311	Earth Science	3.5
OTHER REQUIRED COURSES		
minimum 10.0 credit hours required		
CA101	Computer Applications	3.0
PDC111	Success Strategies	3.5
PDC200	Career Management	3.5

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

CRIMINAL JUSTICE

ASSOCIATE OF APPLIED SCIENCE

PROGRAM LENGTH: 20 months
CREDIT HOURS: 103.5
CLOCK HOURS: 1050

COURSE REQUIREMENTS FOR GRADUATION:

The program includes coursework typically delivered as described here.

Course Area	Minimum Credits
Career Major	58.5
General Education	35.0
Other Required Courses	10.0

PROGRAM DESCRIPTION

The Criminal Justice Associate's program equips students academically and professionally by developing a knowledge base, social awareness and technological skills for an entry-level position in today's criminal justice environment. This program covers topics such as criminology, criminal procedure and constitutional law, and criminal investigations. The curriculum provides an understanding of criminal justice methods, techniques, technologies and required skills and abilities.

PROGRAM OUTCOMES

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

- Identify current issues, concepts, philosophies, policies and theories in the field of criminal justice.
- Compare and contrast the various components of the justice system.
- Apply ethical principles.
- Describe the problem solving and investigative techniques.
- Discuss the impact of contemporary societal issues on the criminal justice system.

LABORATORIES AND EQUIPMENT

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

Course No.	Course Title	Quarter Credits
CORE COURSES		
minimum 58.5 credit hours required		
CJ101	Introduction to Criminal Justice	3.5
CJ111	Introduction to Policing	3.5
CJ121	Corrections	3.5
CJ131	Criminology	3.5
CJ141	Criminal Law	3.5
CJ161	Juvenile Justice	3.5
CJ171	Private Investigation and Security	3.5
CJ201	Criminal Justice Ethics	3.5
CJ211	Communication for the Criminal Justice Professional	3.5
CJ221	Rules of Evidence and Courtroom Procedure	3.5
CJ232	Crime Scene Investigation	3.0
CJ242	Criminal Investigations	3.0
CJ251	Criminalistics	3.5
CJ261	Criminal Procedure	3.5
CJ271	Criminal Courts	3.5
CJ275	Constitutional Law	3.5
CJ299	Associate Capstone Project	3.5
GENERAL EDUCATION		
minimum 35.0 credit hours required		
COM112	Communication Skills	3.5
ENG121	College Writing I	3.5
ENG221	College Writing II	3.5
HUM180	Ethical and Critical Thinking	3.5
HUM250	Humanities	3.5
MTH107	College Mathematics	3.5
POL107	American Government	3.5
PSY101	Introduction to Psychology	3.5
SCI121	Introduction to Physical Science	3.5
SOC121	Human Relations	3.5
OTHER REQUIRED COURSES		
minimum 10.0 credit hours required		
CA101	Computer Applications	3.0
PDC111	Success Strategies	3.5
PDC200	Career Management	3.5

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

PARALEGAL

ASSOCIATE OF APPLIED SCIENCE*

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

COURSE REQUIREMENTS FOR GRADUATION:
The program includes coursework typically delivered as described here.

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

PROGRAM DESCRIPTION
The Paralegal Associate's program equips students with the skills necessary to function as a qualified assistant to a lawyer. The program provides students with fundamental knowledge of legal terminology, procedural and substantive law, drafting of legal documents, and legal research.

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

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

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

Course No.	Course Title	Quarter Credits
CORE COURSES		
minimum 63.0 credit hours required		
CJ275	Constitutional Law	3.5
PL100	Introduction to Law and Ethics	3.5
PL101	Legal Writing	3.5
PL105	Legal Research	3.5
PL110	Tort Law	3.5
PL125	Alternative Dispute Resolution	3.5
PL130	Contract Law for Paralegals	3.5
PL140	Criminal Law for Paralegals	3.5
PL150	Real Estate Law	3.5
PL170	Criminal Procedure for Paralegals	3.5
PL180	Family Law	3.5
PL190	Business law for Paralegals	3.5
PL200	Wills, Trusts, and Probate	3.5
PL210	Interviewing and Investigation	3.5
PL220	Civil Litigation	3.5
PL230	Immigration Law	3.5
PL240	Bankruptcy Law	3.5
PL260	Law Office Operations	3.5
GENERAL EDUCATION		
minimum 35.0 credit hours required		
COM112	Communication Skills	3.5
ENG121	College Writing I	3.5
ENG221	College Writing II	3.5
HUM180	Ethical and Critical Thinking	3.5
HUM250	Humanities	3.5
MTH107	College Mathematics	3.5
POL107	American Government	3.5
PSY101	Introduction to Psychology	3.5
SCI121	Introduction to Physical Science	3.5
SOC121	Human Relations	3.5
OTHER REQUIRED COURSES		
minimum 10.0 credit hours required		
CA101	Computer Applications	3.0
PDC111	Success Strategies	3.5
PDC200	Career Management	3.5

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

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

GAME SOFTWARE DEVELOPMENT

BACHELOR OF SCIENCE

PROGRAM LENGTH: 36 months
CREDIT HOURS: 196.0
CLOCK HOURS: 2385

COURSE REQUIREMENTS FOR GRADUATION:

The program includes coursework typically delivered as described here.

Course Area	Minimum Credits
Core Courses	112.5
General Education	73.5
Humanities	28.0
Social Sciences	17.5
Mathematics	21.0
Natural and Physical Science	7.0
Other Required Courses	10.0

PROGRAM DESCRIPTION

The Game Software Development Bachelor's program provides students with the ability to apply core knowledge of software engineering to employment settings through a curriculum that emphasizes game and interactive software development. In addition, general education courses assist students in applying critical thinking, communication, and problem-solving skills in managing challenges that occur in a game development environment.

PROGRAM OUTCOMES

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

- Write procedural documents and plans for games or interactive software products.
- Apply specialized programming techniques that produce efficient software systems.
- Incorporate advanced software engineering practices and methodologies into software development.
- Develop software using industry-standard programming languages.
- Evaluate the history and evolution of the interactive software industry.

LABORATORIES AND EQUIPMENT

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

Course No.	Course Title	Quarter Credits
CORE COURSES		
minimum 112.5 credit hours required		
CS101	Introduction to Programming Concepts	4.0
CS106	Fundamentals of Programming	6.5
CS210	Intermediate Programming	6.5
CS215	Advanced Programming	4.0
CS220	Data Structures	4.0
CS224	Database Applications	3.5
SG110	Introduction to Game Development	3.0
SG140	Game Analysis and Playability	3.0
SG150	Software Development Lifecycle	4.0
SG210	2D Graphics Programming	6.5
SG215	3D Graphics Programming	4.0
SG220	3D Game Engine Architecture	6.5
SG230	Game Engine Scripting and Tools	4.0
SG300	Game Software Project	3.0
SG310	Algorithm Analysis and Design	4.0
SG350	Game Network Programming	4.0
SG360	Computer Organization and Assembly Language	6.5
SG380	Systems Programming	4.0
SG400	Interpreter Design	6.5
SG420	Game Software Testing and Debugging	4.0
SG430	Game Porting Basics	4.0
SG440	Artificial Intelligence for Games	4.0
SG450	Game Development	3.0
SG455	Game Project Management	3.5
SG490	Game Software Senior Project	6.5

GENERAL EDUCATION

minimum 73.5 credit hours required

HUMANITIES

minimum 28.0 credit hours required

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

SOCIAL SCIENCES

minimum 17.5 credit hours required

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

MATHEMATICS

minimum 21.0 credit hours required

MTH170	College Algebra I	3.5
MTH221	Trigonometry	3.5
MTH270	College Algebra II	3.5
MTH331	Calculus	3.5
MTH340	Introduction to Statistics	3.5
MTH401	Linear Algebra	3.5

NATURAL AND PHYSICAL SCIENCES

minimum 7.0 credit hours required

SCI121	Introduction to Physical Science	3.5
SCI321	Selected Topics in Physics	3.5

OTHER REQUIRED COURSES

minimum 10.0 credit hours required

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

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

INFORMATION TECHNOLOGY: MAJOR IN CISCO® NETWORK SYSTEMS

BACHELOR OF SCIENCE

PROGRAM LENGTH: 36 months
CREDIT HOURS: 187.0
CLOCK HOURS: 2380

COURSE REQUIREMENTS FOR GRADUATION:

The program includes coursework typically delivered as described here.

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

PROGRAM DESCRIPTION

The Information Technology: Major in Cisco® Network Systems Bachelor's program provides students with the knowledge and skills necessary to deploy and maintain fully integrated network infrastructure services and applications. The curriculum focuses on the advanced skills required to manage the end-to-end network infrastructure but goes beyond core routing and switching to include applications deployed on the edge of the network, such as wireless, security, and voice. The program covers topics such as converged networks, Quality of Service (QoS), Virtual Private Networks (VPNs), broadband technologies, and next-generation network devices and services engineered to provide wire-speed delivery of concurrent data, voice, video, and wireless services with optimized security. The program helps prepare students for roles in the information technology industry.

PROGRAM OUTCOMES

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

- Manage end-to-end advanced network infrastructure.
- Implement Quality of Service (QoS).
- Implement Virtual Private Networks (VPNs).
- Integrate concurrent voice, video, data, and wireless services with optimized security.

LABORATORIES AND EQUIPMENT

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

Course No.	Course Title	Quarter Credits
CORE COURSES		
minimum 72.0 credit hours required		
NW105	Linux Operating Systems	7.0
NW106	Desktop Computing	7.0
NW110	Network Essentials	5.0
NW202	Microsoft Network Operating Systems	7.0
NW205	Advanced System Administration with Directory Services	7.0
NW222	Linux Systems Administration	7.0
NW250	Routing Protocols and Concepts	5.0
NW260	LAN Switching	5.0
NW270	WAN Technologies	5.0
NW280	Wireless Technologies	5.0
NW301	Technical Documentation and Project Management	5.0
NW306	Introduction to Network Security	7.0
CAREER MAJOR		
minimum 35.0 credit hours required		
NW430[1]	Advanced Routing	7.0
NW435[1]	Implementing Secure Converged Wide-Area Networks	7.0
NW440[1]	Multilayer Switching	7.0
NW445[1]	Optimized Converged Networks	7.0
NW450[1]	IP Telephony	7.0
GENERAL EDUCATION		
minimum 70.0 credit hours required		
HUMANITIES		
minimum 28.0 credit hours required		
COM112	Communication Skills	3.5
COM305	Public Speaking	3.5
ENG121	College Writing I	3.5
ENG221	College Writing II	3.5
HUM180	Ethical and Critical Thinking	3.5
HUM250	Humanities	3.5
LIT301	Introduction to Literature	3.5
LIT415	Science Fiction and Fantasy	3.5
SOCIAL SCIENCES		
minimum 24.5 credit hours required		
POL107	American Government	3.5
POL423	Political Science	3.5
PSY101	Introduction to Psychology	3.5
SOC121	Human Relations	3.5
SOC299	Technology and Society	3.5
SOC321	Intercultural Relations	3.5
SOC401	Research Methodologies	3.5
MATHEMATICS		
minimum 7.0 credit hours required		
MTH107	College Mathematics	3.5
MTH340	Introduction to Statistics	3.5
NATURAL AND PHYSICAL SCIENCES		
minimum 10.5 credit hours required		
SCI121	Introduction to Physical Science	3.5
SCI311	Earth Science	3.5
SCI313	Environmental Studies	3.5
OTHER REQUIRED COURSES		
minimum 10.0 credit hours required		
CA101	Computer Applications	3.0
PDC111	Success Strategies	3.5
PDC200	Career Management	3.5

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

[1] *Students enrolled at Denver South are required to take these courses at the Denver North campus.*

**Westwood does not certify graduates in this field. Graduates wishing to attain certification must take and pass any applicable tests/exams.*

INFORMATION TECHNOLOGY: MAJOR IN COMPUTER FORENSICS

BACHELOR OF SCIENCE

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

COURSE REQUIREMENTS FOR GRADUATION:

The program includes coursework typically delivered as described here.

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

PROGRAM DESCRIPTION

The Computer Forensics Bachelor's program is designed to provide students with advanced security skills required to implement e-business security policies, identify security threats, develop countermeasures using firewall systems and attacking recognition technologies, and manage the deployment of security solutions. In addition, the general education courses in the program help students to apply skills in critical thinking, communication and problem-solving in a technical environment. The program helps prepare students for positions in the information technology and computer forensic industry.

PROGRAM OUTCOMES

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

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

LABORATORIES AND EQUIPMENT

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

Course No.	Course Title	Quarter Credits
CORE COURSES		
minimum 58.0 credit hours required		
CJ101	Introduction to Criminal Justice	3.5
CJ242	Criminal Investigations	3.0
FOR150	Introduction to Computer Forensics	3.0
FOR250	Legal Aspects of Computer Forensics	3.5
NW105	Linux Operating Systems	7.0
NW106	Desktop Computing	7.0
NW110	Network Essentials	5.0
NW202	Microsoft Network Operating System	7.0
NW205	Advanced System Administration with Directory Services	7.0
NW222	Linux Systems Administration	7.0
NW250	Routing Protocols and Concepts	5.0
CAREER MAJOR		
minimum 50.5 credit hours required		
FOR350	Forensic Digital Evidence Handling and Investigation	3.0
FOR370	Managing Malicious Software	5.0
FOR420	Mobile Device Analysis	3.0
FOR430	Operating System Forensics	5.0
FOR450	Network Intrusion Detection and Forensics	5.0
FOR460	Disk Based Forensics	5.0
FOR499	Forensic Capstone	3.5
NW306	Introduction to Network Security	7.0
NW310	LAN Security	7.0
NW315	Internet Security	7.0
GENERAL EDUCATION		
minimum 70.0 credit hours required		
HUMANITIES		
minimum 28.0 credit hours required		
COM112	Communication Skills	3.5
COM305	Public Speaking	3.5
ENG121	College Writing I	3.5
ENG221	College Writing II	3.5
HUM180	Ethical and Critical Thinking	3.5
HUM250	Humanities	3.5
LIT301	Introduction to Literature	3.5
LIT415	Science Fiction and Fantasy	3.5
SOCIAL SCIENCES		
minimum 24.5 credit hours required		
POL107	American Government	3.5
POL423	Political Science	3.5
PSY101	Introduction to Psychology	3.5
SOC121	Human Relations	3.5
SOC299	Technology and Society	3.5
SOC321	Intercultural Relations	3.5
SOC401	Research Methodologies	3.5
MATHEMATICS		
minimum 7.0 credit hours required		
MTH107	College Mathematics	3.5
MTH340	Introduction to Statistics	3.5
NATURAL AND PHYSICAL SCIENCES		
minimum 10.5 credit hours required		
SCI121	Introduction to Physical Science	3.5
SCI311	Earth Science	3.5
SCI313	Environmental Studies	3.5
OTHER REQUIRED COURSES		
minimum 10.0 credit hours required		
CA101	Computer Applications	3.0
PDC111	Success Strategies	3.5
PDC200	Career Management	3.5

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

INFORMATION TECHNOLOGY: MAJOR IN NETWORK MANAGEMENT

BACHELOR OF SCIENCE

PROGRAM LENGTH: 36 months
CREDIT HOURS: 187.0
CLOCK HOURS: 2360

COURSE REQUIREMENTS FOR GRADUATION:

The program includes coursework typically delivered as described here.

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

PROGRAM DESCRIPTION

The Information Technology: Major in Network Management Bachelor's program provides students with advanced networking skills required to design, install, configure, and maintain enterprise-wide networks. In addition, the combination of management and general education courses in the program helps students to apply skills in general management, critical thinking, communication, and problem-solving to manage challenges in a technical environment.

PROGRAM OUTCOMES

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

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

LABORATORIES AND EQUIPMENT

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

Course No.	Course Title	Quarter Credits
CORE COURSES		
minimum 72.0 credit hours required		
NW105	Linux Operating Systems	7.0
NW106	Desktop Computing	7.0
NW110	Network Essentials	5.0
NW202	Microsoft Network Operating Systems	7.0
NW205	Advanced System Administration with Directory Services	7.0
NW222	Linux Systems Administration	7.0
NW250	Routing Protocols and Concepts	5.0
NW260	LAN Switching	5.0
NW270	WAN Technologies	5.0
NW280	Wireless Technologies	5.0
NW301	Technical Documentation and Project Management	5.0
NW306	Introduction to Network Security	7.0
CAREER MAJOR		
minimum 35.0 credit hours required		
NW332	Database Management System	5.0
NW355	Network Operations and Monitoring	5.0
NW408	Virtualization Technology	7.0
NW421	Network Design and Analysis	5.0
NW422	Electronic Mail Systems	7.0
NW480	Emerging Technologies	5.0
NW490	Senior Seminar	1.0
GENERAL EDUCATION		
minimum 70.0 credit hours required		
HUMANITIES		
minimum 28.0 credit hours required		
COM112	Communication Skills	3.5
COM305	Public Speaking	3.5
ENG121	College Writing I	3.5
ENG221	College Writing II	3.5
HUM180	Ethical and Critical Thinking	3.5
HUM250	Humanities	3.5
LIT301	Introduction to Literature	3.5
LIT415	Science Fiction and Fantasy	3.5
SOCIAL SCIENCES		
minimum 24.5 credit hours required		
POL107	American Government	3.5
POL423	Political Science	3.5
PSY101	Introduction to Psychology	3.5
SOC121	Human Relations	3.5
SOC299	Technology and Society	3.5
SOC321	Intercultural Relations	3.5
SOC401	Research Methodologies	3.5
MATHEMATICS		
minimum 7.0 credit hours required		
MTH107	College Mathematics	3.5
MTH340	Introduction to Statistics	3.5
NATURAL AND PHYSICAL SCIENCES		
minimum 10.5 credit hours required		
SCI121	Introduction to Physical Science	3.5
SCI311	Earth Science	3.5
SCI313	Environmental Studies	3.5
OTHER REQUIRED COURSES		
minimum 10.0 credit hours required		
CA101	Computer Applications	3.0
PDC111	Success Strategies	3.5
PDC200	Career Management	3.5

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

INFORMATION TECHNOLOGY: MAJOR IN SYSTEMS SECURITY

BACHELOR OF SCIENCE

PROGRAM LENGTH: 36 months
CREDIT HOURS: 187.0
CLOCK HOURS: 2380

COURSE REQUIREMENTS FOR GRADUATION:

The program includes coursework typically delivered as described here.

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

PROGRAM DESCRIPTION

The Information Technology: Major in Systems Security Bachelor's program provides students with advanced security skills required to implement e-business solutions security policies, identify security threats, develop countermeasures using firewall systems and attacking recognition technologies, and manage the deployment of security solutions. In addition, the general education courses in the program help students to apply skills in critical thinking, communication, and problem-solving to manage challenges in a technical environment.

PROGRAM OUTCOMES

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

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

LABORATORIES AND EQUIPMENT

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

Course No.	Course Title	Quarter Credits
CORE COURSES		
minimum 72.0 credit hours required		
NW105	Linux Operating Systems	7.0
NW106	Desktop Computing	7.0
NW110	Network Essentials	5.0
NW202	Microsoft Network Operating Systems	7.0
NW205	Advanced System Administration with Directory Services	7.0
NW222	Linux Systems Administration	7.0
NW250	Routing Protocols and Concepts	5.0
NW260	LAN Switching	5.0
NW270	WAN Technologies	5.0
NW280	Wireless Technologies	5.0
NW301	Technical Documentation and Project Management	5.0
NW306	Introduction to Network Security	7.0
CAREER MAJOR		
minimum 35.0 credit hours required		
FOR405	Computer Forensics Analysis	7.0
NW310	LAN Security	7.0
NW315	Internet Security	7.0
NW380	Securing Business Applications	7.0
NW499	Practical Applications in Network Security	7.0
GENERAL EDUCATION		
minimum 70.0 credit hours required		
HUMANITIES		
minimum 28.0 credit hours required		
COM112	Communication Skills	3.5
COM305	Public Speaking	3.5
ENG121	College Writing I	3.5
ENG221	College Writing II	3.5
HUM180	Ethical and Critical Thinking	3.5
HUM250	Humanities	3.5
LIT301	Introduction to Literature	3.5
LIT415	Science Fiction and Fantasy	3.5
SOCIAL SCIENCES		
minimum 24.5 credit hours required		
POL107	American Government	3.5
POL423	Political Science	3.5
PSY101	Introduction to Psychology	3.5
SOC121	Human Relations	3.5
SOC299	Technology and Society	3.5
SOC321	Intercultural Relations	3.5
SOC401	Research Methodologies	3.5
MATHEMATICS		
minimum 7.0 credit hours required		
MTH107	College Mathematics	3.5
MTH340	Introduction to Statistics	3.5
NATURAL AND PHYSICAL SCIENCES		
minimum 10.5 credit hours required		
SCI121	Introduction to Physical Science	3.5
SCI311	Earth Science	3.5
SCI313	Environmental Studies	3.5
OTHER REQUIRED COURSES		
minimum 10.0 credit hours required		
CA101	Computer Applications	3.0
PDC111	Success Strategies	3.5
PDC200	Career Management	3.5

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

INFORMATION TECHNOLOGY

ASSOCIATE OF APPLIED SCIENCE

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

COURSE REQUIREMENTS FOR GRADUATION:

The program includes coursework typically delivered as described here.

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

PROGRAM DESCRIPTION

The Information Technology Associate's program is designed to provide students with the skills required to design, install, configure, and maintain enterprise-wide networks. In addition, the combination of technical and general education courses in the program helps students develop skills in critical thinking, communication, and problem-solving.

PROGRAM OUTCOMES

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

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

LABORATORIES AND EQUIPMENT

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

Course No.	Course Title	Quarter Credits
CORE COURSES		
minimum 62.0 credit hours required		
NW105	Linux Operating Systems	7.0
NW106	Desktop Computing	7.0
NW110	Network Essentials	5.0
NW202	Microsoft Network Operating Systems	7.0
NW205	Advanced System Administration with Directory Services	7.0
NW222	Linux Systems Administration	7.0
NW250	Routing Protocols and Concepts	5.0
NW260	LAN Switching	5.0
NW270	WAN Technologies	5.0
NW280	Wireless Technologies	5.0
NW299	Networking Capstone Project	2.0
GENERAL EDUCATION		
minimum 35.0 credit hours required		
HUMANITIES		
minimum 17.5 credit hours required		
COM112	Communication Skills	3.5
ENG121	College Writing I	3.5
ENG221	College Writing II	3.5
HUM180	Ethical and Critical Thinking	3.5
HUM250	Humanities	3.5
SOCIAL SCIENCES		
minimum 10.5 credit hours required		
POL107	American Government	3.5
PSY101	Introduction to Psychology	3.5
SOC121	Human Relations	3.5
MATHEMATICS		
minimum 3.5 credit hours required		
MTH107	College Mathematics	3.5
NATURAL AND PHYSICAL SCIENCES		
minimum 3.5 credit hours required		
SCI121	Introduction to Physical Science	3.5
OTHER REQUIRED COURSES		
minimum 10.0 credit hours required		
CA101	Computer Applications	3.0
PDC111	Success Strategies	3.5
PDC200	Career Management	3.5

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

MEDICAL ASSISTING

ASSOCIATE OF OCCUPATIONAL SCIENCE

PROGRAM LENGTH: 17 months
CREDIT HOURS: 98.0
CLOCK HOURS: 1255

COURSE REQUIREMENTS FOR GRADUATION:

The program includes coursework typically delivered as described here.

