

CERTIFICATIONPOINT INC. EDTECH INSTITUTE 'CP'

This catalog represents a flexible program of the current educational plans, offerings, and requirements that may be altered from time to time to carry out the purposes and objectives of CertificationPoint. The provisions of this catalog do not constitute an offer for a contract that may be accepted by students through registration and enrollment into the CertificationPoint – Career Gateway Path Program. CertificationPoint Inc. reserves the right to change any provision, offering, or requirements at any time within the student's period of study on the CertificationPoint platform. CertificationPoint Inc. further reserves the right to require a student to withdraw from the platform for any cause at any time.

EQUAL ACCESS & OPPORTUNITY

CertificationPoint Inc. assures equal opportunity for all qualified persons without regard to race, color, religion, gender, national origin, age, sexual orientation, disability, marital status, or veterans' status in the admission to, participation in, or employment in its programs and activities.

STUDENT RESPONSIBILITY

The student is personally responsible for completing all requirements established by CertificationPoint Inc. for their chosen educational credential. The student assumes responsibility for being apprised of all such requirements, for scheduling classes that are not in conflict with part-time or full-time employment, and for being familiar with all regulations within this General Catalog.

INTELLECTUAL PROPERTY POLICIES

In compliance with the Bylaws and Regulations of the CertificationPoint Board of Directors; Intellectual Property Rights in Sponsored Projects clearly establish CertificationPoint Inc. policies regarding intellectual property. Copies of these documents may be obtained through the CertificationPoint website.

CURRENT ONLINE CATALOG AVAILABLE AT

http://www.certificationpoint.org/academics/course_catalog.php

CERTIFICATIONPOINT

**General Catalog
2023-2024**



For class schedules and admission forms, visit our website:
www.certificationpoint.org

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CERTIFICATIONPOINT

ACADEMIC CALENDAR

DATE	FALL
	August
	Fall Semester Begin
	Apprenticeship Program Registration
	Classes Begin
	September
	Labor Day Holiday
	Mid-terms
	October
	Final Exams
	Classes End
	Grades Due
	Apprenticeship Program Ends
	November
	Apprenticeship Program Registration
	Thanksgiving Holiday
DATE	SPRING
	January
	Winter Holiday
	Spring Semester Begins
	Apprenticeship Program Ends
	Classes Begin
	Martin Luther King Jr Holiday
	February
	Mid-terms
	Apprenticeship Program Registration
	March
	Final Exams
	Classes End
	Grades Due

DATE	SUMMER
	April
	Good Friday Holiday
	Apprenticeship Program Ends
	May
	Summer Semester Begins
	Classes Begin
	Apprenticeship Program Registration
	June
	Mid-terms
	July
	Independence Day holiday
	Final Exams
	Classes End
	Grades Due
	Apprenticeship Program Ends

GENERAL INFORMATION

MISSION

- Educate a diverse population of graduate and undergraduate students by promoting critical thought and student development through creative techniques and active learning.
- Engage in regional and global thought leadership through community collaboration and service.
- Innovate and foster opportunities to enhance the application of knowledge and intellectual discovery through faculty and student research and creative endeavors.

CertificationPoint is committed to:

1. Student Success
2. Academic Excellence
3. Faculty and Staff Development
4. Community Engagement
5. Cultural Enrichment

TEACHING

At all levels of instruction, CertificationPoint maintains high academic standards and emphasizes personal interaction between students and qualified, experienced faculty. Our virtual program supports learning in the following ways:

- Provide a solid foundation in Business, Education, Information Technology.
- Address the community's need for technically skilled professionals and the individual's desire for advanced liberal education.
- Allow life-long learning and professional development for the region's diverse population.

RESEARCH

CertificationPoint provides opportunities for students, as well as faculty/mentors, to conduct research that often helps the community while advancing knowledge in a particular field. CertificationPoint will enhance research opportunities by promoting cooperative ventures with educational institutions in the region.

PUBLIC SERVICE

In fulfilling its commitment to public service, the Career Gateway Path Program helps the metropolitan area and surrounding communities by providing:

- Assistance to local businesses, governments, and schools in developing leadership and solving technical problems; Assistance is available in four forms:
 - Consultation with individual faculty members;
 - Mentorship programs, such as the one established between our core departments and local high schools;
 - Seminars, workshops, and other professional development programs; and
 - Collaboration with public schools.
- Expanded education opportunities by means of cooperative degree programs with other colleges and universities;
- Cultural and intellectual enrichment
- Opportunities to satisfy vocational and ad-vocational needs in a broad spectrum of non-credit courses, off-campus as well as on campus.

RESPONSIBILITY

As a leading online learning platform, CertificationPoint recognizes its responsibility to meet the needs of students from diverse backgrounds in a changing metropolitan area. In carrying out this responsibility, CertificationPoint ensures that each graduate:

- Explores a portion of human knowledge under the leadership of highly qualified and experienced faculty;
- Learns to think creatively and critically to solve problems in human and scientific contexts;
- Refines skills in oral and written communication to enhance professional growth and interpersonal relationships;
- Examines contemporary issues of professional ethics in each program;
- Conducts independent projects and communicates the results to others;
- Uses current technology in pursuing knowledge and developing professional skills; and
- Demonstrates competence in a chosen field through examinations, applied research, field experience, and/or community service.

Pursuing these goals, CertificationPoint will continue to seek distinction as the key public comprehensive learning organization.