Course Area	Minimum Credits
Core Courses	63.5
General Education	24.5
Other Required Courses	10.0

PROGRAM DESCRIPTION

The Medical Assisting Associate's program prepares students with the skills necessary to be responsible for a wide range of front office and back office functions in the medical field. Coursework includes hand-on training, concluding with a 165-hour externship during which students will use acquired skills in a medical facility as a medical assistant performing administrative and patient contact tasks required of the job. In addition, the general education courses in the program help students apply skills in critical thinking, communication and problem solving in a medical office environment.

PROGRAM OUTCOMES

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

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

LABORATORIES AND EQUIPMENT

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

Course No.	Course Title	Quarter Credits
CORE COURSES		
minimum 63.5 credit hours required		
HC100	Medical Terminology	8.0
HC110	Anatomy and Physiology	8.0
HC120	Pathophysiology	4.0
HC130	Medical Insurance Coding and Billing	3.5
HC140	Medical Administrative Procedures	3.5
HC150	Medical Law and Ethics	3.0
HC160	Patient Relations	3.0
MA200	Principles of Patient Care	5.0
MA210	Minor Surgical Procedures	3.5
MA220	Specialty Medical Procedures	5.0
MA230	Pharmacology	3.5
MA240	Phlebotomy	5.0
MA250	Medical Assisting Review	3.0
MA299	Externship	5.5
GENERAL EDUCATION		
minimum 24.5 credit hours required		
COM112	Communication Skills	3.5
ENG121	College Writing I	3.5
ENG221	College Writing II	3.5
HUM180	Ethical and Critical Thinking	3.5
MTH107	College Mathematics	3.5
PSY101	Introduction to Psychology	3.5
SCI151	Biology	3.5
OTHER REQUIRED COURSES		
minimum 10.0 credit hours required		
CA101	Computer Applications	3.0
PDC111	Success Strategies	3.5
PDC200	Career Management	3.5

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

AUTOMOTIVE TECHNOLOGY

ASSOCIATE OF OCCUPATIONAL STUDIES

PROGRAM LENGTH: 17 months
CREDIT HOURS: 93.0
CLOCK HOURS: 1400

COURSE REQUIREMENTS FOR GRADUATION:

The program includes coursework typically delivered as described here.

Course Area	Minimum Credits
Core Courses	72.5
General Education	10.5
Other Required Courses	10.0

PROGRAM DESCRIPTION

The Automotive Technology Associate's program provides students with the skills needed for fundamental automotive repair. The automotive technology degree has been evaluated by the National Automotive Technicians Foundation (NATEF) and meets the National Institute for Automotive Service Excellence (ASE) standards of quality for the training of automobile technicians in all areas which include the following: brakes, electrical/electronic systems, engine performance, suspension and steering, automatic transmission and transaxle, engine repair, heating and air conditioning, manual drive train and axles. Westwood's automotive technology program offers some distinct advantages to students who wish to pursue careers in this exciting field. First, instructors with field experience provide a practical and knowledgeable source of education. Second, training labs contain automotive testing equipment, such as handheld scanners, alignment machines, and other computerized diagnostic tools. Third, the students have internet access to the Alldata automotive service information system. Finally, the combination of both classroom theory and hands-on training on vehicles offers the advantage of applying the skills that will be required in automotive positions.

PROGRAM OUTCOMES

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

- Identify the cause of a problem based on the manufacturer's published procedures.
- Explain the procedures used to perform electrical circuit diagnosis.
- Demonstrate the proper safety practices commonly used in an automotive repair shop.
- Diagnose and repair communication problems in an automotive computer network.
- Discuss ethical practices associated with automotive diagnosis and repair.
- Demonstrate the ability to remove and reinstall parts based on the manufacturer's published procedures.

LABORATORIES AND EQUIPMENT

The Automotive Technology Department has classrooms for audio-visual demonstrations and lectures. The 8,200 square feet of automotive shop space is divided into lab stations and work bays with individual overhead doors. The shop has tools and equipment that is commonly found in an automotive shop, such as computerized diagnostic equipment, air conditioning service equipment, service information and alignment equipment. Special tools, supplies, and equipment are also provided for student check out.

Course No.	Course Title	Quarter Credits
CORE COURSES		
minimum 72.5 credit hours required		
AT107	Automotive Electricity	6.5
AT108	Automotive Electronics	6.5
AT109	Automotive Engine Performance	9.0
AT110	Automotive Engine Rebuilding	9.0
AT115	Automotive A/C and Climate Control Systems	6.5
AT116	Manual Transmissions and Drive Trains	6.5
AT117	Automotive Brake Systems	6.5
AT211	Automotive Suspension and Steering	6.5
AT212	Automotive Transmissions and Transaxles	9.0
AT213	Advanced Automotive Engine Performance	6.5
GENERAL EDUCATION		
minimum 10.5 credit hours required		
ENG121	College Writing I	3.5
MTH107	College Mathematics	3.5
SOC121	Human Relations	3.5
OTHER REQUIRED COURSES		
minimum 10.0 credit hours required		
CA101	Computer Applications	3.0
PDC111	Success Strategies	3.5
PDC200	Career Management	3.5

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

SURVEYING

ASSOCIATE OF APPLIED SCIENCE

PROGRAM LENGTH: 20 months
CREDIT HOURS: 111.0
CLOCK HOURS: 1400

COURSE REQUIREMENTS FOR GRADUATION:

The program includes coursework typically delivered as described here.

Course Area	Minimum Credits
Core Courses	66.0
General Education	35.0
Other Required Courses	10.0

PROGRAM DESCRIPTION

The Surveying Associate program provides students with the math and field skills needed for surveying in the horizontal and vertical planes. Much of the students' time is spent outdoors doing field surveying, construction layouts, data collection, and advanced survey projects required in the surveying profession. Board drafting and computer aided drafting (CAD) skills supplement the field classes to convey the results of field projects. Visits to survey project sites and other surveying related facilities are included in the curricula. In addition, students learn about the public land surveying system, state plane coordinate systems, and advanced surveying math calculations.

PROGRAM OUTCOMES

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

- Discuss concepts of boundary law and statutes.
- Perform surveying computations.
- Use advanced math to solve survey problems.
- Draft technical survey drawings.
- Prepare acceptable survey descriptions.
- Operate various survey instruments.
- Demonstrate through field work the ability to work competently and cooperatively as part of a survey crew.

LABORATORIES AND EQUIPMENT

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

Course No.	Course Title	Quarter Credits
CORE COURSES		
minimum 66.0 credit hours required		
SU110	Survey Drafting Basics	3.0
SU141	Survey CAD Basics	3.0
SU142	Survey CAD Projects	3.0
SU160	Field Surveying Basics	3.0
SU161	Applied Field Methods	3.0
SU162	Applied Field Projects	3.0
SU233	Construction Surveying	4.0
SU234	Survey Astronomy	4.0
SU235	Electronic Surveying	4.0
SU243	Survey Descriptions	4.0
SU244	Boundary Law	4.0
SU245	Public Lands	4.0
SU250	Survey Trigonometry	4.0
SU251	Horizontal Survey Math	4.0
SU252	Vertical Survey Math	4.0
SU253	State Plane Coordinates	4.0
SU254	Advanced Survey Math	4.0
SU255	Coordinate Geometry	4.0
GENERAL EDUCATION		
minimum 35.0 credit hours required		
COM112	Communication Skills	3.5
ENG121	College Writing I	3.5
ENG221	College Writing II	3.5
HUM180	Ethical and Critical Thinking	3.5
HUM250	Humanities	3.5
MTH170	College Algebra I	3.5
POL107	American Government	3.5
PSY101	Introduction to Psychology	3.5
SCI121	Introduction to Physical Science	3.5
SOC121	Human Relations	3.5
OTHER REQUIRED COURSES		
minimum 10.0 credit hours required		
CA101	Computer Applications	3.0
PDC111	Success Strategies	3.5
PDC200	Career Management	3.5

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

CREATI
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2011–12 ACADEMIC CATALOG

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

***Note:** Course offerings vary by campus.*

ACT120 PRINCIPLES OF ACCOUNTING I
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): MTH107 OR MTH170
This course presents essential principles of accounting. Topics include the accounting cycle, special journals and subsidiary ledgers, internal control principles and practices, notes and interest, inventory systems and costing, plant intangible assets accounting, and depreciation methods and practices. Upon successful completion of this course, students will be able to identify elements of cash flows, prepare journals and ledger entries, and year end statements for a service or merchandising business.

ACT122 PRINCIPLES OF ACCOUNTING II
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): ACT120

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

ACT130 MANAGERIAL ACCOUNTING
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): ACT122

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

ACT270 FUNDAMENTALS OF COST ACCOUNTING
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): ACT122
This course covers the basics of cost accounting. Topics include cost and management accounting environments, introduction to cost management systems, organizational cost flows, activity-based costing, job order costing, process costing, special production issues, implementing quality concepts, cost allocation for joint products, and standard costing. Upon successful completion of this course, students will be able to perform a basic cost analysis of job orders, processes, joint productions, and activities.

ACT300 BUDGETING
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): ACT122.
This course presents essential principles of budgeting. Topics include cash flow, returns on investments, assets and liabilities, forecasting, sales and income break-even analysis, cost-benefit analysis, and various budgeting techniques. Upon successful completion of this course, students will be able to formulate and prepare budget reports and analyses.

ACT302 AUDITING
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): ACT122
This course introduces audit theory and practice. Topics include an overview of the audit process, risk assessment, and evidence gathering, and evaluation. Upon successful completion of this course, students will be able to assess risk, and gather and evaluate evidence.

ACT310 INDIVIDUAL TAXATION
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): ACT130
This course introduces tax concepts using a business entity approach. Topics include the broad range of tax concepts and types of taxpayers, the role of taxation in the business decision

making process, how to conduct basic tax research and tax planning, professional standards and ethics, and the interrelationship and differences between financial accounting and tax accounting. Upon successful completion of this course, students will be able to analyze the role of taxation and its impact in the decision making process of business entities.

ACT320 CORPORATE TAX
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): ACT310
This course presents essential principles of federal income tax as it applies to the formation, operation, and dissolution of business entities. Topics include the determination of corporate taxable income, special deductions, credits, methods of computing tax liability and estimated tax requirements. Upon successful completion of this course, students will be able to determine corporate ordinary income and deductible tax credits; and compute, prepare, and analyze tax reports for corporate shareholders.

ACT360 INTERMEDIATE ACCOUNTING I
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): ACT130
This course examines the preparation and analysis of financial statements for decision-makers. Topics include preparation and review of financial statements, review of accounting standards and treatment methods, understanding of financial analysis and measurement techniques, and evaluation of accounting information to make management decisions. Upon successful completion of this course, students will be able to identify the financial reporting conceptual framework and apply financial accounting analysis and measurement techniques.

ACT362 INTERMEDIATE ACCOUNTING II
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): ACT360
This course examines advanced accounting concepts from an accounting and finance perspective. Topics include investments, current liabilities and contingencies, bonds and long-term notes, leases, pensions, shareholder equity, share-based compensation and earnings per share, as well as statements of cash flow. Upon successful completion of this course, students will be able to build a comprehensive set of financial statements.

ACT400 ACCOUNTING FOR NONPROFITS AND GOVERNMENT
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): ACT130
This course presents essential principles of accounting for non-profit organizations and government agencies. Topics include acquisition, reporting, taxation, risk management and regulatory issues; financial reporting for state and local governments; budgetary accounting for general and special revenue funds; and accounting for capital projects, debt service, and proprietary and fiduciary funds. Upon successful completion of this course, students will be able to assess the unique issues related to accounting processes for non-profit organizations and municipal agencies.

ACT480 ACCOUNTING SEMINAR
7.0 CREDIT HOURS/35 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): UPPER-DIVISION STATUS
This course is the culmination of the accounting program. Topics include data selection, analysis, decision making and evaluation of results in complex, realistic situations. Upon successful completion of this course, students will be able to select and analyze data, make decisions, and evaluate results to resolve open-ended accounting problems.

ART300 ART HISTORY
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): HUM250
This course provides a brief overview of historical ideas and events in the development of the arts. Topics include a review of the styles and schools of art as well as the functions of art in varying cultures. Upon successful completion of this course, students will be able to describe major characteristics of art and architecture, analyze visual images, and identify historically significant artistic styles, individual artists, and works of art.

AT107 AUTOMOTIVE ELECTRICITY
6.5 CREDIT HOURS/20 LECTURE HOURS/90 LAB HOURS
This course introduces automotive electricity. Topics include safety, basic electricity, basic electronic principles, circuit diagrams, battery, starting, and charging systems, basic automotive lighting, and related test equipment. Upon successful completion of this course, students will be able to diagnose and repair electrical systems and components.

AT108 AUTOMOTIVE ELECTRONICS
6.5 CREDIT HOURS/20 LECTURE HOURS/90 LAB HOURS
PREREQUISITE(S) AT107
This course introduces automotive electronics and computers. Topics include electrical accessories, automotive body computers, vehicle communication networks, advanced lighting circuits, instrumentation and warning lamps, electronic chassis control, passive restraint systems, and alternative power sources such as hybrid vehicles. Upon successful completion of this course, students will be able to diagnose and repair automotive electronic systems.

AT109 AUTOMOTIVE ENGINE PERFORMANCE
9.0 CREDIT HOURS/40 LECTURE HOURS/100 LAB HOURS
This course introduces items that affect engine performance. Topics include safety, basic theories, engine design and operation, electricity and electronics, intake and exhaust systems, input sensors, computer outputs and networks, on board diagnostics, and related systems. Upon successful completion of this course, students will be able to diagnose and repair systems that affect engine performance.

AT110 AUTOMOTIVE ENGINE REBUILDING
9.0 CREDIT HOURS/40 LECTURE HOURS/100 LAB HOURS
This course provides a comprehensive coverage of engine design, engine operation, and engine structure. Topics include safety, engine operation, engine operating systems, engine materials, intake and exhaust systems, engine performance, engine configurations, cylinder heads, valve trains, timing mechanisms, engine block construction, connecting rods and bearings, alternative fuel vehicles. Upon successful completion of this course, students will be able to perform engine diagnosis and repair according to manufacturer's specifications and procedures.

AT115 AUTOMOTIVE A/C AND CLIMATE CONTROL SYSTEMS
6.5 CREDIT HOURS/20 LECTURE HOURS/90 LAB HOURS
This course introduces automotive A/C and climate control systems. Topics include safety, temperature, pressure fundamentals, history and purpose, engine cooling and comfort heating, system components, system service, refrigeration system, compressors, case and duct systems, system controls, and retrofitting. Upon successful completion of this course, students will be able to diagnose and repair engine cooling systems and automotive heating systems.

AT116 MANUAL TRANSMISSIONS AND DRIVE TRAINS
6.5 CREDIT HOURS/20 LECTURE HOURS/90 LAB HOURS
This course provides a comprehensive coverage of the principles of operation in a manual automotive power train. Topics include

safety, drivetrain theory, clutches, manual transmissions, axles, drive shafts, differentials, and four wheel drive systems. Upon successful completion of this course, students will be able to diagnose and repair transmissions and drive trains.

AT117 AUTOMOTIVE BRAKE SYSTEMS
6.5 CREDIT HOURS/20 LECTURE HOURS/90 LAB HOURS
This course introduces automotive brake systems. Topics include safety, brake systems fundamentals, disc brakes, drum brakes, master cylinders, hydraulic systems, power brake systems, parking brake systems, antilock brake systems, and related systems. Upon successful completion of this course, students will be able to diagnose and repair brake problems in a repair shop atmosphere.

AT211 AUTOMOTIVE SUSPENSION AND STEERING
6.5 CREDIT HOURS/20 LECTURE HOURS/90 LAB HOURS
This course provides comprehensive coverage of the principles of operation of the typical suspension and steering systems. Topics include safety, basic theories, wheel bearings, tires and wheels, shock absorbers and struts, front suspension systems, rear suspension systems, steering linkage, power steering systems, steering gears, four wheel steering systems, frames, and four wheel alignments. Upon successful completion of this course, students will be able to diagnose and repair suspension and steering systems.

AT212 AUTOMATIC TRANSMISSIONS AND TRANSAXLES
9.0 CREDIT HOURS/40 LECTURE HOURS/100 LAB HOURS
This course introduces automatic transmissions and transaxles. Topics include safety, drivetrain theory, general theories of operation, electronic controls, transmission designs, torque converters, hydraulic controls, gears and shafts, reaction and friction units, and common automatic transmissions. Upon successful completion of this course, students will be able to diagnose and repair automatic transmissions and transaxles.

AT213 ADVANCED AUTOMOTIVE ENGINE PERFORMANCE
6.5 CREDIT HOURS/20 LECTURE HOURS/90 LAB HOURS
This course provides skills required to diagnose and repair engine performance problems at an advanced level. Topics include fuel systems, fuel injection, ignition systems, and emission control systems. Upon successful completion of this course, students will be able to diagnose and repair systems that affect engine performance.

BUS100 INTRODUCTION TO BUSINESS
3.5 CREDIT HOURS/35 LECTURE HOURS
This course introduces the operation of various types of business, including business engaging in electronic commerce. Topics include an overview of various traditional and e-business models, building a business, business law, and government regulation. Special emphasis is placed on business in the "new economy." Upon successful completion of this course, students will be able to define the fundamental operations affecting business enterprises including the economy, social responsibility, marketing, management, production, government regulations, and tools of business.

BUS110 PRINCIPLES OF HUMAN RESOURCE MANAGEMENT
3.5 CREDIT HOURS/35 LECTURE HOURS
This course presents essential principles of human resources. Topics include job analysis, personnel planning, and employee interviewing and selection. Upon successful completion of this course, students will be able to create a human resource plan integrating the legal and managerial aspects of human resources.

BUS210 INTRODUCTION TO BUSINESS LAW
3.5 CREDIT HOURS/35 LECTURE HOURS
This course introduces the study of laws that govern and apply to the business environment. Topics include an introduction to the legal process, governmental regulations, and contract law. Upon successful completion of this course, students will be able to articulate the impact of legal issues in both small and large businesses.

BUS300 BUSINESS ETHICS
3.5 CREDIT HOURS/35 LECTURE HOURS
This course introduces basic models of ethical decision making in business. Topics include ethical consideration, moral philosophy, and social responsibility. Upon successful completion of this course, students will be able to analyze ethical problems in business from a variety of models and present a personal ethical model that can be adapted to a business environment.

BUS320 INTERNATIONAL BUSINESS
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): BUS100
This course introduces the world of international business. Topics include trade issues, balance and monetary systems, international financial management, and the global economic environment. Upon successful completion of this course, students will be able to analyze the implications of conducting business in a global economy.

BUS350 ORGANIZATIONAL THEORY AND BEHAVIOR
3.5 CREDIT HOURS/35 LECTURE HOURS
This course examines management of human behavior in organizations. Topics include current issues in organizational behavior, organizational structure, decision making, communication, work teams, power in politics, organizational change, self-awareness, and stress management. Upon successful completion of this course, students will be able to identify and analyze an organizational behavior situation and suggest approaches to improving effectiveness in organizations.

BUS390 STRATEGIC HUMAN RESOURCE MANAGEMENT
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): BUS110
This course provides an in-depth look at strategic human resource management. The topics covered include strategic planning, ethical decision making, workforce diversity, job analysis, as well as recruiting and job performance enhancement. This course will also focus on the changing trends in human resources and how they impact compensation, benefits, health, and safety in a local and global environment. Upon successful completion of this course, students will be able to evaluate the impact of strategic human resource planning and management practices on the organization.

CA101 COMPUTER APPLICATIONS
3.0 CREDIT HOURS/25 LECTURE HOURS/10 LAB HOURS
This course is designed to increase proficiency in the use of common word processing, spreadsheet, and presentation application software. Topics include the production of business documents and reports. Upon successful completion of this course, students will be able to prepare documents using word processing, spreadsheet, and presentation software.

CA201 ADVANCED BUSINESS SOFTWARE APPLICATIONS
3.0 CREDIT HOURS/25 LECTURE HOURS/10 LAB HOURS
PREREQUISITE(S): CA101
This course introduces the integration of business software applications. Topics include production of business documents and reports, business presentations, and software integration. Upon successful completion of this course, students will be able to create reports and presentations through the integration of word processing, spreadsheets, and presentation software.

CD111 BASIC DRAFTING
6.0 CREDIT HOURS/20 LECTURE HOURS/80 LAB HOURS
This course presents the basic skills, knowledge, and applications needed to pursue training in architectural or interior design and drafting. Topics include board drafting, views, projections, geometric construction, and architectural plans and related instrumentation with which drawings are produced. Upon successful completion of this course, students will be able to manually draft simple architectural drawings.

CD121 BASIC CAD
6.0 CREDIT HOURS/20 LECTURE HOURS/80 LAB HOURS
PREREQUISITE(S): CD111
This course presents the basic skills, knowledge, and applications needed to produce computer generated architectural drawings. Topics include drawing, editing, display and plotting commands. Upon successful completion of this course, students will be able to produce 2D drawings and 3D models.

CD130 RESIDENTIAL ARCHITECTURAL DESIGN
6.0 CREDIT HOURS/20 LECTURE HOURS/80 LAB HOURS
PREREQUISITE(S): CD121
This course introduces residential architectural design. Topics include spatial relationships, residential styles, and residential building codes. Upon successful completion of this course, students will be able to produce a set of preliminary design development drawings using computer technology.

CD150 RESIDENTIAL CONSTRUCTION
6.0 CREDIT HOURS/20 LECTURE HOURS/80 LAB HOURS
PREREQUISITE(S): CD121
This course provides an overview of residential construction materials and methods needed to produce construction details and drawings. Topics include foundation, floor, framing, and roof construction and details. Upon successful completion of this course, students will be able to prepare frame construction documents.

CD223 CUSTOMIZATION
6.0 CREDIT HOURS/20 LECTURE HOURS/80 LAB HOURS
PREREQUISITE(S): CD150 OR CD250
This course introduces computer program customization. Topics include concepts of customization of menus and user interface. Upon successful completion of this course, students will be able to apply customization techniques to improve productivity.

CD225 DIGITAL WALKTHROUGH AND VISUALIZATION
6.0 CREDIT HOURS/20 LECTURE HOURS/80 LAB HOURS
PREREQUISITE(S): CD121
This course focuses on three-dimensional visualization of exterior and interior architectural design concepts using computer technology. Topics include modeling, rendering, lighting, texture mapping, and animation. Upon successful completion of this course, students will be able to produce portfolio and professional quality models in both printed and digital format for presentation.

CD230 COMMERCIAL ARCHITECTURAL DESIGN
6.0 CREDIT HOURS/20 LECTURE HOURS/80 LAB HOURS
PREREQUISITE(S): CD121
This course introduces commercial spatial relationships, architectural design concepts for a variety of commercial styles, and commercial building codes. Topics include design process, code issues, and sustainability. Upon successful completion of this course, students will be able to develop a set of design drawings including floor plans, sections, and elevations using computer technology.

CD250 COMMERCIAL CONSTRUCTION
6.0 CREDIT HOURS/20 LECTURE HOURS/80 LAB HOURS
PREREQUISITE(S): CD230
This course focuses on commercial construction drawings. Topics include site development and details; foundation, floor, and roof framing plans and details; reflected ceiling, mechanical, and electrical plans and details for a medium sized commercial mixed use building. Upon successful completion of this course, students will be able to produce partial sets of commercial construction drawings.

CD280 CAD PORTFOLIO REVIEW
3.0 CREDIT HOURS/10 LECTURE HOURS/40 LAB HOURS
PREREQUISITE(S): PROGRAM CHAIR'S APPROVAL
This course focuses on the development and critique of a professional portfolio. Topics include portfolio development process for traditional and digital portfolios, industry research, and peer critiques. Upon completion of this course, students will have created and presented both a print and digital portfolio that highlights their individual CAD skills.

CJ101 INTRODUCTION TO CRIMINAL JUSTICE
3.5 CREDIT HOURS/35 LECTURE HOURS
This course presents an overview of the components and processes of the criminal justice system. Topics include history, structure, functions, and philosophy of the three main components of the criminal justice system (law enforcement, courts and corrections), as well as a description of career options in the field. Upon successful completion of this course, students will be able to define and describe the major criminal justice system components and their interrelationships.

CJ111 INTRODUCTION TO POLICING
3.5 CREDIT HOURS/35 LECTURE HOURS
This course presents an overview of contemporary law enforcement agencies and their functions within the criminal justice system. Topics include historical development, roles and functions, the police sub-culture, ethics, corruption, and civil liability. Upon successful completion of this course, students will be able to describe the functions of modern law enforcement agencies, explain their histories and roles in society, and identify contemporary policing trends and issues.

CJ121 CORRECTIONS
3.5 CREDIT HOURS/35 LECTURE HOURS
This course presents an overview of the correctional system, as well as current practices and problems in the field of corrections. Topics include correctional history, correctional ideologies, the court processes, prisons, detention facilities, community corrections, alternatives to incarceration, inmate control and other related topics. Upon successful completion of this course, students will be able to explain the historical development, philosophy, and contemporary issues related to the correctional system.

CJ131 CRIMINOLOGY
3.5 CREDIT HOURS/35 LECTURE HOURS
This course presents an overview of various criminological theories and patterns of crimes. Topics include the definition and context of criminology, patterns and costs of crime, research methods in criminology, theories of crime causation, and the application of those theories to specific types of crime. Upon successful completion of this course, students will be able to identify theories, methods, and resources used to study and explain crime.

CJ141 CRIMINAL LAW
3.5 CREDIT HOURS/35 LECTURE HOURS
This course introduces students to criminal law and criminal defenses. Topics include the history and development of criminal law and

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

CJ161 JUVENILE JUSTICE
3.5 CREDIT HOURS/35 LECTURE HOURS
This course presents a thorough overview of the juvenile justice system. Topics include the purpose of the juvenile justice system, theories of delinquency, and the juvenile justice system processes and sentencing options. Upon successful completion of this course, students will be able to explain the role, functions, and unique nature of the juvenile justice system.

CJ171 PRIVATE INVESTIGATION AND SECURITY
3.5 CREDIT HOURS/35 LECTURE HOURS
This course presents an introduction to private investigation and protective services. Topics include asset protection, loss prevention, corporate security, security management, investigations, internal and external relations, emergency planning, and facility safety. Upon successful completion of this course, students will be able to identify the differences between the roles of private sector and public law enforcement agencies and explain contemporary issues in private security and investigation practices.

CJ181 ORGANIZATIONAL ISSUES IN CRIMINAL JUSTICE
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): CJ101
This course presents an overview of the various cultures and organizational processes in the criminal justice field. Topics include staffing, organizational politics, and stresses inherent in the nature of criminal justice work. Upon successful completion of this course, students will be able to articulate the kinds of challenges faced by contemporary criminal justice organizations and describe the impact on organizational effectiveness.

CJ201 CRIMINAL JUSTICE ETHICS
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): CJ101
This course examines ethical issues within criminal justice. Topics include ethical reasoning, the influence of personal and moral beliefs on the administration of justice, and the frequent tension between social justice and criminal justice. Upon successful completion of this course, students will be able to analyze the effect of personal and moral beliefs on the criminal justice system and articulate the process of ethical reasoning.

CJ211 COMMUNICATION FOR THE CRIMINAL JUSTICE PROFESSIONAL
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): CJ101, ENG121
This course presents effective communication skills utilized on a daily basis in criminal justice occupations. Topics include written and oral communication skills, effective verbal de-escalation techniques, and basic interview and interrogation techniques. Upon successful completion of this course, students will be able to demonstrate effective communication techniques.

CJ221 RULES OF EVIDENCE AND COURTROOM PROCEDURE
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): CJ101
This course introduces the federal rules of evidence and courtroom procedure as they pertain to criminal law. Topics include types and authentication of evidence, relevance, hearsay, privileged communication, trial objections, grounds for appeal, and policy considerations in the development of the rules of evidence. Upon successful completion of this course, students will be able to identify and explain the application of the rules of evidence and courtroom procedures that impact the presentation of evidence in a court proceeding.

CJ232 CRIME SCENE INVESTIGATION
3.0 CREDIT HOURS/25 LECTURE HOURS/10 LAB HOURS
PREREQUISITE(S): CJ101
This course presents theories and fundamentals of crime scene investigation. Topics include crime scene management; the identification, documentation, collection and processing of physical evidence; report writing; and case preparation and presentation. Upon successful completion of this course, students will be able to demonstrate the crime scene investigation process, including the identification, documentation, collection and processing of physical evidence.

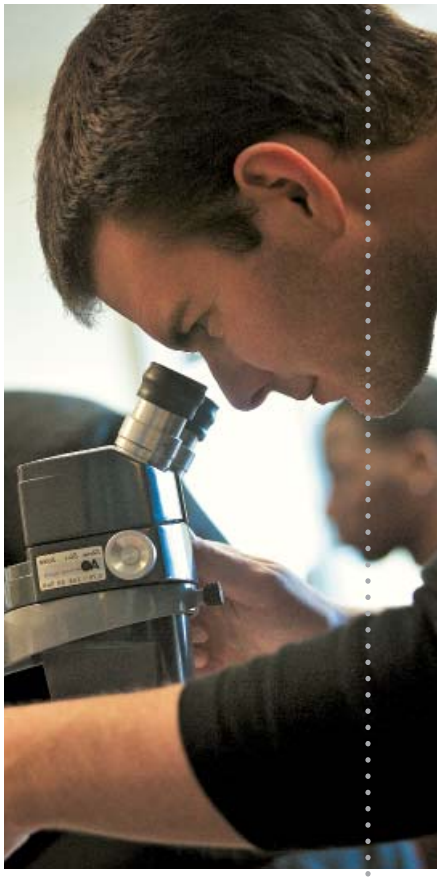
CJ242 CRIMINAL INVESTIGATIONS
3.0 CREDIT HOURS/25 LECTURE HOURS/10 LAB HOURS
PREREQUISITE(S): CJ101
This course presents an introduction to criminal investigation. Topics include the history of criminal investigation, interviewing witnesses, interrogating suspects, and preparing reports. Upon successful completion of this course, students will be able to demonstrate the techniques used to complete a criminal investigation and prepare a police report for use in court.

CJ251 CRIMINALISTICS
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): CJ101
This course provides an overview to forensic science and the use of physical evidence in criminal investigations. Topics include the definition and scope of forensic science, and the analysis of evidence. Upon successful completion of this course, students will be able to describe the common examination and analytical techniques used in forensic science and explain the significance of physical evidence in criminal investigations.

CJ261 CRIMINAL PROCEDURE
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): CJ141
This course presents the criminal procedures that impact a criminal investigation and the prosecution of criminal cases. Topics include the court decisions pertinent to contemporary criminal justice issues, the Exclusionary Rule, arrests and stops, searches, right to counsel, interrogation, identification of suspects, pre-trial process and the trial process. Upon successful completion of this course, students will be able to identify criminal procedures and explain how court decisions develop the rules and procedures related to criminal cases.

CJ271 CRIMINAL COURTS
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): CJ141
This course presents an introduction to the structure of the court system (federal, state, and local) in the United States. Topics include descriptions and jurisdictions of each type of court, key court personnel, selection process and working environments, and the judge's unique role. Upon successful completion of this course, students will be able to chart both state and federal court structure and explain the roles of court personnel.

CJ275 CONSTITUTIONAL LAW
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): POL107
This course explores the history of the Constitution of the United States and its application to the legal system. Topics include the structure of



the Constitution and its amendments, historical basis of the Constitution and its amendments, separation of powers, judicial review, and court decisions pertinent to contemporary legal issues. Upon successful completion of this course, students will be able to identify and discuss the basic structure of the U.S. Constitution and analyze rights, procedures, and issues as interpreted by the courts.

CJ281 COMMUNITY POLICING
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): CJ101
This course presents the historical, philosophical, and practical dimensions of community policing. Topics include empowering the community, and forming partnerships between the police and the community to find solutions to problems. Upon successful completion of this course, students will be able to define community policing, describe how community policing strategies solve problems, and compare community policing to traditional policing.

CJ291 CRIMINAL JUSTICE ADMINISTRATION
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): CJ101
This course examines the administration of the three components of the justice system. Topics include personnel roles and functions, issues and practices, rights of criminal justice employees, labor relations, financial administration, study and scope of justice administration, and administrative principles and practices. Upon successful completion of this course, students will be able to describe the concepts, terms, and realities of criminal justice administration.

CJ299 ASSOCIATE CAPSTONE PROJECT
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): MUST BE TAKEN IN LAST TERM
This course requires the utilization of knowledge, skills, and concepts acquired through the completion of other courses in the associate degree program in order to complete a capstone project. Topics include the integration of various concepts into a cogent deliverable. Upon successful completion of this course, students will be able to integrate information from various sources while demonstrating skills relevant to their degree program.

CJ310 CULTURAL DIVERSITY AND CRIMINAL JUSTICE
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): CJ101
This course presents a comprehensive discussion and analysis of sensitive topics and issues related to diversity and multiculturalism facing police in the 21st Century. Topics include practical information and guidelines on working effectively with diverse cultural groups, the plight of racial minorities as opposed to ethnic minorities, and an analysis of actions taken to alleviate negative interactions between police and residents. Upon successful completion of this course, students will be able to analyze sensitive issues related to diversity and multiculturalism and construct guidelines for working with diverse groups.

CJ311 MENTAL HEALTH ISSUES IN THE CRIMINAL JUSTICE SYSTEM
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): PSY101
This course is an introduction to the impact of mental health issues on the criminal justice system. Topics include offenders with mental illness or cognitive deficiencies, the impact of a suspect's mental health on the investigation of a criminal case, behaviors associated with mental health issues, the insanity defense, and the impact of mental health issues on sentencing. Upon successful completion of this course, students will be able to analyze the impact of mental health issues on the criminal justice system.

CJ321 DRUGS AND NARCOTICS
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): CJ101
This course presents an overview of the various classifications and characteristics of drugs and narcotics. Topics include physical and psychological effects of drug and alcohol abuse, factors leading to addiction and dependence, and treatment options. Upon successful completion of this course, students will be able to distinguish between the various classifications and symptoms associated with drugs and narcotics and recognize accepted options for treatment.

CJ331 CRISIS INTERVENTION
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): CJ101
This course CJ101 an overview of crisis intervention services. Topics include emergency intervention, communication principles in high stress or dangerous situations, active-listening techniques, and

specific intervention techniques. Upon successful completion of this course, students will be able to analyze the appropriateness of crisis services and demonstrate intervention techniques used in the criminal justice field.

CJ341 SEX OFFENDERS
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): CJ101
This course explores issues related to deviant sexual behavior in contemporary society. Topics include sexual offenders, child molestation, pornography, Megan's Law, sexual assault, incest, prostitution, and sex offender legislation. Upon successful completion of this course, students will be able to differentiate the various types of sex crimes and offender profiles, and analyze sociological implications related to their punishment and treatment.

CJ361 PROBATION AND PAROLE
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): CJ121
This course presents an overview of probation and parole in the United States. Topics include the processes associated with administrating probation and parole, supervision, acclimation into society, and the structure of probation and parole. Upon successful completion of this course, students will be able to distinguish between probation and parole, articulate issues and benefits associated with offenders' integration into society, and assess the effectiveness of supervision processes.

CJ371 VICTIMOLOGY AND DOMESTIC VIOLENCE
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): CJ131
This course presents the patterns and characteristics of victims in the criminal justice system. Topics include the cause, consequences, and prevalence of domestic violence, and the different approaches law enforcement has taken to respond to victims' issues. Upon successful completion of this course, students will be able to differentiate the patterns, causes, and effects of victimization, and evaluate the effectiveness of victim assistance organizations and programs.

CJ381 WOMEN AND CRIMINAL JUSTICE
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): CJ101
This course emphasizes special issues concerning women within the criminal justice system. Topics include women in criminal justice professions, women as victims of violent crime, women and drugs, women in prison, and female-specific responses to criminal conduct. Upon successful completion of this course, students will be able to analyze issues and impacts specific to women within the criminal justice system.

CJ406 TERRORISM
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): UPPER-DIVISION STATUS
This course presents a comprehensive overview of terrorism. Topics include domestic and international terrorism, ideology and terrorism, terrorist training, defenses against terrorism, modern day terrorist activities, and the future of terrorism. Upon successful completion of this course, students will be able to articulate the concepts related to domestic and international terrorism, assess responses against terrorism, and analyze the legal aspects of terrorism.

CJ411 GANGS AND CRIMINAL SUB-CULTURES
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): UPPER-DIVISION STATUS
This course presents a comprehensive, contemporary, and interdisciplinary perspective on criminal sub-cultures in America. Topics include the nature and extent of the problem; events, organizations, and processes that surrounded the gang panic during the late 1980s and early 1990s; and the development of other sub-cultures that affect America. Upon successful completion of this course, students will be able to analyze issues related to criminal sub-cultures and assess the effectiveness of the criminal justice response.

CJ431 DIGITAL CRIME
3.0 CREDIT HOURS/25 LECTURE HOURS/10 LAB HOURS
PREREQUISITE(S): UPPER-DIVISION STATUS
This course provides students with an understanding of various digital crimes and digital crime investigations. Topics include the history and types of digital crimes and digital crime laws. Upon successful completion of this course, students will be able to identify digital crimes, classify and collect evidence of digital crime, and prepare investigative strategies.

CJ435 WHITE COLLAR CRIME
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): UPPER-DIVISION STATUS
This course presents an overview of white-collar crime. Topics include theories, policies, and the enforcement challenges of white-collar crime. Upon successful completion of this course, students will be able to analyze the effects of white-collar crime as it compares to other types of crime.

CJ460 CRIMINAL JUSTICE AND PUBLIC POLICY
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): UPPER-DIVISION STATUS
This course presents the relationship between public policy and the criminal justice system. Topics include an overview of criminal justice public policy and contemporary public policy issues. Upon successful completion of this course, students will be able to analyze the relationship of public policy to the criminal justice system and the use of public policy for social change.

CJ465 SPECIAL TOPICS IN CRIMINAL JUSTICE
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): UPPER-DIVISION STATUS
This course provides students with a comprehensive understanding of selected topics in law enforcement, courts, and correctional fields. Examples of potential topics are homeland security, serial killers, death penalty, criminal profiling, and police use of force. Upon successful completion of this course, students will be able to research, analyze, and present findings and recommendations on a selected topic.

CJ470 COMPARATIVE CRIMINAL JUSTICE
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): UPPER-DIVISION STATUS
This course provides an introduction to the enforcement of law in various countries. Topics include courts, corrections, and procedures of law enforcement. Upon successful completion of this course, students will be able to analyze similarities, distinctions, and implications between the practices of international law enforcement agencies and those of the American criminal justice system.

CJ490 CAPSTONE PROJECT
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): UPPER-DIVISION STATUS
This course presents a structured research project concerning a criminal justice current issue or dilemma. Examples of potential topics are homeland security, aviation security, border security, restorative justice, diversity, and police use of force. Upon successful completion of this course, students will be able to research, analyze, and present findings and recommendations on a selected topic.

COM112 COMMUNICATION SKILLS
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): FOUNDATIONAL COURSE(S) IF INDICATED BY PLACEMENT SCORES
This course presents an overview of the various theories and methods of personal and professional communications. Topics include written and oral communication techniques, presentation skills, intercultural communication skills, and negotiation skills. Upon successful completion of this course, students will be able to communicate effectively in personal and professional environments and be able to manage personal and professional conflicts.

COM305 PUBLIC SPEAKING
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): COM112
This course presents public speaking concepts and applications. Topics include assessing audience and environments, incorporating subject matter research, verbal and nonverbal communications, use of visual aids, outlining, and developing speeches for a variety of purposes. Upon successful completion of this course, students will be able to create and present speeches and presentations with appropriate visual aids, research, and organizational plans.

CM100 INTRODUCTION TO CONSTRUCTION MANAGEMENT
3.5 CREDIT HOURS/35 LECTURE HOURS
This course provides an introduction to the construction industry. Topics include an overview of the history of construction management, construction project delivery systems, typical roles and responsibilities, environmental protection considerations, and potential career paths for construction managers. Upon successful completion of this course, students will be able to describe a typical construction project including staffing and implementation methods, and to articulate the importance of ethical behavior and environmental considerations.

CM111 CONSTRUCTION MATERIALS AND METHODS I
3.5 CREDIT HOURS/35 LECTURE HOURS
This course introduces residential and commercial materials and methods used in the construction industry. Topics include an overview of the construction site; tests, properties of, and installation techniques for materials; and the CSI MasterFormat™. Upon successful completion of this course, students will be able to identify and explain the characteristics and use of standard construction materials.

CM121 CONSTRUCTION MATERIALS AND METHODS II
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): CM111
This course builds on CM111 Construction Materials and Methods I. Topics include openings, finishes, thermal and moisture protection, equipment, furnishings and fire suppression. Upon successful completion of this course, students will be able to identify and explain the characteristics and use of standard construction materials, as well as the industry-standard methods for their use on a construction site.

CM140 CONSTRUCTION DOCUMENTS
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): CM100
This course provides a detailed overview of the documents generated prior to the construction process. Topics include the roles and responsibilities of those who produce construction documents, the origin and format of construction documents, and how construction documents work together as a system. Upon successful completion of this course, students will be able to explain the origins and purpose of standard construction documents and to identify which documents are associated with the phases of the construction project.

CM150 CONSTRUCTION GRAPHICS
4.5 CREDIT HOURS/15 LECTURE HOURS/60 LAB HOURS
PREREQUISITE(S): CM100
This course introduces graphical communications related to construction. Topics include manual and computer-based drafting techniques, and reading of architectural, electrical, and mechanical systems prints. Upon successful completion of this course, students will be able to communicate graphically with construction project team members, correctly interpret residential and light commercial plans, identify potential errors or missing details on a print plan, and create and manipulate computer-aided design files.

CM160 FUNDAMENTALS OF CONSTRUCTION SURVEYING
4.5 CREDIT HOURS/15 LECTURE HOURS/60 LAB HOURS
PREREQUISITE(S): CM140, MTH221
This course introduces the fundamentals of construction site surveying. Topics include review of basic surveying equipment, distance measurement, leveling, site plans, and topographic maps. Upon successful completion of this course, students will be able to describe basic surveying operations necessary for location, layout, and construction of a building, and communicate effectively with those responsible for surveying a construction site.

CM220 CONSTRUCTION SAFETY
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): CM100
This course covers the Occupational Safety and Health Act (OSHA) as it relates to construction. Topics include OSHA regulations; the responsibilities of construction managers to enforce OSHA and related safety practices; and accident prevention, reporting and record keeping. Upon successful completion of this course, students will be able to articulate the critical importance of adherence to OSHA regulations on a construction project, explain common construction-related accidents and how they can be prevented, and describe appropriate steps to be taken if an accident occurs.

CM230 BUILDING CODES AND INSPECTION
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): CM121
This course surveys building codes, zoning ordinances, and related inspections. Topics include the origin of building codes and zoning ordinances, current building codes and their meanings, and the role of inspections in ensuring compliance with building codes. Upon successful completion of this course, students will be able to explain the purpose of building codes and zoning ordinances, describe current codes and ordinances, and perform a preliminary review of a construction site for compliance.

CM240 CONSTRUCTION LAW AND CONTRACTS
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): CM140
This course surveys the legal system as it pertains to the field of construction. Topics include an introduction to the legal system; legalities surrounding construction specifications and plans; how contract changes are handled; warranties, torts, contract termination, and contract damages; liability and indemnity; and conflict and dispute resolution. Upon successful completion of this course, students will be able to administer the construction contracting process, identify basic contract-related legal risks associated with a construction project, and support the management of a construction project within the legal framework of construction law.

CM250 CONSTRUCTION ESTIMATING I
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): CM121, CM140
This course introduces the principles and practices of preparing a quantity survey for a construction estimate. Topics include an overview of the estimating and bidding process, and quantity surveys for a residential or light commercial construction project. Upon successful completion of this course, students will be able to describe the estimating and bidding process and develop a quantity survey using drawings and specifications.

CM260 CONSTRUCTION PLANNING AND SCHEDULING
3.0 CREDIT HOURS/25 LECTURE HOURS/ 10 LAB HOURS
PREREQUISITE(S): CA201, CM250
This course introduces planning and scheduling construction project concepts. Topics include project scheduling using the critical path method; determining tasks, their duration, and their start and finish dates; and use of communication tools to improve project planning and execution. Upon successful completion of this course, students will be able to plan a construction project; schedule the labor, equipment, and materials for a construction project; and manage project changes and their effect on the project schedule and resources.

CM272 CONSTRUCTION MANAGEMENT SEMINAR
6.0 CREDIT HOURS/10 LECTURE HOURS/100 LAB HOURS
PREREQUISITE(S): PROGRAM CHAIR'S PERMISSION
This course provides the student the framework to apply basic principles of Construction Management into a hands-on experience while being supervised by seasoned professionals. Topics include data selection, decision making, and evaluation of construction management activities in realistic situations. Upon successful completion of this course students will be able to identify and evaluate procedures related to the field of Construction Management.

CM311 BELOW GRADE OPERATIONS AND STRUCTURES
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): CM121, MTH221
This course introduces the widely varying geological, geographical, and infrastructural considerations which determine the designs and methods used to accomplish the founding of various kinds of buildings and civil structures. Topics include the geological properties of soil identification and testing, regulatory and social considerations affecting the management of general site, and overall project operations. Upon successful completion of this course, students will be able to evaluate construction design and methods used for varying geological situations and provide options for construction project management considerations.

CM321 ABOVE GRADE STRUCTURES AND CONSTRUCTION OPERATIONS
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): CM121, MTH221
This course provides an overview of varied structural design and construction methods, which employ concrete, steel, masonry, and wood products for varied building types and civil structures. The course also introduces management considerations for common building operations. Topics include properties and behaviors of structural materials and components, analysis of project functions in determining choices of lifts, scaffolding and rigging for shell enclosure, operations planning, crane operations, lumber and engineered wood, exterior wall products, roofing and weatherproofing technology. Upon successful completion of this course, students will be able to evaluate and provide options for construction project management above grade structure and construction operations.

CM330 MECHANICAL SYSTEMS
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): CM140
This course provides an in-depth study of mechanical systems. Topics include mechanical principles of heating, cooling, and plumbing systems in residential and light commercial construction, and the advantages and disadvantages of various mechanical systems. Upon successful completion of this course, students will be able to describe the mechanical principles related to heating, cooling, and plumbing systems; explain how those principles affect design and installation considerations; and apply their knowledge of mechanical systems in selecting and communicating with related trade contractors.

CM340 ELECTRICAL SYSTEMS
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): CM140
This course provides an in-depth study of electrical systems related to construction. Topics include principles of electricity, power systems and equipment, communications, security, and lighting. Upon successful completion of this course, students will be able to identify sources of electricity and power; describe the general design principles behind communications, security, and lighting systems; and apply their knowledge of electrical systems in selecting and communicating with related trade contractors.

CM350 GREEN BUILDING TRENDS AND TECHNOLOGY
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): CM121, CM140
This course focuses on the major components of green building design and construction. Topics include green building practices, healthy buildings, energy, the basic design principles of water and sewage treatment, the use of natural resources, and other environmental and economic issues of sustainable built environments. Upon successful completion of this course, students will be able to describe the origins of the green building movement in advanced industrialized nations, and analyze recent developments in the United States.

CM360 CONSTRUCTION EQUIPMENT OPERATIONS
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): CM121, CM260
This course is designed to provide in-depth knowledge and financial decisions of the equipment used in light construction. Topics include heavy equipment, equipment performance criteria and financial accounting associated with the equipment. Upon completion of this course, students will be able to make effective equipment selections, communicate effectively with equipment contractors, and financially track the performance of construction equipment.

CM401 ADVANCED CONSTRUCTION SOFTWARE APPLICATIONS
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): CA201, CM150
This course covers industry-standard software applications for construction project management. Topics include data management tools and analysis, Microsoft project applications, graphical capabilities of current CADD systems, and the most widely-used software systems available for construction applications. Upon successful completion of this course, students will be able to analyze a project to determine the necessary data and documentation, select the appropriate software applications to produce what is needed, and integrate and evaluate the finished products in support of the project.

CM411 CONSTRUCTION ESTIMATING II
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): CM250
This course covers quantity surveys and the complex process of pricing a construction project. Topics include pricing construction equipment,

excavation, materials, and subcontractors. Upon successful completion of this course, students will be able to explain the process of pricing a construction estimate, develop pricing for a construction project, and submit a completed construction project bid.

CM421 PRODUCTIVITY AND COST CONTROL

3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): CM250
This course provides an overview and comparison of basic industry perspectives on productivity as a set of factors in cost control and profitability. Topics include constructability engineering and delivery productivity; resource availability and project management scheduling; project leadership and relationship management; jobsite start-up, layout, organization and re-organization; craft-personnel management, and point-of-production output. Upon successful completion of this course, students will be able to analyze the elements of a construction project, evaluate job progress and problems, and propose approaches to increase the project's profitability.

CM431 CONSTRUCTION PROJECT MANAGEMENT AND ADMINISTRATION

3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): CM260
This course surveys the practices associated with managing a construction project from its inception to its closeout. Topics include creation and management of the project team, document management and recordkeeping, cost control based on estimation, procurement research and negotiations, subcontract management and administration. Upon successful completion of this course, students will be able to apply effective techniques for managing a construction project within the framework of construction law, contracts and subcontracts, and ethical business practices.

CM441 ADVANCED CONSTRUCTION MANAGEMENT SEMINAR

6.0 CREDIT HOURS/10 LECTURE HOURS/100 LAB HOURS
PREREQUISITE(S): PROGRAM CHAIR'S PERMISSION
This course provides the Construction Management student an opportunity to extend advanced theory of the classroom learning into real world complex, realistic situations. Topics include evaluation, analysis and management decision making of the construction process. Upon successful completion of this course students will be able to identify analyze and resolve open-ended problems related to the field of Construction Management.

CS101 INTRODUCTION TO PROGRAMMING CONCEPTS

4.0 CREDIT HOURS/30 LECTURE HOURS/20 LAB HOURS
This course is a foundation for programming concepts and theory. Topics include computer hardware and software, critical thinking, style and syntax, pseudo-code, number systems and program design tools. Upon successful completion of this course, students will be able to identify and discuss fundamental programming concepts and tools.

CS106 FUNDAMENTALS OF PROGRAMMING

6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): CS101
This course introduces the basic concepts of computer programming, Integrated Development Environments (IDE), and problem-solving techniques. Topics include flowcharts, programming logic, debugging, control structures, file input/output, functions, classes, and input/output manipulation. Upon successful completion of this course, students will be able to create, run, debug, and document computer programs.

CS107 INTRODUCTION TO HTML

3.0 CREDIT HOURS/20 LECTURE HOURS/20 LAB HOURS
This course introduces Hypertext Markup Language (HTML). Topics include browsers, tags, page design, planning, formatting, linking, media, simple scripts, and style sheets. Upon successful completion of this course, students will be able to construct web pages that use formatting techniques and simple scripts.

CS111 VISUAL BASIC

4.0 CREDIT HOURS/30 LECTURE HOURS/20 LAB HOURS
This course presents an overview of the Visual Basic programming environment. Topics include controls, dialog boxes, message boxes, menus, interface creation, variables, values, procedures, objects, searching, printing, and sorting data. Upon successful completion of this course, students will be able to describe the Visual Basic environment and produce working Visual Basic code.

CS210 INTERMEDIATE PROGRAMMING

6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): CS106
This course is a continuation of CS106 Fundamentals of Programming. Topics include classes, objects, pointers, inheritance, and templates. Upon successful completion of this course, students will be able to design and build an object-oriented program.

CS215 ADVANCED PROGRAMMING

4.0 CREDIT HOURS/30 LECTURE HOURS/20 LAB HOURS
PREREQUISITE(S): CS210
This course covers the Integrated Development Environment (IDE). Topics include Graphical User Interface (GUI) windows, menus, dialogue boxes, message loops, keyboard and mouse input, icons, and bitmaps. Upon successful completion of this course, students will be able to develop an advanced program using a GUI.

CS220 DATA STRUCTURES

4.0 CREDIT HOURS/30 LECTURE HOURS/20 LAB HOURS
PREREQUISITE(S): CS210
This course covers data structures. Topics include nodes, linked lists, stacks, queues, and trees. Upon successful completion of this course, students will be able to write, compile, and debug programs containing data structures.

CS224 DATABASE APPLICATIONS

3.5 CREDIT HOURS/20 LECTURE HOURS/30 LAB HOURS
(E-BUSINESS MANAGEMENT AND SOFTWARE ENGINEERING ONLY)
This course covers the design and building of relational databases using a database application. Topics include database creation and manipulation, normalization, entity relationships, creating keys, table relationships, reports, and forms. Upon successful completion of this course, students will be able to describe database design concepts, develop a database, establish relationships between tables, and design custom views and reports.

CS225 SQL AND RELATIONAL DATABASE MANAGEMENT SYSTEMS

6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): CS224
This course introduces Structured Query Language (SQL) and Relational Database Management Systems (RDBMS). Topics include statements, queries, data and table manipulation, error handling, and managerial procedures associated with the RDBMS. Upon successful completion of this course, students will be able to create and maintain tables, implement security, write queries, and run reports.

ENG090 READING FOR UNDERSTANDING
3.5 CREDIT HOURS/35 LECTURE HOURS
This course develops basic reading comprehension and vocabulary skills. Topics include critical reading and vocabulary building. Upon successful completion of this course, students will be able to identify and negotiate the meaning of a text and interact actively with a variety of readings.

ENG091 FUNDAMENTALS OF WRITING
3.5 CREDIT HOURS/35 LECTURE HOURS
This course concentrates on the mechanics of writing. Topics include sentence structure, grammar, syntax, word choice, punctuation, parts of speech, and paragraph development. Upon successful completion of this course, students will be able to write sentences and paragraphs accurately and proficiently.

ENG121 COLLEGE WRITING I
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): FOUNDATIONAL COURSE(S) IF INDICATED BY PLACEMENT SCORES
This course introduces productive writing techniques with an emphasis on the writing process. Topics include brainstorming, critical reading and thinking, analyzing audience and purpose, developing clear thesis statements, developing effective sentences and paragraphs, drafting, revising, and editing. Upon successful completion of this course, students will be able to use the writing process to produce effective essays.

ENG221 COLLEGE WRITING II
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): ENG121
This course builds on the skills taught in College Writing I, with increased emphasis on the writing process, argumentation, research, and documentation. Topics include brainstorming, analyzing audience and purpose, developing clear thesis statements, evaluating sources, performing research, and presenting correctly documented research results. Upon successful completion of this course, students will be able to adequately support a position, perform and correctly document research, and report the results of a research project.

ENG421 CREATIVE WRITING
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): LIT301
This course emphasizes the interdependence of writing and literary studies, knowledge of literature and literary theory, literary creativity, innovation, and the creative process. Topics include fiction, non-fiction, poetry, drama, screenplays, and the study of literary works that urge students to think outside the box. Upon successful completion of this course, students will be able to analyze works of fiction, expand their powers of observation and imagination, develop a unique voice in creative writing, and cultivate good writing habits.

FA100 INTRODUCTION TO THE FASHION INDUSTRY
3.5 CREDIT HOURS/35 LECTURE HOURS
This course provides an insider's look at the fashion industry. Topics include the history, nature, and globalization of the industry in wholesale and retail aspects; how fashions begin, move and disseminate; and how fashions are predicted and created. Upon successful completion of this course, students will be able to identify basic terminology of the fashion industry, cite names of key individuals who influenced the industry, and analyze current developments in the industry in light of its history.

FA110 TEXTILES
3.5 CREDIT HOURS/35 LECTURE HOURS
This course introduces the nature, characteristics, and types of textiles. Topics include types of textiles, textile identification, analysis of artificial and natural fibers, the process of dyeing and printing textiles, special characteristics and care of fabric, and innovations in textile for apparel. Upon successful completion of this course, students will be able to define and explain the basic vocabulary of textile and the textile manufacturing process, analyze fabric for type and use, describe and explain the transformation of textile into apparel, and evaluate swatch samples.

FA200 APPAREL ANALYSIS
3.5 CREDIT HOURS/35 LECTURE HOURS
This course focuses on the individual and psychological aspects of design and construction of apparel. Topics include the use of color in wardrobes, the variety of styles and uses that comprise a wardrobe, the elements of individual preference and clothing selection, apparel quality, construction features, and apparel analysis. Upon successful completion of this course, students

will be able to list the variety of factors that go into quality apparel construction and selection and apply these principles in a wardrobe consultation.

FA330 TREND FORECASTING
3.5 CREDIT HOURS/35 LECTURE HOURS
This course presents the theory and practice of forecasting trends in the world of fashion. Topics include the purpose of trend forecasting, sources of data and techniques of data collection, tracking trends over time, the use of trend forecasts in fashion design and fashion retail. Upon successful completion of this course, students will be able to identify an area for trend research, collect and analyze trend data, and report the trend forecast.

FIN101 INTRODUCTION TO FINANCE
3.5 CREDIT HOURS/35 LECTURE HOURS
This course introduces the theories of financial management. Topics include markets, institutions, and beginning investment theory. Upon successful completion of this course, students will be able to articulate a model of how financial management works in the business arena, and describe the basics of investment theory.

FOR150 INTRODUCTION TO COMPUTER FORENSICS
3.0 CREDIT HOURS/25 LECTURE HOURS/10 LAB HOURS
PREREQUISITE(S): CJ101, CA101
This course presents an overview of computer forensics. Topics include forensic terminology and methodologies, elements of a typical computer crime unit, and ethical considerations. Upon successful completion of this course, students will be able to explain common forensic terminology, use basic forensic methodologies, and apply ethical principles to forensic situations.

FOR250 LEGAL ASPECTS OF COMPUTER FORENSICS
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): FOR150, CJ242
This course covers the legal concepts behind computer forensics. Topics include rules of evidence related to magnetic media, electronic evidence, chain of custody, right to privacy, and court procedures in the presentation of technical evidence. Upon successful completion of this course, students will be able to apply rules of evidence to forensic seizures and acquisitions, present technical evidence in legal proceedings, and create applicable reports related to computer examinations.

FOR350 FORENSIC DIGITAL EVIDENCE HANDLING AND INVESTIGATION
3.0 CREDIT HOURS/25 LECTURE HOURS/10 LAB HOURS
PREREQUISITE(S): FOR250
This course presents concepts related to the handling, analysis, investigation, and recovery of digital evidence. Topics include handling procedures, preservation of evidence, accessing and interpreting metadata, data recovery techniques, recovering and defeating passwords, tracing Internet sites and emails, using command line hex editors, handling and examining disk drives, and proper investigative documentation. Upon successful completion of this course, students will be able to discover altered or hidden digital media, recover deleted data from common digital devices, and apply core forensic computer examination procedures.

FOR370 MANAGING MALICIOUS SOFTWARE
5.0 CREDIT HOURS/30 LECTURE HOURS/40 LAB HOURS
PREREQUISITE(S): FOR350
This course presents an overview of strategies in responding to and preventing malicious software attacks. Topics include an overview of viruses, Trojans, worms, backdoors, system attacks, application threats, common responses to threats, and strategies for their prevention. Upon successful completion of this course, students will be able to manage malicious software, compare and contrast common threats, and apply industry-standard strategies to prevent their occurrence.

FOR405 COMPUTER FORENSICS ANALYSIS
7.0 CREDIT HOURS/35 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): NW310, NW315, NW380
This course discusses procedures, techniques, and tools related to forensics analysis and data recovery in computers and networks. Topics include forensic principles, forensic analysis, evidentiary recovery, wiretapping, traffic sniffing, and PDCERF methodology. Upon successful completion of this course, students will be able to perform simple network-oriented and system-oriented forensic analysis and recovery, handle basic computer security incidents, and develop policies and procedures for incident handling and forensic analysis.

FOR420 MOBILE DEVICE ANALYSIS
3.0 CREDIT HOURS/25 LECTURE HOURS/10 LAB HOURS
PREREQUISITE(S): UPPER-DIVISION STATUS
This course provides an overview of the skills used in forensically analyzing mobile devices. Topics include operating system concepts, search and seizure techniques, specialized software and hardware, evidence storage requirements, and investigative strategies for various mobile devices. Upon successful completion of this course, student will be able to compare various mobile operating systems, develop an examination and seizure protocol for mobile devised to include targeted evidentiary items, identify appropriate software and hardware for use in forensic analysis, and prepare an analysis report on a mobile device.

FOR430 OPERATING SYSTEM FORENSICS
5.0 CREDIT HOURS/30 LECTURE HOURS/40 LAB HOURS
PREREQUISITE(S): NW202, NW222
This course presents an overview of the forensic issues related to Windows operating systems. Topics include Microsoft DOS, Microsoft FAT (Windows 95/98), Microsoft NTFS (Windows NT/2000/XP), file systems, structures and storage, windows registry, boot process and startup tasks, memory and file allocation, and the use of common forensic software tools. Upon successful completion of this course, student will be able to use forensic software tools as they apply to Windows operating systems, apply accepted forensic practices to avoid altering evidence, and recover data for computer investigations.

FOR450 NETWORK INTRUSION DETECTION AND NETWORK FORENSICS
5.0 CREDIT HOURS/30 LECTURE/40 LAB HOURS
PREREQUISITE(S): UPPER-DIVISION STATUS, NW306
This course presents an overview of concerns related to network forensics. Topics include the essentials of network forensics, intrusion detection and response, incident response, computer crime investigations, computer security policies and guidelines, network monitoring and security tools. Upon successful completion of this course, students will able to appraise network vulnerabilities, employ common network monitoring and security tools, and apply ethical principles to investigations.

FOR460 DISK BASED FORENSICS
5.0 CREDIT HOURS/30 LECTURE/40 LAB HOURS
PREREQUISITE(S): UPPER-DIVISION STATUS
This course presents the processes involved in seizing computer disks and searching them for evidence. Topics include proper seizure of hardware; evidence protection; how information can be altered, deleted, and hidden; and strategies for uncovering evidence on computer disks. Upon successful completion of this course, student

will be able to evaluate the legality of seizing a computer disk, apply proper preservation tactics, and analyze digital data.

FOR499 FORENSIC CAPSTONE
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): UPPER-DIVISION STATUS
This course requires the integration of concepts and skills acquired in the program to develop and conduct an in-depth research project. Topics include selecting an appropriate topic or problem, developing a research plan, completing the research, analyzing the data, and presenting research results. Upon successful completion of this course, students will be able to demonstrate skills of research and analysis in the field of forensics.

GA330 GAME DESIGN PROCESS
6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): GD260
This course analyzes the game development and design process and introduces game engines. Topics include manual and conceptual skills, material collection, research, interface planning, game structure, and fundamental game engine operation. Upon successful completion of this course, students will be able to create a game design document and navigate a game engine.

GA340 TEXTURE MAPPING FOR GAMES
6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): GA330, GD360
This course develops advanced skills in texture mapping for games. Topics include high resolution and low resolution texture mapping for game assets. Upon successful completion of this course, students will be able to apply texture mapping to characters, environments, and other assets using industry-relevant software and techniques.

GA361 CHARACTER ANIMATION FOR GAMES
6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): GD150, GD395
This course develops advanced techniques in character animation. Topics include animation cycles and loops, acting, weight and balance, and interaction. Upon successful completion of this course, students will be able to complete animation cycles and import them into a game environment.

GA424 SPECIAL EFFECTS FOR GAMES
6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): GD380
This course covers special effects as applied to games. Topics include particle systems, volumetric effects, sprites and animated textures, and dynamics for games. Upon successful completion of this course, students will be able to produce various effects for use in a 3D game engine.

GA445 LEVEL AND ENVIRONMENT DESIGN
6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): GA340
This course covers level and environmental design as applied for use in a 3D game engine. Topics include controlling level flow, technical limitations, environmental design/layout, troubleshooting, and playability. Upon successful completion of this course, students will be able to design, create and test a game level or environment in a 3D game engine.

GA480 GAME ART PROJECT
6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): GA361, GD380
This course provides the opportunity to apply advanced game art design knowledge and skills to a portfolio quality game art project. Topics include enhancement and incorporation of game art assets to a portfolio quality product. Upon successful completion of this course, students will be able to effectively incorporate art assets into a working game level.

GA490 GAME ART PORTFOLIO REVIEW
6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): PROGRAM CHAIR OR DEAN APPROVAL
This course focuses on the development and critique of a professional game art portfolio. Topics include industry interviewing techniques, portfolio refinement and self-marketing skills. Upon successful completion of this course, students will be able to analyze their personal traits and present both a print and digital portfolio and resume that highlight their individual game art skills in a professional manner.

GD100 FUNDAMENTALS OF DESIGN
6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS
This course introduces basic design concepts using a hands-on approach to the development of design concepts and solutions to basic design problems. Topics include the design principles and process, drawing, color theory, typography, illustration and layout techniques and the vocabulary of design. Upon successful completion of this course, students will be able to apply visual problem-solving skills to create a concept development plan and a creative brief.

GD102 HISTORY OF GRAPHIC DESIGN
3.5 CREDIT HOURS/35 LECTURE HOURS
This course explores the parallels between graphic design history and contemporary visual communications. Topics include major trends in design as well as the evolution of paper, type design, typography, image making, photography, and printing techniques. Upon successful completion of this course, students will be able to identify the relationships between fine art and political and social movements, and explain their influence on graphic design.

GD104 THE INTERNET: HISTORY, ETHICS, AND ADVANCEMENTS
3.5 CREDIT HOURS/35 LECTURE HOURS
This course introduces students to the Internet and the World Wide Web. Topics include the history and evolution of the Internet and the World Wide Web, ethical considerations and best practices for web site design, usability, accessibility, development, and online communications. Upon successful completion of this course, students will have a solid understanding of the Internet, online communications, and their impact upon society.

GD110 INTRODUCTION TO DRAWING AND PERSPECTIVE
6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS
This course introduces fundamental drawing concepts and terminology. Topics include the principles of drawing, drawing styles and technique; including lighting, perspective fundamentals, gesture, and contour. Upon successful completion of this course, students will be able to demonstrate effective drawing skills using fundamental drawing tools and techniques, and properly use industry-standard terminology.

GD111 FUNDAMENTALS OF IMAGE EDITING
6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): GD100
This course covers the basics of digital image editing, manipulation, and creation of pixel-based imagery. Topics include digital photography, scanning techniques, photo retouching and manipulation, electronic color theory, special effects, print, and web graphics. Upon successful completion of this course, students will

be able to utilize digital imaging software to digitally correct images, blend and composite images and create layered photographic compositions.

GD120 DIGITAL IMAGE EDITING
6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): GD110
This course covers the basics of digital image editing and compositing. Topics include digital photography, scanning techniques, photo retouching and manipulation, and texture creation. Upon successful completion of this course, students will be able to use industry-standard software to create seamless textures, prepare digital images, work with painted textures, and utilize alpha channels in a 3D application.

GD121 FUNDAMENTALS OF DIGITAL ILLUSTRATION
6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): GD100
This course introduces the basic concepts of illustration. Topics include traditional and digital methods of concept development, drawing, typography and design. Upon successful completion of this course, students will be able to apply illustration theory, tools, and techniques to create effective illustrations.

GD131 DIGITAL LAYOUT
6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): GD111, GD121
This course presents the skills necessary to combine imagery and typography to produce effective layouts. Topics include grid theory, style sheets, master pages, pre-flight technologies, printing standards, resolution, and image placement. Upon successful completion of this course, students will be able to import images and format text to create multi-page layouts using industry-standard software.

GD150 INTRODUCTION TO ANIMATION
6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): GD110
This course introduces the fundamentals of traditional and digital animation. Topics include the history and principles of animating key poses, timing cycles, and the mechanics of motion. Upon successful completion of this course, students will be able to present a short animation using traditional and digital techniques.

GD221 DIGITAL PHOTOGRAPHY
6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): GD111
This course focuses on traditional and contemporary photography, with an emphasis on digital tools and techniques. Topics include the history of photography and its impact on studio and on-location photographic techniques, lighting, and composition. Upon successful completion of this course, students will be able to apply the technical and mechanical skills necessary to produce relevant photography for effective visual communications.

GD240 LIFE DRAWING FOR ANIMATION
6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): GD110
This course covers advanced drawing concepts as they relate to character modeling and animation. Topics include basic human and animal anatomy and form as it relates to the surrounding environment, spatial relationships, and introductory sculpting techniques. Upon successful completion of this course, students will be able to effectively capture and develop gestures and motion in various media for use in 2D and 3D animation.

GD241 FUNDAMENTALS OF WEB DESIGN
6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): GD111
This course introduces the basics of web site design and layout. Topics include foundational mark up languages including formatting, design theory, layout, utilization of typography, and web-appropriate imagery. Upon successful completion of this course, students will be able to apply the principles of web site design and use industry-standard software to create functional web sites.

GD250 2D ANIMATION
6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): GD150, GD240
This course covers the mechanics and principles of 2D animation. Topics include acting, exaggeration, light boards, peg boards, and digital media. Upon completion of this course, students will be able to complete a pencil test demonstrating an animation sequence.

GD252 AUDIO-VIDEO
6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): GD111
This course provides an overview of video editing, sound editing, and special effects. Topics covered include working with timelines to animate still clips, importing and editing digital video and audio clips, and creating special effects. Upon successful completion of this course, students will be able to use industry-relevant non-linear digital editing software to produce a short video production.

GD255 DIGITAL ANIMATION
6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): GD120, GD150
This course explores digital animation as it applies to film and video. Topics include key framing, animation software, optimization, rotoscoping, time-lapse, title sequencing, and audio specific to digital animation. Upon successful completion of this course, students will be able to apply a variety of animation techniques to create animation within a digital production pipeline.

GD260 FUNDAMENTALS OF 3D
6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): GD120
This course covers the fundamentals of a 3D application. Topics include modeling, rendering, texturing, animation, lighting and cameras. Upon successful completion of this course, students will be able to apply fundamental skills, techniques, and terms toward components of a 3D short.

GD261 FUNDAMENTALS OF INTERACTIVE DESIGN
6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): GD241
This course provides an overview of multimedia graphics focusing on interactive design for 2D animation and the Internet. Topics include storyboarding, basic scripting, and utilizing key frames and timelines. Upon successful completion of this course, students will be able to design and create basic interactive presentations utilizing animations, video, and sound delivered through interactive media and web technologies.

GD270 PRINT PRODUCTION
6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): GD131
This course presents the current software tools and techniques for print production of a wide variety of projects and materials. Topics covered include forming concepts that produce layouts with impact, designing with type, creating a visual hierarchy, and identifying current production and pre-press standards. Upon successful

completion of this course, students will be able to use current industry software tools and techniques to conceptualize, create, and carry a project through the print production process.

GD275 DIGITAL COLOR THEORY
3.0 CREDIT HOURS/20 LECTURE HOURS/20 LAB HOURS
This course explores the principles of color as it applies to digital media. Topics include RGB versus CYMK, digital color principals in the game environment, color for screen, bit depth, color pallets, color channels, alpha channels and file formats. Upon successful completion of this course, students will be able to demonstrate an understanding of the psychology of color and how to properly apply digital color theory for screen and digital media.

GD280 PORTFOLIO REVIEW AND BUSINESS PRACTICES
6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): PROGRAM CHAIR OR DEAN'S APPROVAL
This course covers business practices in the design industry and focuses on the development and critique of a professional portfolio and resume. Topics include design industry business practices, portfolio development process for traditional and digital portfolios, industry research, peer critiques, and design continuity. Upon successful completion of this course, students will have created and presented both a print and digital portfolio and résumé that highlights their individual design skills.

GD304 ADVANCED DRAWING AND PERSPECTIVE
6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): GD110
This course builds on traditional drawing skills, focusing on advanced drawing and perspective techniques. Topics include advanced drawings and perspective terms and techniques used in concept design, industrial design, storyboarding and other relevant areas. Upon successful completion of this course, students will be able to apply skills to develop effective concept art for, but not limited to, organic forms, environments, industrial design and buildings.

GD305 SEQUENTIAL ART AND VISUAL NARRATIVE
6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): GD304
This course covers the elements and techniques of sequential storytelling. Topics include story boarding and scene layout, graphic arts publishing, pencil tests, and animatics. Upon successful completion of this course, students will be able to create dynamic and effective narrative content for a variety of visual media.

GD306 TYPOGRAPHY
6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): GD131
This course explores the parallels between typographic history and contemporary visual communication, leading up to a contemporary skill set focusing on the expressive qualities of type and the evolution of typographic style. Topics include technical aspects of typography, output options, the anatomy and expressive qualities of type and its formal applications, and intuitive design. Upon successful completion of this course, students will be able to creatively and effectively incorporate typography into multi-faceted design projects.

GD308 ADVANCED IMAGE EDITING
6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): GD111, GD221
This course presents advanced image manipulation, color management, and editing techniques for print and web technologies. Topics include photographic collage, composition, filters, layers, masking, and effects. Upon successful completion of this course, students will be able to incorporate advanced image editing techniques into design projects.

GD310 SERVER SCRIPTING BASICS
3.0 CREDIT HOURS/20 LECTURE HOURS/20 LAB HOURS
PREREQUISITE(S): GD261
This course investigates the functionality of dynamically driven web sites. Topics include server side scripting languages associated with database applications. Upon successful completion of this course, students will be able to analyze and manipulate dynamic web sites.

GD332 PACKAGING DESIGN
6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): GD121, GD131
This course investigates design concepts as they relate to 3D forms and current packaging trends. Topics include contemporary package design, manufacturing and printing technologies, and design elements related to products and promotional materials. Upon successful completion of this course, students will be able to analyze and apply contemporary package design elements, tools, and techniques to produce effective industry-standard 3D designs.

GD350 ADVANCED ILLUSTRATION
6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): GD121
This course offers an advanced study of illustrative techniques from the classical to the contemporary. Topics include hand and digital illustrative techniques for figure construction, perspective, and design composition. Upon successful completion of this course, students will be able to develop contemporary concepts and illustrations appropriate to a variety of professional applications including editorial content and media.

GD355 ADVERTISING CAMPAIGN CONCEPTS
6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): GD131
This course focuses on advertising campaigns and concepts related to graphic design. Topics include concept development and creative brief writing that incorporates media types, media mixing, client positioning, and branding. Upon successful completion of this course, students will be able to design an integrated advertising campaign using targeted marketing messages to effectively promote a product or service.

GD360 INTERMEDIATE 3D
6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): GD260
This course expands upon modeling and texturing skills and concepts in a 3D application. Topics include poly-modeling, nurbs/spline modeling, sub-division surfaces, texture mapping, lighting, and rendering. Upon successful completion of this course, students will be able to model, texture, light and render a complex 3D object or environment.

GD370 MATERIALS AND LIGHTING
6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): GD360
This course focuses on advanced uses of materials and lighting as they apply to film and video. Topics include low vs. high resolution maps, displacement mapping, photo-realism, optimization theory and technique, painting for 3D and unwrapping techniques as well as lighting techniques for animation. Upon successful completion of this course, students will be able to apply advanced texturing and lighting techniques in film and video.

GD375 COLOR THEORY
6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): GD111, GD121
This course provides an in-depth study of the principles of color as it applies to print and digital media. Topics include color relationships, color composition, and visual color mixing. Upon successful completion of this course, students will be able to analyze the impact and psychology of color on the development of design, and the power of color to create and influence effective visual marketing.

GD380 ADVANCED 3D
6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): GD360
This course covers advanced 3D methods and techniques. Topics include rigging, scripting, and advanced rendering techniques; as well as an introduction to particles, dynamics, and simulations. Upon successful completion of this course, students will be able to apply advanced 3D techniques towards the production of a professional 3D short.

GD395 CHARACTER DEVELOPMENT AND SETUP
6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): GD240, GD360
This course explores character design and modeling. Topics include traditional pencil sketching and drawing techniques, low poly and high poly character modeling, and rigging characters for animation. Upon successful completion of this course, students will be able to apply traditional techniques to design an original character and then model it in a 3D software application and prepare it for animation.

GD432 MOTION GRAPHICS
6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): GD252
This course explores digital effects for video. Topics include storyboarding, effects design, motion effects, morphing, titling, blue screen, and 3D camera matching. Upon successful completion of this course, students will be able to create effective visual effects using current mastering technologies.

GD433 ADVANCED DIGITAL EFFECTS
6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): GD380
This course explores advanced digital effects techniques used in film and video. Topics include blue/green screen, matte creation, rotoscoping, 3D elements, matte painting, particles, and compositing. Upon successful completion of this course, students will be able to apply digital effects techniques to a film or video project.

GD460 ADVANCED CHARACTER ANIMATION
6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): GD250, GD305, GD395
This course is a progressive study of complex character animation techniques within a 3D environment. Topics include fundamental motions, expressions, interaction, physics, and weights commonly applied to animation. Upon successful completion of this course, students will be able to create a short animation sequence focusing on character acting.

GD465 DIGITAL EDITING FOR ANIMATION
6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): GD360
This course explores advanced editing techniques used for animation in film and video. Topics include various post production techniques. Upon successful completion of this course, students will be able to use industry-standard software to author, assemble, and edit animation sequences for use in a demo reel.

GD470 3D SIMULATION
6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): GD360
This course is a progressive study in physics based simulation and natural phenomenon. Topics include advanced tools and scripting used in simulation. Upon successful completion of this course, students will be able to analyze and reconstruct an actual event as an animation.

GD480 VISUAL COMMUNICATIONS PORTFOLIO REVIEW
6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): UPPER-DIVISION STATUS
This course focuses on the development and critique of a professional design portfolio. Topics include design industry business practices, industry interviewing techniques, portfolio refinement, and self-marketing skills. Upon successful completion of this course, students will be able to analyze their personal traits and present a print, digital, and web portfolio, and a résumé that highlight their individual design skills in a professional manner.

GD495 ANIMATION PORTFOLIO REVIEW
6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): PROGRAM CHAIR OR DEAN APPROVAL
This course focuses on the development and critique of a professional animation portfolio. Topics include industry interviewing techniques, portfolio refinement and self-marketing skills. Upon successful completion of this course, students will be able to analyze their personal traits and present a digital portfolio and résumé that highlights their individual animation skills in a professional manner.

HC100 MEDICAL TERMINOLOGY
8.0 CREDIT HOURS/80 LECTURE HOURS
This course covers the pronunciation, spelling, and usage of medical terms and abbreviations. Topics include building medical terms using word roots, suffixes, prefixes, and combining forms. Emphasis is placed on medical abbreviations, definitions, pronunciation, and spelling of terms. Upon successful completion of this course, students will be able to use medical terms and abbreviations as well as pronounce medical terminology.

HC110 ANATOMY AND PHYSIOLOGY
8.0 CREDIT HOURS/80 LECTURE HOURS
PREREQUISITE(S): HC100
This course presents an integrated approach to the human body. Topics include the structural makeup and function of each body system and the organic process of living organisms. Upon successful completion of this course, students will be able to separate and identify the parts of the human body to ascertain their position, anatomy, and function as well as to determine healthy organic processes.

HC120 PATHOPHYSIOLOGY
4.0 CREDIT HOURS/40 HOURS LECTURE
PREREQUISITE(S): HC110
This course presents an integrated approach to pathogenic processes of anatomical systems. The systems include, but are not limited to, integumentary, skeletal, muscular, nervous, circulatory, immune, respiratory, digestive, endocrine, special senses, urinary, and reproductive. Pharmacokinetics is also introduced with emphasis placed on the action of drugs on the body. Upon successful completion of this course, students will be able to identify disease processes of these systems to determine environmental and genetic conditions that affect the human body.

HC130 MEDICAL INSURANCE CODING AND BILLING
3.5 CREDIT HOURS/20 LECTURE HOURS/30 LAB HOURS
PREREQUISITE(S): HC100 OR HC105
This course covers insurance coding and claims processing and their relationship to the financial management of the medical office, including billing and basic accounting practices. Topics include health insurance carriers, terminology relating to insurance, bookkeeping procedures, billing and collections, and coding claims. Upon successful completion of this course, students will be able to extract information from patient records and documentation in order to properly complete and process insurance claim forms.

HC140 MEDICAL ADMINISTRATIVE PROCEDURES
3.5 CREDIT HOURS/20 LECTURE HOURS/30 LAB HOURS
PREREQUISITE(S): FOUNDATIONAL COURSE(S) IF INDICATED BY PLACEMENT SCORES AND HC100 OR HC105
This course provides skills in administrative procedures and professional communication. Topics include manual and electronic record keeping, patient scheduling, telephone etiquette, basic clerical equipment operations, written communication, and chart preparation. Upon successful completion of this course, students will be able to collate patient charts, create and annotate appointment schedules, complete patient registration, transcribe handwritten notes and reports, and create letters for a variety of medical situations.

HC150 MEDICAL LAW AND ETHICS
3.0 CREDIT HOURS/30 LECTURE HOURS
This course presents basic legal and ethical issues related to the medical field. Topics include confidentiality, Health Insurance Portability and Accountability Act (HIPAA), standard of care for health professionals, medical malpractice and negligence, criminal and civil divisions of law, privileged communication in medical records, and ethics. Upon successful completion of this course, students will be able to utilize legal terminology and respond ethically to situations that arise in the workplace.

HC160 PATIENT RELATIONS
3.0 CREDIT HOURS/30 LECTURE HOURS
This course explores communication techniques and emphasizes the changing behaviors and thought patterns of the patient. Topics include verbal and nonverbal communication, coping mechanisms, patient/provider relationships, cultural differences, conflict resolution, and stress management. Upon successful completion of this course, students will be able to interact with all patients in a manner that conveys empathy and respect.

HCM100 INTRODUCTION TO HEALTHCARE
3.5 CREDIT HOURS/35 LECTURE HOURS
This course presents an overview of the structures and functions of the healthcare industry as a whole. Topics include the historical origins of the U.S. healthcare system, healthcare organizational structure, the roles of each healthcare sector and how they interact, the interconnections of various health professional roles healthcare finance, and the social forces that influence healthcare today. Upon successful completion of this course, students will be able to describe the historical origins of healthcare, explain structural aspects the healthcare system, and analyze the social forces that influence healthcare today.

HCM200 LAW AND COMPLIANCE IN HEALTHCARE
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): HCM100
This course introduces the laws and regulations governing the healthcare industry. Topics include the basic structure of the legal system as it impacts healthcare organizations, the laws pertaining to healthcare institutions and personnel, and case studies of specific healthcare law issues. Upon successful completion of this course, students will be able to summarize how today's legal system affects healthcare organizations, describe the various laws pertaining to healthcare personnel, and apply legal knowledge to current healthcare issues.

HCM210 HEALTHCARE NEEDS OF THE ELDERLY
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): HCM100
This course focuses on the healthcare needs of an aging population. Topics include gerontology and geriatric medicine, social and behavioral aspects of the aging, and the roles of healthcare providers

working with the elderly. Upon successful completion of this course, students will be able to articulate the impact of the elderly on the healthcare system, describe the unique aspects of caring for elderly patients, and describe the complex needs of the elderly patient in the healthcare system.

HCM230 PUBLIC HEALTH AND DISEASE
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): HCM100
This course provides an overview of public health and its functions. Topics include epidemiology, social and behavioral influences on health, and environmental issues in public health. Upon successful completion of this course, students will be able to describe the various influences on people's health choices, recognize basic epidemiological principles and methods, and explain the top environmental issues affecting public health today.

HCM241 HEALTHCARE DELIVERY AND FINANCING
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): HCM200
This course focuses on the history and evolution of health care delivery and financing in the integrated health care system. Topics include third party payment, reimbursement and compensation, quality assurance, cost center accounting and government insurance programs.
Upon successful completion of this course, students will be able to identify various types of managed care and healthcare insurance organizations, describe different methods of reimbursement, and explain the roles of the governing bodies affecting general health care delivery and financing.

HCM260 INTRODUCTION TO LONG-TERM CARE
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): HCM100
This course provides an overview of long-term care. Topics include the formal organizational arrangements for providing long-term care, different populations in long-term care settings, and the types of services provided in long-term care facilities. Upon successful completion of this course, students will be able to identify the different types of organizations and populations in long-term care settings and describe the types of services provided in long-term care facilities.

HCM310 HEALTH INFORMATION SYSTEMS
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): HCM100
This course presents different approaches to managing information systems in a variety of healthcare organizations. Topics include managing the planning, selection, and implementation of current health technology and information systems. Upon successful completion of this course, students will be able to identify common information systems in use today as well as to evaluate how they ensure data security and quality patient care.

HCM430 RISK MANAGEMENT IN HEALTHCARE
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): HCM200
This course examines risk management and methods to protect an organization against the potential of liability. Topics include regulatory and legal requirements, risk assessment, patient safety, and error reduction. Upon successful completion of this course, students will be able to evaluate risk exposures confronting different organizations and develop a risk management program.

HCM480 HEALTHCARE MANAGEMENT SEMINAR
7.0 CREDIT HOURS/35 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): UPPER-DIVISION STATUS
This course is the culminating class for the healthcare management program. Topics include data selection, analysis, decision making and evaluation of results in complex, realistic situations. Upon successful completion of this course, students will be able to research, analyze, and resolve open-ended problems related to the healthcare management field.

HIS420 CONTEMPORARY HISTORY
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): ENG221
This course provides an overview of the major events in contemporary history. Topics include economics, ideologies, military power, social development, and the impact of technological innovations on contemporary politics. Upon successful completion of this course, students will be able to identify major contemporary historical events and analyze how these events have been impacted by technology and the current political, economic, and social climates.

HOS110 PURCHASING FOOD AND BEVERAGE PRODUCTS
4.5 CREDIT HOURS/45 LECTURE HOURS
This course introduces the concepts of buying major commodities and non-food supplies. Topics include purchasing systems, quantity and quality, distribution, buyer-seller relations, and the audit process. Upon successful completion of this course, students will be able to articulate the specifics of negotiation, data management, distribution systems, price forecasting, market analysis, and the shift of purchasing from routine supply levels to a forward-thinking, cost-saving hospitality function.

HOS120 FOOD SERVICE SANITATION
4.5 CREDIT HOURS/45 LECTURE HOURS
This course explores the essentials of food safety and sanitation in the food service industry. Topics include the Food Code, hazards, HACCP, equipment, cleaning, accident prevention, crisis control, and government regulations regarding sanitation principles. Upon successful completion of this course, students will be able to describe how to deal with food in any capacity in order to ensure quality, cleanliness, and safety in handling, preparing, and storing food products.

HOS130 FRONT OFFICE MANAGEMENT
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): MGT100
This course presents the principles of coordinating and commanding front office operations. Topics include hotel organization, reservations, registration, guest services, security, account settlement, bookkeeping, audit procedures, revenue management and human resources. Upon successful completion of this course, students will be able to articulate the dynamics of front office operations and their relationship to other departments in delivering high-quality service in the lodging industry.

HOS200 SUPERVISORY HOUSEKEEPING
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): BUS110
This course provides the fundamentals of management and administration for a housekeeping department. Topics include managing resources, administering assets, technical operations, structural planning, large-scale properties, staffing patterns, inventory, materials and supplies, personnel, cost control, and risk management. Upon successful completion of this course, students will be able to explain the elements of effectively managing and scheduling a housekeeping department.

HOS230 HOSPITALITY SPANISH
4.5 CREDIT HOURS/45 LECTURE HOURS
This course covers the basic language skills needed for daily operations with Spanish-speaking employees. Topics include common dialogues, useful phrases, greetings, introductions, vocabulary, pronunciation, and

English to Spanish / Spanish to English translations. Upon successful completion of this course, students will be able to communicate effectively using conversational Spanish for hospitality managers.

HOS290 INDUSTRY SEMINAR
6.0 CREDIT HOURS/10 LECTURE HOURS/100 LAB HOURS
PREREQUISITE(S): MUST BE TAKEN IN LAST TERM
This course is the culminating class for the hospitality administration associate's program and provides the opportunity to turn theory into hands-on experience while being supervised by seasoned professionals. Topics include data selection, analysis, decision making, and evaluation of results in complex, realistic situations. Upon successful completion of this course, students will be able to identify, analyze, and resolve open-ended problems related to the field of hospitality administration.

HOS300 INVENTORY AND PLANNING CONTROL
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): HOS110
This course presents the fundamentals of inventory planning and the application of control processes used to reduce costs in food and beverage operations. Topics include purchasing and receiving, food and beverage products, controlling revenue, and supervising labor costs. Upon successful completion of this course, students will be able to apply systems that maximize revenue while maintaining value and quality within the organization.

HOS310 LOSS PREVENTION IN HOSPITALITY
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): HOS130
This course provides an overview of loss prevention issues in the hospitality industry. Topics include risk management, security, internal theft prevention and controls, safety concerns, negligence and reasonable care. Upon successful completion of this course, students will be able to identify, evaluate, manage and avoid the risks that have a critical impact in the hospitality arena.

HOS320 MARKETING IN THE HOSPITALITY INDUSTRY
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): MKT100
This course presents the principles of marketing for a constantly changing consumer public in the hospitality field. Topics include evaluating the marketplace, marketing methodologies, public relations, packaging, pricing, consumer law, budgets, and the use of electronic media. Upon successful completion of this course, students will be able to create basic strategies for targeting, positioning, and planning an effective marketing campaign.

HOS330 CONFERENCE SERVICES
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): HOS130
This course covers the components and scope of convention services and event planning. Topics include meeting planning, maximization of space, conference configuration, functional materials, contracts, and closing the sale. Upon successful completion of this course, students will be able to articulate the key components of convention services and formulate a basic event plan.

HOS400 HOSPITALITY FINANCIAL MANAGEMENT
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): ACT120
This course covers the application of financial management within the hospitality industry. Topics include report analysis, internal controls, sales accountability, development techniques, and presentation of budgets and other pertinent reports. Upon successful completion of this course, students will be able to analyze financial data, create a hospitality based budget, and advocate for the importance of budgeting in the hospitality arena.

HOS410 HOSPITALITY LAW
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): MGT300
This course covers the legal issues confronted by managers within the hospitality field. Topics include contract law, regulatory considerations, civil rights, guest relations, protection of property, alcohol consumption, licensing, liability, and negligence. Upon successful completion of this course, students will be able to communicate the importance of compliance, identify legal violations, and evaluate appropriate measures needed to avoid litigation against the organization.

HOS430 HOSPITALITY ACCOUNTING
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): ACT120
This course presents the theory and practice of basic hospitality based accounting. Topics include business transactions, balance worksheets, accounting cycles, ledgers, and payroll. Upon successful completion of this course, students will be able to identify elements of cash flow and prepare journals, ledger entries, and evaluate accounting information and transactions.

HOS460 HOSPITALITY INFORMATION SYSTEMS
4.5 CREDIT HOURS/45 LECTURE HOURS
PREREQUISITE(S): CA201
This course examines some of the technology-based systems typically used in the hospitality industry. Topics include management systems such as global distribution systems, yield management, property management, food service, club management, and scheduling software. Upon successful completion of this course, students will be able to identify and analyze the appropriate tool to solve a hospitality-related problem.

HOS490 ADVANCED INDUSTRY SEMINAR
6.0 CREDIT HOURS/10 LECTURE HOURS/100 LAB HOURS
PREREQUISITE(S): MUST BE TAKEN IN LAST TERM
This course is the culminating class for the hospitality administration bachelor's program and provides the opportunity to turn theory into hands-on experience while being supervised by seasoned professionals. Topics include data selection, analysis, decision making, and evaluation of results in complex, realistic situations. Upon successful completion of this course, students will be able to identify, analyze, and resolve open-ended problems related to the field of hospitality administration.

HUM180 ETHICAL AND CRITICAL THINKING
3.5 CREDIT HOURS/35 LECTURE HOURS
This course covers the principles and applications of ethical and critical thinking. Topics include argument construction and analysis, inductive and deductive reasoning, logical fallacies, perception, moral approaches, and social responsibility. Upon successful completion of this course, students will be able to analyze ethical issues, evaluate and clarify their own thinking, create sound and valid arguments, and effectively weigh the arguments of others.

HUM250 HUMANITIES
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): ENG221
This course explores the foundations and development of Western culture from its origins in the ancient Near East to modern Western civilization. Topics include cultural history, philosophy, religion, literature, art, and music. Upon successful completion of this course,

students will be able to identify influential figures and events, appreciate and discuss well-known works of art and thought, and recognize and analyze significant movements and genres in Western culture.

INT100 DESIGN THEORY
3.0 CREDIT HOURS/25 LECTURE HOURS/10 LAB HOURS
This course introduces design theory as applied to interior spaces. Topics include the elements and principles of design. Upon successful completion of this course, students will be able to apply the elements and principles of design to develop successful concepts while comprehending the creative process.

INT101 COLOR THEORY FOR INTERIORS
6.0 CREDIT HOURS/20 LECTURE HOURS/80 LAB HOURS
This course covers the principles of color as it relates to interior environments. Topics include color relationships, composition, the psychology of color, and color order systems. Upon successful completion of this course, students will be able to apply color theory and concepts to produce effective color presentations.

INT102 HISTORY AND THEORY OF HUMAN ENVIRONMENTS
6.0 CREDIT HOURS/20 LECTURE HOURS/80 LAB HOURS
This course provides an overview of human environments. Topics include the history of architectural and interior designs, ergonomics, and anthropometrics. Upon successful completion of this course, students will able to extract historical themes and design concepts and apply them to the design of a spatial environment.

INT110 INTERIOR DRAWING AND PERSPECTIVE
6.0 CREDIT HOURS/20 LECTURE HOURS/80 LAB HOURS
This course introduces drawing techniques necessary for effective visual communication. Topics include perspective theory and rendering techniques. Upon successful completion of this course, students will be able to produce freehand sketches and interior perspective drawings, and render material texture and depth.

INT200 INTERIOR FINISHES
6.0 CREDIT HOURS/20 LECTURE HOURS/80 LAB HOURS
PREREQUISITE(S): INT101 OR INT102
This course provides an overview of interior finishes. Topics include ceiling, wall, and floor finishes; window coverings, moldings, textiles, and other surfaces. Upon successful completion of this course, students will be able to specify interior finishes, assemble sample boards, and establish contacts with related manufacturers.

INT210 INTERIOR FURNISHINGS
6.0 CREDIT HOURS/20 LECTURE HOURS/80 LAB HOURS
PREREQUISITE(S): INT101 OR INT102
This course focuses on furnishings used in Interior Design. Topics include furniture, appliances, art work, and decor. Upon successful completion of this course, students will be able to combine individual elements to make a harmonious environment.

INT306 SPACE PLANNING
6.0 CREDIT HOURS/20 LECTURE HOURS/80 LAB HOURS
PREREQUISITE(S): CD121 AND INT101 OR INT102
This course covers the knowledge, theory, and skills associated with space planning. Topics include relationship diagrams, preliminary block plans, matrices, and their connection to the building shell and support systems. Upon successful completion of this course, students will be able to produce a functional space plan that incorporates functional and economic considerations while meeting local and national building codes.

INT310 RESIDENTIAL INTERIORS
6.0 CREDIT HOURS/20 LECTURE HOURS/80 LAB HOURS
PREREQUISITE(S): CD121, INT100
This course focuses on residential interior designs. Topics include methodology, relating to the architect's building design, sustainable design as well as kitchen and bath design trends. Upon successful completion of this course, students will be able to establish a complete residential interior design concept for a range of economic possibilities.

INT315 LIGHTING
6.0 CREDIT HOURS/20 LECTURE HOURS/80 LAB HOURS
PREREQUISITE(S): CD121, INT100
This course covers the knowledge, theory, and skills associated with lighting design. Topics include the artistic and technical aspects of lighting design for residential and commercial interior spaces. Upon successful completion of this course, students will be able to prepare designs and documents incorporating light to enhance spaces.

INT320 COMMERCIAL INTERIORS
6.0 CREDIT HOURS/20 LECTURE HOURS/80 LAB HOURS
PREREQUISITE(S): CD121, INT100
This course focuses on commercial interior designs. Topics include methodology, space planning, relating to the architect's building design, sustainable design, and building codes. Upon successful completion of this course, students will be able to establish a complete commercial interior design concept for a range of economic possibilities.

INT400 PROFESSIONAL ETHICS AND PRACTICE
3.5 CREDIT HOURS/35 LECTURE HOURS/0 LAB HOURS
PREREQUISITE(S): INT310 OR INT320
This course focuses on business practices and ethics as they relate to interior designers. Topics include legal, financial, management, marketing, and ethical issues within the interior design industry. Upon successful completion of this course, students will have developed an appreciation for ethics and be able to market their personal skills and write contracts in a professional manner based on industry standards.

INT410 RESIDENTIAL INTERIOR DESIGN STUDIO
6.0 CREDIT HOURS/20 LECTURE HOURS/80 LAB HOURS
PREREQUISITE(S): INT310 OR INT320
This course develops advanced and comprehensive interior design concepts for a residential project. Topics include overall spatial concepts, advanced interior design and detailing including lighting, furnishings, fixtures and decor. Upon successful completion of this course, students will be able to produce a set of drawings including details and presentation boards.

INT420 COMMERCIAL INTERIOR DESIGN STUDIO
6.0 CREDIT HOURS/20 LECTURE HOURS/80 LAB HOURS
PREREQUISITE(S): INT310 OR INT320
This course develops advanced and comprehensive interior design concepts for a commercial project. Topics include overall spatial concepts, advanced interior design and detailing including lighting, furnishings, fixtures and decor. Upon successful completion of this course, students will be able to produce a set of drawings including details and presentation boards.

LIT301 INTRODUCTION TO LITERATURE
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): ENG221
This course introduces students to the literary genres of fiction, poetry, and drama. Topics include literary terminology, criticism, forms, elements, themes, and major works and authors within these genres.

Upon successful completion of this course, students will be able to actively read, appreciate, analyze, and respond to works of literature.

LIT413 CONTEMPORARY LITERATURE
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): LIT301
The course presents an overview of short stories, novels, poetry, and drama from the latter half of the twentieth century to the present. Topics include the use of language, composition, and characterization. Upon successful completion of this course, students will be able to identify major authors and analyze significant literary works of the period.

LIT415 SCIENCE FICTION AND FANTASY
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): LIT301
This course covers the genres of science fiction and fantasy. Topics include the use of language, composition, and characterization within different forms of science fiction and fantasy. Upon successful completion of this course, students will be able to identify major authors and analyze significant works of science fiction and fantasy.

LIT417 LITERATURE AND FILM
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): LIT301
This course explores the relationship between film and literature. Topics include narrative techniques and the differences between the media. Upon successful completion of this course, students will be able to identify the narrative techniques used in film and literature, and compare and analyze the two formats.

MA200 PRINCIPLES OF PATIENT CARE
5.0 CREDIT HOURS/20 LECTURE HOURS/60 LAB HOURS
PREREQUISITE(S): HC100
This course introduces the clinical skills necessary to be an active member of a medical team. Topics include an introduction to infection control, vital signs and anthropometric measurements, medical emergencies, SOAP and POMR charting, therapeutic modalities, and methods of examination. Upon successful completion of this course, students will be able to demonstrate knowledge of medical asepsis, administer basic first aid, assess vital signs, prepare and educate patients, and create appropriate documentation. Healthcare provider CPR/AED certification is included.

MA210 MINOR SURGICAL PROCEDURES
3.5 CREDIT HOURS/20 LECTURE HOURS/30 LAB HOURS
PREREQUISITE(S): MA200
This course provides the framework for minor surgical procedures. Topics include sanitation and sterilization methods, surgical instruments, surgery routines, suture care, and postoperative care instructions. Upon successful completion of this course, students will be able to demonstrate competence in surgical asepsis, use surgical instruments appropriately, and prepare and assist patients for minor surgical procedures.

MA220 SPECIALTY MEDICAL PROCEDURES
5.0 CREDIT HOURS/20 LECTURE HOURS/60 LAB HOURS
PREREQUISITE(S): MA200
This course introduces various specialty exams and covers advanced-level office procedures. Topics include electrocardiography, spirometry, basic principles of radiology, diagnostic testing, microbiology, OB/GYN, geriatrics, pediatrics, ENT, and urology. Upon successful completion of this course, students will be able to demonstrate competency in urinalysis, ECG testing, throat and wound cultures, and assisting and preparing patients for specialty exams.

MA230 PHARMACOLOGY
3.5 CREDIT HOURS/20 LECTURE HOURS/30 LAB HOURS
PREREQUISITE(S): HC110, MA200 AND MTH091 IF INDICATED BY PLACEMENT SCORES
This course covers terminology and abbreviations of medications as well as the proper identifications, purposes, and policies relative to prescription drugs. Topics include medication names, prescriptions, dosage calculations, FDA and state laws, IV theory, and use of the PDR. Upon successful completion of this course, students will be able to demonstrate working knowledge of the legal aspects of administering medications, properly calculate medication dosages, and administer various injections.

MA240 PHLEBOTOMY
5.0 CREDIT HOURS/20 LECTURE HOURS/60 LAB HOURS
PREREQUISITE(S): HC110, MA200
This course explores basic invasive procedures. Topics include needle types, the order of draw, hematology, chemistry, and basic blood testing. Upon successful completion of this course, students will be able to perform phlebotomy procedures using the evacuated tube, syringe, and butterfly methods. In addition, students will be able to perform hematology and chemistry testing such as glucose screening, ESR, HCT, infectious mononucleosis, and blood typing, and properly complete laboratory requisition forms.

MA250 MEDICAL ASSISTING REVIEW
3.0 CREDIT HOURS/20 LECTURE HOURS/20 LAB HOURS
PREREQUISITE(S): ALL MA CLINICAL COURSES MUST BE COMPLETED
This course provides a final review of the knowledge and skills learned throughout the program. Topics include a supervisory skill review and preparation for the national certification exam. Upon successful completion of this course, students will be able to demonstrate competency in general, clinical, and administrative skills.

MA299 EXTERNSHIP
5.5 CREDIT HOURS/165 EXTERNSHIP HOURS/10 LECTURE HOURS
PREREQUISITE(S): MUST BE TAKEN IN LAST TERM
This course provides an opportunity to incorporate knowledge and skills acquired during coursework into an actual clinical environment through non-paid training under the guidance of experienced professionals. Upon successful completion of this course, students will be prepared to successfully enter the field of medical assisting.

MCH140 VISUAL MERCHANDISING
3.5 CREDIT HOURS/35 LECTURE HOURS
This course introduces the basic elements of design in contemporary visual merchandising. Topics include exterior and interior display; coordination with other related departments; and the use of color, equipment, lighting, and display materials. Upon successful completion of this course, students will be able to plan, install, and evaluate a merchandising display.

MCH150 RETAIL BUYING
3.5 CREDIT HOURS/35 LECTURE HOURS
This course introduces the basic elements of retail buying. Topics include an analysis of the factors influencing the selection of merchandise and the techniques involved, anticipation of customer demand, and the relationships among participants in the supply chain. Upon successful completion of this course, students will be able to describe the steps and roles in the retailing supply chain; describe and explain the tools used by retail buyers in identifying their purchasing needs and obtaining merchandise; and explain the role of the retail establishment from planning to receiving, control, and selling of merchandise.

Before I attended Westwood, I was working retail, jumping from job to job and place to place. I had no direction, but Westwood changed all that. I had responsibilities, goals and a focus unlike ever before..

***Robert Fischer** —*
2007 Animation graduate

MCH200 FASHION EVENTS AND PROMOTION
3.5 CREDIT HOURS/35 LECTURE HOURS
This course focuses on the process of persuading customers to buy retail merchandise, including the essential aspects needed to plan and execute a fashion event. Topics include the purpose of advertising, fashion events, and promotion; planning and implementing a fashion promotion; budgeting for the promotion; selection of strategies and media; and event evaluation. Upon successful completion of this course, students will be able to plan a fashion event, including documentation and analysis associated with the promotion or event.

MCH280 PORTFOLIO REVIEW
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): PROGRAM CHAIR'S PERMISSION
This course provides the guidelines for creating a portfolio as well as polishing their presentation skills. Topics include selection and refinement of portfolio items, the role of the portfolios in a successful job search, and skills related to portfolio presentation. Upon successful completion of this course, students will be able to prepare and present their portfolios in a professional manner.

MCH320 MERCHANDISING PLANNING AND CONTROL
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): MTH107 OR MTH170
This course introduces the critical function of inventory management. Topics include principles of planning and control for inventory; typical merchandising problems and the basic tools, formulas and calculations used to solve problems; and the concepts beyond pricing. Upon successful completion of this course, students will be able to analyze and solve everyday problems of planning and control and to use retail technologies to track the merchandising process.

MCH480 MERCHANDISING SEMINAR
7.0 CREDIT HOURS/35 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): UPPER-DIVISION STATUS
This course is the culminating class for the merchandising program. Topics include data selection, analysis, decision making and evaluation of results in complex, realistic situations. Upon successful completion of this course, students will be able to identify, analyze, and resolve open-ended problems related to the merchandising field.

MGT100 PRINCIPLES OF MANAGEMENT
3.5 CREDIT HOURS/35 LECTURE HOURS
This course presents an overview of the various principles of management. Topics include planning, decision making, developing organizational structures, and managing performance. Upon successful completion of this course, students will be able to describe the functions and roles of management.

MGT210 CONFLICT MANAGEMENT
3.5 CREDIT HOURS/35 LECTURE HOURS
This course explores the various dynamics found in workplace conflict with a focus on resolution techniques. Topics include attitudes, self-esteem, anger, decision-making, and conflict management strategies. Upon successful completion of this course, students will be able to implement a framework for successfully resolving conflicts in the workplace.

MGT220 STRESS MANAGEMENT
3.5 CREDIT HOURS/35 LECTURE HOURS
This course is designed to explore factors that contribute to workplace stress with a focus on stress management techniques. Topics include contemporary stressors, the effects of stress, relaxation techniques, and physiological interventions. Upon successful completion of this course, students will be able to implement strategies for managing workplace stress.

MGT230 PRINCIPLES OF SMALL BUSINESS MANAGEMENT
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): MGT100
This course provides an overview of small business ownership and management. Topics include new ventures, buyouts of an existing business, franchises, financing, accounting, and marketing. Upon successful completion of this course, students will be able to describe the resources needed to start or acquire a small business and the elements of managing a small business.

MGT280 BUSINESS ADMINISTRATION SEMINAR
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITES: UPPER DIVISION STATUS
This course is the culminating class for the management program. Topics include data selection, analysis, decision making and evaluation of results in complex, realistic situations. Upon

successful completion of this course, students will be able to identify, analyze, and resolve open-ended problems related to the management field.

MGT300 LEADERSHIP AND MANAGERIAL DECISION MAKING
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): MGT100
This course provides a framework of leadership and decision making. Topics include psychology of decision making, decision making techniques, leadership, and the impact of leadership and decision making on organizations. Upon successful completion of this course, students will be able to identify leadership models and apply effective decision making approaches to real-world business situations.

MGT310 PROJECT MANAGEMENT
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): BUS100
This course covers project management tools. Topics include starting a project, establishing goals, and staying within cost and time parameters. Upon successful completion of this course, students will be able to effectively implement project management skills in real-world project assignments.

MGT320 CHANGE MANAGEMENT
3.5 CREDIT HOURS/35 LECTURE HOURS
This course introduces the concepts of change management. Topics include resistance, creating a culture of change, and changes in the workplace. Upon successful completion of this course, students will be able to investigate the impact of a change management plan on the long-term viability and success of an organization.

MGT330 MANAGERIAL COMMUNICATIONS
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): COM112
This course examines the principles of management-level communications. Topics include the managerial communication process, the role of technology in communication, writing management reports and proposals, managerial listening and negotiations, managing meetings, and making formal presentations. Upon successful completion of this course, students will be able to analyze a communication process; write a management report or proposal; facilitate an effective meeting; and design, make, and evaluate a formal presentation.

MGT350 PURCHASING AND SUPPLY MANAGEMENT
3.5 CREDIT HOURS/35 LECTURE HOURS
This course describes the concepts of purchasing and supply management in business today. Topics include a description of the purchasing and supply management function in organizations, relationship management, and supplier negotiations. Upon successful completion of this course, students will be able to explain the typical organization and competencies associated with the purchasing function, assess a purchase order agreement, and negotiate a vendor relationship.

MGT360 INTERNAL CONTROL AND ENTERPRISE RISK MANAGEMENT
3.5 CREDIT HOURS/35 LECTURE HOURS
This course covers internal control and fraud prevention procedures based on the current legislative environment. Topics include an overview of the history of management's role in fostering and developing ethical environments, methods for evaluating the current state of an organization's internal control and processes, and methods for meeting compliance with the Sarbanes Oxley (SOX) Act of 2002. Upon successful completion of this course, students will be able to create business processes that are Sarbanes Oxley compliant.

MGT400 OPERATIONS MANAGEMENT
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): MGT100
This course surveys operations management principles. Topics include operations strategy, process design, forecasting, inventory management, scheduling, and quality management. Upon successful completion of this course, students will be able to formulate an operation strategy and apply it to a business situation.

MGT410 PRINCIPLES OF SUPERVISION
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): MGT100
This course covers the role of supervisor. Topics include planning, organizing, staffing, employee development, conflict, discipline, and labor relations. Upon successful completion of this course, students will be able to analyze a complex workplace situation and recommend approaches that support efficient and effective solutions.

MGT450 MANAGING ACROSS CULTURES
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): BUS320
This course presents essential concepts for cross-cultural effectiveness in management. Topics include communication, cross cultural effectiveness, managing transitions, and managing performance of a diverse employee base on a global scale. Upon successful completion of this course, students will be able to analyze a complex multi-cultural workplace situation, recommend non-biased, non-sexist, multicultural approaches, and justify how the approaches support an effective and productive workplace.

MGT460 STRATEGIC MANAGEMENT
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): MGT100
This course surveys business strategy and related management principles. Topics include strategic management and competitiveness, internal and external environmental scanning, strategy formulation and implementation. Upon successful completion of this course, students will be able to formulate a strategic action plan focused on effective implementation for desired results.

MGT480 MANAGEMENT SEMINAR
7.0 CREDIT HOURS/35 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): UPPER-DIVISION STATUS
This course is the culminating class for the management program. Topics include data selection, analysis, decision making and evaluation of results in complex, realistic situations. Upon successful completion of this course, students will be able to identify, analyze, and resolve open-ended problems related to the management field.

MKT100 PRINCIPLES OF MARKETING
3.5 CREDIT HOURS/35 LECTURE HOURS
This course introduces the basic elements of marketing. Topics include marketing channels, business-to-business and business-to-consumer communication, marketing theory, planning, and implementation. Upon successful completion of the course, students will be able to describe how the marketing process works in a given business realm, and explain the impact of the marketing process on the success of the business.

MKT210 CUSTOMER SERVICE
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): MKT100
This course surveys the fundamentals of customer relations and rapport. Topics include defining customer relations, establishing employee accountability, promoting a "customer first" attitude,

integrating new technologies, and handling customer complaints. Upon successful completion of this course, students will be able to identify communication that promotes good customer relations and demonstrate complaint resolution techniques.

MKT300 PRINCIPLES OF ADVERTISING
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): MKT100
This course defines effective advertising principles and practices that cut through the message clutter that exists today. Topics include what makes an ad memorable, the use of humor, tapping into consumer motivation, and the use of celebrity endorsement. Upon successful completion of this course, students will be able to assess the effectiveness of an ad campaign.

MKT310 CONSUMER BEHAVIOR
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): MKT100
This course describes the process of how consumers make buying decisions. Topics include a variety of factors influencing consumer behavior, such as the psychology, motivation, exposure, attention, perception, knowledge, attitude formation, memory and retrieval, judgment, and decision making. Upon successful completion of this course, students will be able to provide examples of how knowledge of consumer behavior is used to influence marketing, advertising, promotion, and direct sales.

MKT320 INTEGRATED MARKETING COMMUNICATIONS
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): MKT100
This course emphasizes the value of integrating various communication tools such as public relations, promotion, advertising and direct marketing to satisfy strategic business objectives. Topics include stakeholder analysis, target identification, customer value, and message consistency. Upon successful completion of this course, students will be able to develop a marketing communications package including use of a variety of integrated tools that support given strategic business objectives.

MKT340 SERVICES MARKETING
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): MKT100
This course provides information on how to effectively market services rather than goods. Topics include contact point identification, framing service experiences, developing effective service marketing strategies, creating value, pricing, and promotion. Upon successful completion of this course, students will be able to create a marketing plan that effectively positions services in a competitive environment.

MKT400 STRATEGIC MARKETING MANAGEMENT
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): MTH340, MKT100
This course covers concepts in strategic marketing management. Topics include environmental scanning, best practices in marketing, market research, analysis and evaluation, product development and distribution, integrating marketing communications, pricing, and the future of marketing. Upon successful completion of this course, students will be able to plan a marketing strategy.

MKT480 MARKETING SEMINAR
7.0 CREDIT HOURS/35 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): UPPER-DIVISION STATUS
This course is the culminating class for the marketing program. Topics include data selection, analysis, decision making and evaluation of results in complex, realistic situations. Upon successful completion of this course, students will be able to research, identify, analyze, and resolve open-ended problems related to the marketing field.

MTH090 PRE-ALGEBRA I
3.5 CREDIT HOURS/35 LECTURE HOURS
This course covers the fundamental operations of pre-algebra. Topics include whole numbers, fractions, decimals, and percentages. Upon successful completion of this course, students will be able to solve problems using the fundamental operations.

MTH091 PRE-ALGEBRA II
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): MTH090 IF INDICATED BY PLACEMENT SCORES
This course continues to cover the operations for pre-algebra. Topics include the real number system, exponents, order of operations, proportions, percents, applying formulas, and solving basic equations. Upon successful completion of this course, students will be equipped with the foundational tools of algebra.

MTH097 ELEMENTARY ALGEBRA
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): MTH091 IF INDICATED BY PLACEMENT SCORES
This course provides the basic tools of algebra. Topics include algebraic expressions including integer exponents and properties of real numbers, linear equations and inequalities, simplifying polynomials, and coordinate geometry. Upon successful completion of this course, students will be able to apply the basic rules of algebra to solve real-world problems.

MTH107 COLLEGE MATHEMATICS
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): MTH091 IF INDICATED BY PLACEMENT SCORES
This course develops problem-solving and decision-making strategies using mathematical tools from arithmetic, algebra, geometry, and statistics. Topics include consumer mathematics, key concepts in statistics and probability, sets of numbers, and geometry. Upon successful completion of this course, students will be able to apply mathematical tools and methods to solve real-world problems.

MTH170 COLLEGE ALGEBRA I
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): MTH097 IF INDICATED BY PLACEMENT SCORES
This course provides intermediate algebra skills. Topics include factoring polynomials, graphing and interpreting linear and nonlinear equations, solving linear systems of equations and quadratic equations, and performing basic operations with functions. Upon successful completion of this course, students will be able to use the rules of algebra to solve applied problems.

MTH211 GEOMETRY
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): MTH170
This course introduces the basics of Euclidean geometry. Topics include elementary proofs, basic constructions of geometric figures, and computations involving lines, angles, polygons, and polyhedra. Upon successful completion of this course, students will be able to recognize and analyze geometric figures within a given context.

MTH221 TRIGONOMETRY
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): MTH170
This course introduces trigonometric functions and applications. Topics include conversions between degree and radian measurements, solving right and oblique triangles, graphing trigonometric functions, and

trigonometric identities. Upon successful completion of this course, students will be able to use trigonometry to solve real-world problems.

MTH270 COLLEGE ALGEBRA II
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): MTH170
This course focuses on providing the mathematical tools for advanced mathematical topics. Topics include logarithms and exponential equations, simplifying and graphing rational expressions and equations, function composition and inverses, and conic sections. Upon successful completion of this course, students will be able to utilize these topics to solve problems found in algebra, economics, computing, and the natural and physical sciences.

MTH331 CALCULUS I
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): MTH221, MTH270
This course presents an introduction to differential calculus. Topics include determining limits and continuity of functions, finding and evaluating derivatives of various functions, and determining the concavity and extrema of functions along an interval. Upon successful completion of this course, students will be able to join their knowledge of algebra with calculus to solve a variety of problems in mathematics, finance, and the natural sciences.

MTH340 INTRODUCTION TO STATISTICS
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): MTH107 OR MTH170
This course introduces basic concepts in statistics with emphasis on quantitative analysis. Topics include measures of center and variation, applications of normal distribution, interpretations of correlation coefficients, analyzing and graphing linear regression models and fundamentals of probability. Upon successful completion of this course, students will be able to analyze real-world data, interpret graphs, create simple linear regression models, and form valid conclusions on the basis of such analysis.

MTH401 LINEAR ALGEBRA
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): MTH331
This course provides the methods and processes in solving systems of linear equations. Topics include the theory of systems of linear equations, matrices, vectors, determinants, and linear transformations. Upon successful completion of this course, students will have the required skills to apply linear algebra methods in solving natural and social science problems.

NW105 LINUX® OPERATING SYSTEMS
7.0 CREDIT HOURS/35 LECTURE HOURS/70 LAB HOURS
This course introduces basic concepts of Linux operating systems. Topics include file management, user administration, directory structure, processes, and basic system architecture. Upon successful completion of this course, students will be able to log on to a UNIX-style system, navigate the file structure, edit files, and control processes.

NW106 DESKTOP COMPUTING
7.0 CREDIT HOURS/35 LECTURE HOURS/70 LAB HOURS
This course provides an overview of computer hardware, software, and computer terminology. Topics include hardware architecture, component installation, operating system installation, desktop components, and troubleshooting methodologies. Upon successful completion of this course, students will be able to identify and install various computer components, build a computer, install, configure, and support desktop operating systems, and perform basic troubleshooting.

NW110 NETWORK ESSENTIALS
5.0 CREDIT HOURS/30 LECTURE HOURS/40 LAB HOURS
This course introduces the architecture, structure, functions, components, and models of the Internet and other computer networks. It uses the OSI and TCP layered models to examine the nature and roles of protocols and services at the application, network, data link, and physical layers. Topics include the principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations. Upon successful completion of this course, students will be able to build simple local area network (LAN) topologies by applying basic principles of cabling, performing basic configurations of network devices (including routers and switches), and implementing IP addressing schemes.

NW202 MICROSOFT NETWORK OPERATING SYSTEMS
7.0 CREDIT HOURS/35 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): NW106
This course introduces Windows network server administration. Topics include Active Directory Services, Microsoft Management Console, system architecture, and other services. Upon successful completion of this course, students will be able to install, administer, and troubleshoot network services.

NW205 ADVANCED SYSTEM ADMINISTRATION WITH DIRECTORY SERVICES
7.0 CREDIT HOURS/35 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): NW202
This course covers methods for designing and administering Internet-based services. Topics include security, interoperability, and server operations across a heterogeneous infrastructure. Upon successful completion of this course, students will be able to manage and configure services in an internetworked environment.

NW222 LINUX® SYSTEMS ADMINISTRATION
7.0 CREDIT HOURS/35 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): NW105
This course introduces the methods of administering a Linux operating system. Topics covered include network file system, system architecture, and other services. Upon successful completion of this course, students will be able to install, administer, and troubleshoot a Linux operating system.

NW250 ROUTING PROTOCOLS AND CONCEPTS
5.0 CREDIT HOURS/30 LECTURE HOURS/40 LAB HOURS
PREREQUISITE(S): NW110
This course describes the architecture, components, and operation of routers, and explains the principles of routing and routing protocols. Topics include the analysis, configuration, verification, and troubleshooting of both classful and classless routing protocols. Upon successful completion of this course, students will be able to configure a router, manage router operating system software, configure routing protocols, and design and implement security measures.

NW260 LAN SWITCHING
5.0 CREDIT HOURS/30 LECTURE HOURS/40 LAB HOURS
PREREQUISITE(S): NW250
This course focuses on how switches operate and are implemented in the LAN environment for small and large networks. Topics include LAN switch operation, VLAN implementation, Rapid Spanning Tree Protocol (RSTP), VLAN Trunking Protocol (VTP), Inter-VLAN routing, and wireless network operations. Upon successful completion of this course, students will be able to analyze, configure, verify, and troubleshoot VLANs, RSTP, VTP, and wireless networks.

NW270 WAN TECHNOLOGIES
5.0 CREDIT HOURS/30 LECTURE HOURS/40 LAB HOURS
PREREQUISITE(S): NW260
This course introduces user access technologies and devices. Topics include the implementation and configuration of Point-to-Point Protocol (PPP), Point-to-Point Protocol over Ethernet (PPPoE), DSL, and Frame Relay with traffic control and access lists. WAN security concepts, tunneling, and VPN basics are introduced, along with a discussion of the special network services required by converged applications and an introduction to quality of service (QoS). Upon successful completion of this course, students will be able to install and configure WAN technologies.

NW280 WIRELESS TECHNOLOGIES
5.0 CREDIT HOURS/30 LECTURE HOURS/40 LAB HOURS
PREREQUISITE(S): NW260
This course introduces wireless Local Area Networks (LANs) and provides a comprehensive overview of technologies, security, and design. Topics include the design, planning, implementation, operation, and troubleshooting of wireless LANs. Upon successful completion of this course, students will be able to design and implement a secure wireless LAN.

NW299 CAPSTONE PROJECT
2.0 CREDIT HOURS/5 LECTURE HOURS/30 LAB HOURS
PREREQUISITE(S): MUST BE TAKEN IN LAST TERM
This course requires the utilization of skills, concepts, and techniques acquired through other courses in the degree program in order to complete a capstone project. Topics include the integration of various concepts into a cogent deliverable. Upon successful completion of this course, students will be able to integrate information from various sources while demonstrating subject knowledge relevant to their degree program.

NW301 TECHNICAL DOCUMENTATION AND PROJECT MANAGEMENT
5.0 CREDIT HOURS/30 LECTURE HOURS/40 LAB HOURS
PREREQUISITE(S): ENG121
This course emphasizes the importance of documentation and the skills necessary to develop relevant, useful technical documentation and project plans. Topics include the documentation process, style and design, digital formats, technical baselines, project management documentation, disaster recovery planning, document archiving, and documentation configuration management. Upon successful completion of this course, students will be able to create technical documents and project plans and value effective documentation for an enterprise environment.

NW306 INTRODUCTION TO NETWORK SECURITY
7.0 CREDIT HOURS/35 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): NW202
This course introduces security concepts as they relate to personal computers in a networked environment. Topics include an introduction to security threats to personal computers, countermeasures, local area network (LAN) security topologies, server security services, network security measures, security protocols, types of firewall security, introduction to dial-up security and virtual private networks, an introduction to public key infrastructure (PKI) and certificate authority functions. Upon successful completion of this course, students will be able to effectively identify potential security risks and take reasonable countermeasures to safeguard personal computers in a networked environment.

NW310 LAN SECURITY
7.0 CREDIT HOURS/35 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): NW222
This course provides an overview, comparison, and analysis of LAN components and security features and costs, including man-hours, product strengths and weaknesses, and risks involved. Topics include an introduction to local area networks (LAN) and components, security features of LAN elements (including hardware such as workstations, servers, printers, modems, faxes, scanners, routers), and software (such as network service, browsers, protocols, and various operating systems and distributions). Upon successful completion of this course, students will be able to identify LAN components and security features of LAN elements, and analyze potential security risks and strengths.

NW315 INTERNET SECURITY
7.0 CREDIT HOURS/35 LECTURE HOURS/70 LAB HOURS
This course covers fundamental network and Internet security concepts in a mixed environment using multiple operating systems. Topics include an introduction to Internet security, concepts and vulnerabilities, foundations of network security, packet analysis, routing and access control lists (ACL), securing computers, Internet security, and attack techniques. Upon successful completion of this course, students will be able to identify potential Internet security risks and take counter-measures to safeguard personal computers in a networked environment using multiple operating systems.

NW332 DATABASE MANAGEMENT SYSTEMS
5.0 CREDIT HOURS/30 LECTURE HOURS/40 LAB HOURS
This course covers the technical skills required to implement a database solution in a client/server database management system. Topics include the three fundamental models – hierarchical, network, and relational – with a focus on relational databases. Upon successful completion of this course, students will be able to administer a database server and operate database client software.

NW355 NETWORK OPERATIONS AND MONITORING
5.0 CREDIT HOURS/30 LECTURE HOURS/40 LAB HOURS
This course introduces the principles, techniques, and tools used for the management of modern networks. Topics include the five major functional areas of network management (FCAPS): Fault management for detecting and responding to fault conditions in the network, configuration management for configuring the hardware and software on network elements, accounting management for tracking and logging network usage, performance management for measuring and controlling network performance, and security management for securing and controlling access to resources in the network. Upon successful completion of this course, students will be able to operate in an enterprise network management system.

NW380 SECURING BUSINESS APPLICATIONS
7.0 CREDIT HOURS/35 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): NW306
This course introduces the concepts of securing business applications including web, database, email, and other demilitarized zone (DMZ) server services. Topics include writing requests for proposal (RFP) documents, permissions, network services, encryption, DMZ services, database, mail servers, and web hosting. Upon successful completion of this course, students will be able to write an RFP and design security for permissions, network services, encryption, DMZ services, database, mail servers, and web hosting.

NW408 VIRTUALIZATION TECHNOLOGY
7.0 CREDIT HOURS/35 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): NW205, NW222
This course presents computer virtualization technology in a networked environment. Topics include virtual desktop and server configuration, designing and building networked server environments, and performance and security of virtualized environments. Upon successful completion of this course, students will be able to design, configure, build and secure virtualized desktop computers, servers and networks.

NW421 NETWORK DESIGN AND ANALYSIS
5.0 CREDIT HOURS/30 LECTURE HOURS/40 LAB HOURS
PREREQUISITE(S): NW113 OR NW270
This course addresses the analysis and design of computer and information network systems. Topics include the system development lifecycle, network design, network security and network management. Upon successful completion of this course, students will be able to analyze and design heterogeneous networks that meet a variety of requirements.

NW422 ELECTRONIC MAIL SYSTEMS
7.0 CREDIT HOURS/35 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): NW205
This course will explore the core components and features of mail clients and servers. Topics include installing mail servers, creating and managing mail components, installing and configuring clients, and managing and utilizing mail services. Upon successful completion of this course, students will be able to install, configure, manage, maintain, and secure a fully-functional mail environment.

NW430 ADVANCED ROUTING
7.0 CREDIT HOURS/35 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): NW270
This course introduces scalable IP networks. Topics include how to configure EIGRP, OSPF, IS-IS, and BGP routing protocols and how to manipulate and optimize routing updates between these routing protocols. Other topics include multicast routing, IPv6, and DHCP configuration, advanced routing principles, configuration, and implementation. Upon successful completion of this course, students will be able to create an efficient and expandable enterprise network by installing, configuring, monitoring, and troubleshooting network infrastructure equipment (especially routers such as Cisco® ISRs) according to the Campus Infrastructure module in the Enterprise Composite Network model.

NW435 IMPLEMENTING SECURE CONVERGED WIDE-AREA NETWORKS
7.0 CREDIT HOURS/35 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): NW270
This course introduces secure enterprise-class network service for teleworkers and branch sites, and how to secure and expand the reach of an enterprise network with a focus on VPN configuration and securing network access. Topics include teleworker configuration and access, frame-mode MPLS, site-to-site IPSEC VPA, Cisco® EZVPN, strategies used to mitigate network attacks, Cisco® device hardening, and IOS firewall features. Upon successful completion of this course, students will be able to secure converged wide-area networks.

NW440 MULTILAYER SWITCHING
7.0 CREDIT HOURS/35 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): NW270
This course focuses on the selection and implementation of the appropriate Cisco® IOS services to build reliable, scalable multilayer-switched LANs. Topics include layer 2, 3, and 4 switching and multilayer switching (MLS); virtual LANs (VLANS); routing between VLANS and Route Switch Modules (RSMs); trunking and VLAN Trunking Protocol (VTP); Spanning Tree Protocol (STP) and redundant links; Hot Standby Routing Protocol (HSRP); multicasting; and network access policies and security. Upon successful completion of this course, students will be able to design and configure scalable, multilayer switched networks.

NW445 OPTIMIZED CONVERGED NETWORKS
7.0 CREDIT HOURS/35 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): NW270
This course covers the optimization of QoS techniques in converged networks, operating voice, wireless and security applications. Topics include implementing a VOIP network, implementing QoS on converged networks, specific IP QoS mechanisms for implementing the DiffServ QoS model, AutoQoS, wireless security, and basic wireless management. Upon successful completion of this course, students will be able to effectively optimize converged networks.

NW450 IP TELEPHONY
7.0 CREDIT HOURS/35 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): NW445
This course provides an introduction to converged voice and data networks as well as the challenges faced by its various technologies. The course presents Cisco® solutions and implementation considerations to address those challenges. Topics include Cisco® CallManager Express (CME) architecture, components, functionality, and features. Topics also include Voice over IP (VoIP) and Quality of Service (QoS) technologies as applied to the Cisco® CME environment. Upon successful completion of this course, students will be able to implement IP Telephony in a Single Office Home Office (SOHO) environment.

NW480 EMERGING TECHNOLOGIES
5.0 CREDIT HOURS/30 LECTURE HOURS/40 LAB HOURS
This course explores recent advances in high performance computing and computer networks and their impact on work methods and productivity. Topics include new developments in information technology, technology's impact on other converging industries, and the evolutionary nature of technology itself. Upon successful completion of this course, students will be able to evaluate the rapid pace of technology growth and appreciate the need for life-long learning.

NW490 SENIOR SEMINAR
1.0 CREDIT HOURS/5 LECTURE HOURS/10 LAB HOURS
PREREQUISITE(S): MUST BE TAKEN IN LAST TERM
This course provides the opportunity to develop and conduct an in-depth research project in an area of particular interest in computer networking. Topics include the integration of various concepts into a cogent deliverable designed in collaboration with the instructor. Upon successful completion of this course, students will be able to integrate information from various sources while demonstrating subject knowledge relevant to their degree program.

NW499 PRACTICAL APPLICATIONS IN NETWORK SECURITY
7.0 CREDIT HOURS/35 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): NW310, NW315, NW380
This course covers network security concepts through hands-on practical exercises in a mixed environment using multiple operating systems. Topics include designing and establishing a secure network in a mixed environment, installing and configuring multiple operating systems, designing and configuring firewalls, virtual private networks (VPN), and intrusion detection systems (IDS), analyzing intrusion signatures, performing a risk analysis, developing a security policy, and applying security commands. Upon successful completion of this course, students will be able to analyze potential security risks, take countermeasures to safeguard personal computers in a networked environment using multiple operating systems, and develop a security proposal.

Learn your trade and industry to make the degree go beyond just a piece of paper. Remember, the degree is what opens doors for you, but your experience and knowledge will get you a step further.

***Armando Lopez** — 2005 Information Computer Aided Design/ Architectural Drafting graduate*

PDC111 SUCCESS STRATEGIES
3.5 CREDIT HOURS/35 LECTURE HOURS
This course focuses on providing the skills and strategies to achieve personal and educational goals. Topics include learning styles, accountability, self-directed learning, managing resources, goal setting, self-esteem, critical thinking, and problem-solving skills. Upon successful completion of this course, students will be able to demonstrate self-reliance and apply the tools for success.

PDC200 CAREER MANAGEMENT
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): STUDENT MUST HAVE COMPLETED 50% OF DEGREE REQUIREMENTS
This course provides the foundation for developing long-term career management skills. Topics include tips for producing quality résumés and cover letters and interactive techniques for interviewing success. Upon successful completion of this course, students will be able to research job leads, write a résumé, prepare for a job interview, follow up on a job interview, and apply strategies to keep a job and advance in a career.

PL100 INTRODUCTION TO LAW AND ETHICS
3.5 CREDIT HOURS/35 LECTURE HOURS
This course introduces the American legal system, the paralegal profession, and legal ethical considerations. Topics include legal terminology, ethical obligations, and paralegal skills and duties. Upon successful completion of this course, students will be able to define basic legal terminology, recognize paralegal duties, identify paralegal career options, and value the importance of ethics to the legal profession.

PL101 LEGAL WRITING
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): ENG121
This course introduces the fundamentals of effective legal writing using practical writing applications. Topics include the basics of legal writing, integrating citations into legal writing, preparing legal correspondence, pleadings, legal memoranda, and case briefs. Upon successful completion of this course, students will be able to draft legal documents and citations.

PL105 LEGAL RESEARCH
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): CA101
This course introduces effective legal research techniques. Topics include case, statutory, and administrative laws, legal annotations, court rules, types of citators, and the use of primary and secondary sources using electronic and library research tools. Upon successful completion of this course, students will be able to conduct basic legal research for legal documents.

PL110 TORT LAW
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): PL100, PL105
This course introduces the fundamentals of tort law. Topics include tort law terminology, tort elements, and defenses. Upon successful completion of this course, students will be able to distinguish the elements of various torts, and identify applicable defenses.

PL125 ALTERNATIVE DISPUTE RESOLUTION
3.5 CREDIT HOURS/35 LECTURE HOURS
This course explores alternatives to litigation to resolve legal disputes. Topics include the nature and sources of conflict, negotiation, mediation, arbitration, participants' roles in resolving disputes, ethical issues associated with alternative dispute resolution, and the role of the paralegal in these alternative approaches. Upon successful completion of this course, students will be able to distinguish between various alternative dispute resolution methods, evaluate suitable alternative dispute methods for particular disputes, and appraise ethical issues associated with those methods.

PL130 CONTRACT LAW FOR PARALEGALS
3.5 CREDIT HOURS/35 LECTURE HOURS
This course introduces the foundational concepts of contract law. Topics include elements of a contract, enforcement of contracts, and documents used in the creation of contracts. Upon successful completion of this course, students will be able to identify the primary elements of a contract, draft documents commonly used in contract law, and describe remedies for breach of contract.

PL140 CRIMINAL LAW FOR PARALEGALS
3.5 CREDIT HOURS/35 LECTURE HOURS
This course introduces criminal law and defenses. Topics include the history and development of criminal law, the adversarial system, the key components of criminal conduct, elements of various types of crimes, and defenses to crime. Upon successful completion of this course, students will be able to recognize the influence of the historical developments of criminal law upon modern day criminal laws, explain key aspects of criminal laws, and distinguish between different types of criminal laws and defenses.

PL150 REAL ESTATE LAW
3.5 CREDIT HOURS/35 LECTURE HOURS
This course introduces the essential concepts of real estate law. Topics include an overview of both residential and commercial real estate law concepts, legal exchanges of property, title of property, and landlord-tenant law. Upon successful completion of this course, students will be able to describe how real estate transactions are performed, draft basic documents used in real estate transactions, and identify issues relevant to the lease of property.

PL170 CRIMINAL PROCEDURE FOR PARALEGALS
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): PL140
This course presents the primary concepts of criminal procedure. Topics include procedures from pre-arrest to final disposition, constitutional aspects of criminal procedure, and court decisions pertinent to the criminal justice system. Upon successful completion of this course students will be able to identify the primary provisions of the Constitution that impact the criminal justice system, examine court decisions that develop the rules and procedures related to various aspects of a criminal case, and reflect upon the importance of criminal procedure in our legal system.

PL180 FAMILY LAW
3.5 CREDIT HOURS/35 LECTURE HOURS
This course examines the fundamental concepts of family law. Topics include marriage, divorce, annulment, marital and non-marital property rights, alimony, child support, custody, adoption, and trends in family law. Upon successful completion of this course, students will be able to examine the primary components of various family actions, draft legal documents relevant to family law, and value the impact of family law issues on society.

PL190 BUSINESS LAW FOR PARALEGALS
3.5 CREDIT HOURS/35 LECTURE HOURS
This course introduces the basic concepts of business organizations as they relate to the paralegal. Topics include various legal structures of business organization and ethical obligations related to business law. Upon successful completion of this course, students will be able to assess the appropriate legal organizational structure for various types of business entities, predict liability issues, and appraise ethical concerns that could arise.

PL200 WILLS, TRUSTS, AND PROBATE
3.5 CREDIT HOURS/35 LECTURE HOURS
This course introduces the fundamental concepts of wills, trusts, and probate administration. Topics include various types of estate planning tools, including wills and trusts, legal considerations for end-of-life decisions, and probate. Upon successful completion of this course, students will be able to apply essential estate planning tools, draft legal documents pertaining to estate planning, and value the legal importance of estate planning and preparing for end-of-life decisions.

PL210 INTERVIEWING AND INVESTIGATION
3.5 CREDIT HOURS/35 LECTURE HOURS
This course is designed to develop skills in legal interviewing and investigation. Topics include approaches to investigating legal cases, tools for legal investigation, and techniques for interviewing clients and witnesses. Upon successful completion of this course, students will be able to identify issues for investigation, develop an investigation plan, and demonstrate effective investigation and interview techniques.

PL220 CIVIL LITIGATION
3.5 CREDIT HOURS/35 LECTURE HOURS
This course examines the civil litigation process. Topics include trial preparation, trial procedures related to various stages of litigation, and evidentiary issues. Upon successful completion of this course, students will be able to describe the litigation process, research issues pertinent to civil litigation, draft legal documents for litigation, and assess the paralegal's role in civil litigation.

PL230 IMMIGRATION LAW
3.5 CREDIT HOURS/35 LECTURE HOURS
This course introduces the fundamentals of immigration law. Topics include legal citizenship, types of legal non-citizen status, immigration procedures, forms utilized in immigration law, and current issues in immigration law. Upon successful completion of this course, students will be able to describe immigration laws, distinguish between legal and illegal immigration, draft forms utilized in immigration law, and evaluate immigration laws in relation to current issues.

PL240 BANKRUPTCY LAW
3.5 CREDIT HOURS/35 LECTURE HOURS
This course introduces the fundamentals of bankruptcy law. Topics include various chapters in bankruptcy, debtors' rights, creditors' rights, trustee duties, the bankruptcy estate, and bankruptcy documents. Upon successful completion of this course, students will be able to assess the appropriate use of applicable bankruptcy laws, describe trustee duties and the bankruptcy estate, draft bankruptcy documentation, and appreciate the rights afforded to creditors and debtors.

PL260 LAW OFFICE OPERATIONS
3.5 CREDIT HOURS/20 LECTURE HOURS/30 LAB HOURS
This course introduces the foundational technologies and operations used in law offices. Topics include utilizing technology and the Internet in the delivery of legal service, litigation support software, and law office management software. Upon successful completion of this course, students will be able to compare and contrast different technological methods of delivering legal services in law offices, employ software to support litigation needs, and appreciate the effective management of the law office.

POL107 AMERICAN GOVERNMENT
3.5 CREDIT HOURS/35 LECTURE HOURS
This course is designed to present an overview of American government. Topics include the federal system; political parties; nominations and elections; the legislative, executive and judicial branches; and civil liberties and civil rights. Upon successful completion of this course, students will be able to trace the development of the U.S. Constitution, understand and analyze issues in American government, and discuss the policy-making process.

POL423 POLITICAL SCIENCE
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): ENG221, POL107
This course explores some of the most pressing political issues facing the United States and other nations. Topics include problems and

issues inherent in different governmental styles and the political process of democracies and other forms of government. Upon successful completion of this course students will be able to research, analyze, and discuss issues related to the function of political institutions, issues relating to a variety of social changes, public policy matters, and America's role as a global leader in foreign affairs.

PSY101 INTRODUCTION TO PSYCHOLOGY
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): ENG121
This course is designed to present a general overview of psychology as a social science. Topics include historical perspectives, research methods, therapies, applied psychology, and other current issues. Upon successful completion of this course, students will be able to identify psychological concepts and methods as used commonly to address real-world situations.

PSY201 ABNORMAL PSYCHOLOGY
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): PSY101
This course is designed to introduce topics and issues relating to abnormal psychology. Topics include the theoretical models of psychopathology, normal and abnormal behavior, disorder classifications, and treatment methodologies. Upon successful completion of this course, students will be able to identify various pathological and maladaptive behaviors, compare and contrast disorders, and analyze community attitudes as well as ethical and legal issues related to psychopathology.

SCI121 INTRODUCTION TO PHYSICAL SCIENCE
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): MTH107 OR MTH170
This course is designed as an introduction to physical science. Topics include motion, conservation laws, gravity, waves, and thermodynamics. Upon successful completion of this course, students will be able to describe the scientific method, explain and define the principles and terminology of physical science, and use formulas to solve related problems.

SCI151 BIOLOGY
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): ENG121
This course introduces the basic concepts of biology. Topics include cells, genetics, simple to complex organisms, and ecology. Upon successful completion of this course, students will be able to identify the parts of a cell, describe reproductive and physiological processes, and demonstrate their understanding of heredity.

SCI311 EARTH SCIENCE
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): ENG121
This course integrates the various fields of earth science and explores how these fields interact. Topics include meteorology, geology, astronomy, and oceanography. Upon successful completion of this course, students will be able to analyze the interactions of geological events, the weather, the oceans, and astronomy.

SCI313 ENVIRONMENTAL STUDIES
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): ENG121
This course presents the complex relationship between human technological advancements and the need to use finite resources wisely. Topics include human population dynamics, industry impacts, and the role consumerism plays in the ecosystems with the limited resources available. Upon successful completion of this course, students will be able to analyze the interrelatedness of ecosystems, human population, and energy resources as well as identify ways an individual can affect pollution and the depletion of natural resources.

SCI321 SELECTED TOPICS IN PHYSICS
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): SCI121
This course covers selected topics in physics. Topics include the fundamental principles of science, Newton's laws of force and motion, Newton's laws of universal gravitation, and laws of thermodynamics. Upon successful completion of this course students will be able to solve problems dealing with equilibrium, momentum, energy, thermodynamics, light, and sound waves.

SG110 INTRODUCTION TO GAME DEVELOPMENT
3.0 CREDIT HOURS/30 LECTURE HOURS
This course covers the theoretical and practical considerations governing the development of a game, and how these considerations are manifested in the design and development of games. Topics include game history, terminologies, philosophies, and genres. Upon successful completion of this course, students will be able to demonstrate knowledge of the basics of gaming.

SG140 GAME ANALYSIS AND PLAYABILITY
3.0 CREDIT HOURS/30 LECTURE HOURS
This course covers the concepts behind the development of games, conceptual reflection, genres, and the determination of what actually defines a game's playability. Topics include game world concepts, game story development, game character development, and considerations for genre-specific game design. Upon successful completion of this course, students will be able to document game playability through analysis of graphics, sound, artificial intelligence, and intended audience.

SG150 SOFTWARE DEVELOPMENT LIFECYCLE
4.0 CREDIT HOURS/30 LECTURE HOURS/20 LAB HOURS
This course covers the software development lifecycle, including requirements, analysis, design, implementation, testing, deployment, maintenance, and retirement. This course covers a variety of methodologies used in software development, including UML. Topics include documentation, procedures, standards, and practices related to each phase of the software development lifecycle. Upon successful completion of this course, students will be able to analyze and implement appropriate systems development methods.

SG210 2D GRAPHICS PROGRAMMING
6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): CS220, SG110
This course explores the fundamentals of 2D game programming. Topics include graphic APIs, window creation, input methods, collision detection, and playing sounds. Upon successful completion of this course, students will be able to develop a complete basic 2D game and articulate the value and developmental challenges of older 2D games.

SG215 3D GRAPHICS PROGRAMMING
4.0 CREDIT HOURS/30 LECTURE HOURS/20 LAB HOURS
PREREQUISITE(S): SG210
This course explores the fundamentals of 3D graphics programming. Topics include mathematics needed for 3D graphics, meshes, texturing, lighting, and the rendering pipeline. Upon successful completion of this course, students will be able to write a program that uses an Application Programming Interface (API) to display a fully textured and lit mesh on the screen.

SG220 3D GAME ENGINE ARCHITECTURE
6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): SG215
This course explores 3D game engine architecture and graphic functions, and investigates approaches to developing code for different

engines using procedural, object-oriented, or patterned architectures. Topics include scene hierarchy, texture management and formats, graphic tools, and how these work together. Upon successful completion of this course, students will be able to demonstrate the process of building a 3D graphics engine.

SG230 GAME ENGINE SCRIPTING AND TOOLS
4.0 CREDIT HOURS/30 LECTURE HOURS/20 LAB HOURS
PREREQUISITE(S): SG220
This course focuses on a game engine product. Topics include game engine scripting, level editing, object manipulation, terrain editing, the asset pipeline, and game engine modifications. Upon successful completion of this course, students will be able to use game engine tools to validate a game design developed in previous courses.

SG300 GAME SOFTWARE PROJECT
3.0 CREDIT HOURS/10 LECTURE HOURS/40 LAB HOURS
PREREQUISITE(S): SG230
This course provides an opportunity to utilize acquired knowledge and skills to develop a complete game product while working with a team to assign roles, define the project timeline, and meet milestones. Topics include server control and game logic, game initialization process, Graphical User Interface (GUI) creation and editing, and importing custom assets. Upon successful completion of this course, students will be able to contribute to the creation and evaluation of a working version of a game.

SG310 ALGORITHM ANALYSIS AND DESIGN
4.0 CREDIT HOURS/30 LECTURE HOURS/20 LAB HOURS
PREREQUISITE(S): CS220, SG110
This course introduces the classical algorithms used in software engineering. Topics include analysis and design of algorithms as well as interpretation and implementation of problem solutions. Upon successful completion of this course, students will be able to analyze and solve a wide variety of common programming problems using algorithms.

SG350 GAME NETWORK PROGRAMMING
4.0 CREDIT HOURS/30 LECTURE HOURS/20 LAB HOURS
PREREQUISITE(S): SG220
This course presents the fundamentals of creating game software that can be played by multiple players across a network. Topics include networking protocols and standards, client/server standards, peer-to-peer topologies, and low-level network Application Programming Interfaces (APIs). Additional topics include the identification and recovery of network problems such as latency and packet loss. Upon successful completion of this course, students will be able to write networking code and troubleshoot games that run across a network.

SG360 COMPUTER ORGANIZATION AND ASSEMBLY LANGUAGE
6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): CS220
This course covers the fundamental architecture of computers and the low-level languages used to interact with the computer. Topics include storage, registers, input-output (IO), device interaction, instruction sets, and compiler and interpreter construction. Upon successful completion of this course, students will be able to detail the major subsystems comprising a computer, explain the basic operation of a computer, and assess how programs are transformed into machine code and then executed.

SG380 SYSTEMS PROGRAMMING
4.0 CREDIT HOURS/30 LECTURE HOURS/20 LAB HOURS
PREREQUISITE(S): SG360
This course provides an introduction to the concepts underlying modern operating systems. Topics include memory management, file systems, process scheduling, inter-process communications, and multi-threading. Upon successful completion of this course, students will be able to synthesize concepts and write multi-threaded software.

SG400 INTERPRETER DESIGN
6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): SG310, SG360
This course covers the construction of interpreters. Topics include parsing expressions, parsing statements, interpreting declared procedures and functions, machine architecture, and assembly code. Upon successful completion of this course, students will be able to build an interpreter using a language such as C++.

SG420 GAME SOFTWARE TESTING AND DEBUGGING
4.0 CREDIT HOURS/30 LECTURE HOURS/20 LAB HOURS
PREREQUISITE(S): SG150
This course introduces the processes and practices of software testing and debugging. Topics include white-box, black-box, unit, integration, and regression testing. Upon successful completion of this course, students will be able to design and implement a test plan, and debug and document software performance, maintainability, and reliability.

SG430 GAME PORTING BASICS
4.0 CREDIT HOURS/30 LECTURE HOURS/20 LAB HOURS
PREREQUISITE(S): SG210
This course discusses the methods, tools, and processes involved in porting software from personal computers (PCs) to other devices. Topics include the study of best practices for creating a portable code base, cost/benefit analysis of portability and its reusability implications, study of porting methods, and the hardware and software challenges to porting code successfully. Upon successful completion of this course, students will be able to produce a schedule for porting a game, analyze portability, and port a game to another device.

SG440 ARTIFICIAL INTELLIGENCE FOR GAMES
4.0 CREDIT HOURS/30 LECTURE HOURS/20 LAB HOURS
PREREQUISITE(S): SG310
This course covers the neural networks and fuzzy logic as used in the development of artificial intelligence (AI) engines for gaming software products. Topics include chasing and evading, finite state machines, path finding, domain knowledge, decision matrix, neural networks and fuzzy logic. Upon successful completion of this course, students will be able to document and analyze a given domain of knowledge for AI purposes, write a script for use in an AI context, use a basic neural network model to implement a decision matrix for the script, and apply a significant portion of the matrix to a game.

SG450 GAME DEVELOPMENT
3.0 CREDIT HOURS/10 LECTURE HOURS/40 LAB HOURS
PREREQUISITE(S): SG300
This course presents an iterative model for game software development. Topics include core design, initial concept, game balance, look and feel, and industry standard programming practices. Upon successful completion of this course, students will be able to design the logic and graphical user interface (GUI) for a software product, and work as a team member with other developers to create a gaming software product.

SG455 GAME PROJECT MANAGEMENT
3.5 CREDIT HOURS/35 LECTURE HOURS
This course covers the management functions of a software development project. Topics include scope, time, cost and quality management, risk assessment and management, and project communications. Upon successful completion of this course, students

will be able to analyze software project case studies and create a complete game software project plan.

SG490 GAME SOFTWARE SENIOR PROJECT
6.5 CREDIT HOURS/30 LECTURE HOURS/70 LAB HOURS
PREREQUISITE(S): SG450
This course allows the development of a game software product under direct supervision of a faculty member. Topics include game design review and planning, character animations, making a vehicle model, making weapons and items, making structures, and creating and programming sound. Upon successful completion of this course, students will be able to demonstrate a working version of the software complete with requirements, design, test, and user documentation.

SLS300 PROFESSIONAL SELLING
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): MKT100
This course introduces skills needed to effectively market oneself, products, and services in a highly competitive marketplace. Topics include foundations of personal selling, buying behavior, trust building, communication, leadership and teamwork, ethics, and customer relationships. Upon successful completion of this course, students will be able to assess a sales opportunity, articulate relevant ethical behaviors, demonstrate effective sales skills, and evaluate their effectiveness.

SLS410 INTERNET SALES AND MARKETING
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): MKT100
This course covers marketing concepts in the Internet arena. Topics include the digital world, networks, online buying behavior, web business models, customer support and online quality, personalization, traffic and branding, pricing online, e-business, Internet marketing plans and strategies. Upon successful completion of this course, students will be able to evaluate and measure the success of e-business marketing strategies.

SLS420 INTERNATIONAL SALES AND MARKETING
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): MKT100
This course is designed to provide a framework of economic theory and marketing practices on a global scale. Topics include frameworks and perspectives of international marketing, international business, global environmental issues affecting marketing, international marketing decisions, planning, and control. Upon successful completion of this course, students will be able to design, implement, and evaluate a comprehensive sales and marketing plan for an international market.

SOC121 HUMAN RELATIONS
3.5 CREDIT HOURS/35 LECTURE HOURS
This course explores the nature and importance of human relations. Topics include the communication process, working in diverse environments, teambuilding skills, controlling emotions, and managing conflict. Upon successful completion of this course, students will be able to demonstrate essential transferable skills to function effectively in society.

SOC299 TECHNOLOGY AND SOCIETY
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): ENG121
This course explores the impact of technology on societal institutions such as family, government, and consumer relations. Topics include significant technological innovations, historical and current effects of change, and the use of technology. Upon successful completion of this course, students will be able to explain and evaluate the benefits and risks of technological change.

SOC321 INTERCULTURAL RELATIONS
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): ENG121
This course covers the theory and skills that support working and functioning effectively in our multicultural society. Topics include the study of cultures, intercultural communication, identity and values, diversity, reasons for intercultural misunderstandings, conflict resolution, and ethical principles. Upon successful completion of this course, students will be able to discuss the theory behind, and demonstrate skill in, forming and maintaining relationships with people from a wide variety of cultures, and evaluate the effectiveness of those skills.

SOC401 RESEARCH METHODOLOGIES
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): ENG221, MTH340
This course covers research methods to gather, organize, analyze, and convert data into information for the purposes of presentation and decision making. Topics include primary and secondary research, documentation and interpretation of data, and presentation to multicultural populations. Upon successful completion of this course, students will be able to conduct independent research, analyze the data collected, and present the information in written and oral forms.

SOC441 MICROECONOMICS
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): ENG221
This course introduces key concepts and terminology of microeconomics needed to assist in lifelong learning. Topics include the components of economics, trends, prices and allocations, market dynamics and failures, operations of big business, taxing and spending, market power, income distribution, unemployment and poverty. Upon successful completion of this course, students will be able to explain how economic trends affect market dynamics, analyze how taxing, spending patterns, and poverty influence the economy, and describe the impact of the global market in their daily lives.

SOC442 MACROECONOMICS
3.5 CREDIT HOURS/35 LECTURE HOURS
PREREQUISITE(S): ENG221
This course provides an overview of key concepts and terminology of national economics in today's society. Topics include the gross national product, money and banking systems, inflation, household consumption, business investments, public spending and deficits, the Federal Reserve System, monetary policy, and long-term growth. Upon successful completion of this course, students will be able to define gross national product, explain causes of inflation, depression and recession, and analyze the function of the Federal Reserve System and the national money system in relation to spending and investments.

SU110 SURVEY DRAFTING BASICS
3.0 CREDIT HOURS/5 LECTURE HOURS/50 LAB HOURS
This course introduces the basics of engineering drafting and the use of related equipment. Topics include hand lettering, geometric constructions, bearings, contours and general drawing layout. Upon successful completion of this course, students will be able to apply acquired skills in graphic language to draft simple traverses, topographic maps, and profiles.

SU141 SURVEY CAD BASICS
3.0 CREDIT HOURS/5 LECTURE HOURS/50 LAB HOURS
PREREQUISITE(S): SU110
This course introduces the basic Computer Aided Drafting commands to use computers for survey drafting. Topics include the creation and editing of a drawing file, geometric constructions, traverses, site plans,

plan-profiles, and townships in the public land survey system. Upon successful completion of this course, students will be able to produce basic survey drawings using CAD.

SU142 SURVEY CAD PROJECTS
3.0 CREDIT HOURS/5 LECTURE HOURS/50 LAB HOURS
PREREQUISITE(S) SU141
This course develops CAD techniques beyond those acquired in Survey CAD Basics using survey-specific software. Topics include an Improvement Location Certificate (ILC), survey plats, topographic maps, and as-built plan-profiles. Upon successful completion of this course, students will be able to produce finished survey drawings as required by the industry.

SU160 FIELD SURVEYING BASICS
3.0 CREDIT HOURS/5 LECTURE HOURS /50 LAB HOURS
This course introduces the basics of proper operation of modern measuring devices and the requirements, tolerances, and expectations of field personnel. Topics include field exercises, angle and distance measurements, differential leveling for elevation changes, and determination of survey and/or surveyed lines. Upon successful completion of this course, students will be able to operate basic field survey equipment.

SU161 APPLIED FIELD METHODS
3.0 CREDIT HOURS/5 LECTURE HOURS/50 LAB HOURS
PREREQUISITE(S): SU160
This course develops skills beyond those acquired in Field Surveying Basics. Topics include accurate angle determinations, precise leveling techniques, error analyses, tolerance determinations, and adjustments of selected surveying equipment. Upon successful completion of this course, students will be able to use field survey equipment in a variety of applied field project applications.

SU162 APPLIED FIELD PROJECTS
3.0 CREDIT HOURS/5 LECTURE HOURS/50 LAB HOURS
PREREQUISITE(S): SU160
This course develops skills beyond those acquired in Field Surveying Basics. Topics include traverse closures, error analyses, and data adjustments. Upon successful completion of this course, students will be able to apply the use of field survey equipment on more advanced projects.

SU233 CONSTRUCTION SURVEYING
4.0 CREDIT HOURS/25 LECTURE HOURS/30 LAB HOURS
PREREQUISITE(S): PROGRAM CHAIR'S PERMISSION
This course offers in-depth information on how to perform many different types of construction surveys. Topics include an emphasis on actual field procedures under normal field conditions. Upon successful completion of this course, students will be able to perform a variety of construction surveys.

SU234 SURVEY ASTRONOMY
4.0 CREDIT HOURS/25 LECTURE HOURS/30 LAB HOURS
PREREQUISITE(S): PROGRAM CHAIR'S PERMISSION
This course develops the system of astronomical coordination used in surveying. Topics include spherical triangle solutions and the determination of the astronomical meridian by both Solar and Polaris observations. Upon completion of this course, students will be able to determine true azimuths based upon astronomical observation.

SU235 ELECTRONIC SURVEYING
4.0 CREDIT HOURS/25 LECTURE HOURS/30 LAB HOURS
PREREQUISITE(S): PROGRAM CHAIR'S PERMISSION
This course presents automated surveying utilizing modern techniques. Topics include operating total station instruments, electronic data collectors and personal computers running specialized survey software. Upon completion of this course, students will be able to operate electronic survey equipment.

SU243 LEGAL DESCRIPTIONS
4.0 CREDIT HOURS/30 LECTURE HOURS/20 LAB HOURS
PREREQUISITE(S): PROGRAM CHAIR'S PERMISSION
This course presents survey descriptions. Topics include how to interpret existing descriptions and how to convert field-gathered data of real property into written form ready for filing in the appropriate municipality. Upon completion of this course, students will be able to interpret and prepare survey descriptions.

SU244 BOUNDARY LAW
4.0 CREDIT HOURS/30 LECTURE HOURS/20 LAB HOURS
PREREQUISITE(S): PROGRAM CHAIR'S PERMISSION
This course presents boundary law. Topics include many of the federal and state laws governing land surveying and relating to land boundaries, and how to research judicial decisions and case law pertinent to boundary problems encountered in the field. Upon successful completion of this course, students will be able to research and discuss issues pertaining to boundary law.

SU245 PUBLIC LANDS
4.0 CREDIT HOURS/30 LECTURE HOURS/20 LAB HOURS
PREREQUISITE(S): PROGRAM CHAIR'S PERMISSION
This course covers how to trace the original surveyors of the U.S. rectangular system. Topics include restoring lost corners and subdividing sections and townships. Upon completion of this course, students will be able to break down sections and townships according to accepted practice.

SU250 SURVEY TRIGONOMETRY
4.0 CREDIT HOURS/30 LECTURE HOURS/20 LAB HOURS
PREREQUISITE(S): MTH097 IF INDICATED BY PLACEMENT SCORES
This course introduces the use of basic trigonometry relating to surveying calculations. Topics include right angle trigonometry, rectangular and polar coordinate systems, sloped lines and grades, and solutions to scalene triangles with the Law of Sines and the Law of Cosines. Upon successful completion of this course, students will be able to use basic trigonometry to compute solutions to a variety of survey-related problems.

SU251 HORIZONTAL SURVEY MATH
4.0 CREDIT HOURS/30 LECTURE HOURS/20 LAB HOURS
PREREQUISITE(S): SU250
This course applies concepts learned in Survey Trigonometry to typical surveying problems. Topics include an emphasis on applications in the horizontal plane including networks, intersections, resections, and horizontal circular curve solutions. Upon successful completion of this course, students will be able to compute solutions to a variety of survey-related problems.

SU252 VERTICAL SURVEY MATH
4.0 CREDIT HOURS/30 LECTURE HOURS/20 LAB HOURS
PREREQUISITE(S): SU250
This course applies concepts learned in Survey Trigonometry to typical surveying problems. Topics include an emphasis on applications in the vertical plane including straight grades and vertical curves with a few applications in the horizontal plane including angle/azimuth adjustments, traverse adjustments and area computation. Upon successful completion of this course, students will be able to compute solutions to a variety of survey-related problems.

SU253 STATE PLANE COORDINATES
4.0 CREDIT HOURS/30 LECTURE HOURS/20 LAB HOURS
PREREQUISITE(S): PROGRAM CHAIR'S PERMISSION
This course covers how to calculate control surveys with state plane coordinates. Topics include an emphasis on calculations in the Lambert Conformal Conic projection with comparison to calculations in the Transverse Mercator and UTM projections. Upon successful completion of this course, students will be able to compute solutions to control surveys using state plane coordinates.

SU254 ADVANCED SURVEY MATH
4.0 CREDIT HOURS/30 LECTURE HOURS/20 LAB HOURS
PREREQUISITE(S): PROGRAM CHAIR'S PERMISSION
This course is an intensive review of mathematics covered in previous courses and includes a strong emphasis on calculator programming. Topics include derivation of trigonometric identities required to solve complex surveying problems, triangle solutions, vertical alignments, spiral curves and alternative methods to problem solving. Upon successful completion of this course, students will be able to solve complex surveying problems and have an appreciation for alternative solution methods.

SU255 COORDINATE GEOMETRY
4.0 CREDIT HOURS/30 LECTURE HOURS/20 LAB HOURS
PREREQUISITE(S): PROGRAM CHAIR'S PERMISSION
This course covers how to use coordinates to solve geometric problems with an emphasis on using a calculator program that will be an aid on the job. Topics include coordinate handling, traversing, inversing, intersections, resections, three-point curves, areas (including irregular boundaries and predetermined areas), traverse adjustments and horizontal curve layout. Upon successful completion of this course, students will be able to solve complex surveying problems using coordinate geometry.