ACADEMIC PROGRAMS

Division – Business

PROGRAM	CREDENTIAL
Business Fundamentals	Certificate of Business
Business Management & Marketing	Certificate of Management & Marketing

Division - Information Technology

PROGRAM	CERTIFICATE
Application Development	Certificate of Application Development
Cyber Security and Networking	Certificate of Cyber Security
Database Development & Storage	Certificate of Database & Storage Development

Division – Education and Human Development

PROGRAM	CERTIFICATE
Curriculum and Instruction	Certificate of Education

Division – Continuing Education

PROGRAM	CERTIFICATE
Office Productivity	Continuing Education Certificate (CEUs)
Information Technology	Continuing Education Certificate (CEUs)
Systems Analysis	Continuing Education Certificate (CEUs)

ADMISSIONS

CertificationPoint encourages applications from all interested individuals and tries to assure a successful college experience for each student. In order to take full advantage of the virtual environment, however, the student should meet the standards for regular admission to pursue credit in degree programs outlined in this section.

General Information

CertificationPoint operates on a two-semester academic calendar with an additional multi-session summer term. A qualified applicant may register at the beginning of any semester or accelerated session, as applicable. However, complete admission records must be received by Admissions and Records well in advance, or in the case of the accelerated online sessions, by the prescribed deadline.

Basic Application Procedures

Students seeking admission into the Certificate Program may complete the online application at www.certificationpoint.org/application.php. The student should complete an application and submit it to the Admissions and Records Team at least 30 days prior to the first day of class for the semester in which admission is desired.

A non-refundable application fee is required for first-time students. Records submitted to the Admissions and Records Team become part of the student's official file and are not returned to the student or released to a third party. CertificationPoint may deny admission, readmission, or continued enrollment to persons whose behavior is or may be disruptive, dangerous, or abusive.

Selective Service: In accordance with US Law, male applicants between the ages of 18 and 26 must provide proof of Selective Service registration to enroll past the first semester of attendance.

FINANCES

Tuition and fees are assessed of all who enroll at CertificationPoint. The amount of the fee shown is determined in accordance with the residency status of the student and the number of semester hours (credit and audit) for which the student enrolls. All fees are payable at registration.

*For the most current Tuition and Fees Schedule, visit

Tuition and Payment of Fees

Payment of all assessed tuition and fees is required in order to complete the registration process at CertificationPoint. Students may apply their financial aid (scholarships, tuition exemption, and/or student loan proceeds), if any, towards the payment of tuition and fees. Payments can be made by cash, check, debit, and/or major credit cards.

Any checks returned unpaid by the bank will result in the following:

- The student will forfeit future check-writing privileges.
- A \$25 fee will be assessed against the student.
- If the check amount and the \$25 fee are not paid within ten business days, the total amount due will be referred to a collection agency where additional collection charges will be assessed. All charges related to an unpaid check are the responsibility of the student.

Please note that checks issued by a third party on behalf of the student will be treated as the student's check. Also, note that stopping payment on a check does not constitute an official resignation.

Payment Plan

Our Tuition Payment Plan allows students the option of dividing current and prior semester charges into as many as 5 monthly payments for the Fall and Spring semesters, and up to 3 payments for the Summer semester.

Scholarships

CertificationPoint offers non-competitive Institutional Scholarships based on the admission application, as well as private, donor-funded scholarships. Specific scholarships are available only to incoming freshmen, while others are available to all CertificationPoint students who meet eligibility requirements. For more information on scholarships, visit

SCHOLASTIC REGULATIONS

Scholastic regulations embody the academic standards of a university. The following regulations are directed toward upholding the standards of CertificationPoint, specifically by requiring satisfactory academic progress. Continuation of students who lack the necessary ability, preparation, industry, or maturity is inconsistent with the purposes and responsibilities of the CertificationPoint.

Academic Status

There are three categories of academic status for undergraduate students: academic good standing and eligible to be enrolled, academic probation and eligible to be enrolled, and academic suspension and not eligible to be enrolled. Each student is responsible for knowing his/her academic status at the end of each enrollment period.

Academic Good Standing

Undergraduate students are expected to achieve and maintain an overall (cumulative) grade point average of at least 2.0 on all college work attempted. Students are considered to be in good standing as long as they are eligible to be enrolled; therefore, students on academic probation are considered in good standing since they are eligible to be enrolled.

Academic Probation

With the exception of a student's enrollment under AEP or Dual Enrollment and their first term at CertificationPoint, an undergraduate student will be placed on academic probation whenever the overall undergraduate grade point average is below a 2.0. A student will remain on academic probation until an overall grade point average of 2.0 or higher is achieved. A student on academic probation will be suspended from the University at the conclusion of a semester in which a semester grade point average of less than 2.0 is earned. Once an overall grade point average of 2.0 is achieved, the student will be removed from academic probation. Students placed on academic probation may be subject to restrictions on the number of hours that can be taken while on probation.

Academic Integrity

CertificationPoint has a responsibility to protect its educational mission and the health and safety of the platform community through the setting of standards of scholarship and conduct for its students. Students are responsible for knowing and complying with the provisions of the Code of Student Conduct. Instances of academic misconduct (e.g. plagiarism, unauthorized collaboration) will be reported to the Office of Accountability. If a student is found responsible for academic misconduct, he/she could face loss of credit for the work and/or the course involved, disciplinary probation, and/or separation from the CertificationPoint program as determined by the accountability process.

DIVISION OF INFORMATION TECHNOLOGY

Philosophy

The diverse programs in the College of Arts and Sciences enable students to interpret, evaluate, and alter their world by fostering an awareness of the laws of nature, along with the social, linguistic, and artistic media through which humanity inscribes its image on the world. Such programs develop a spirit of tolerance and rigorous intellectual honesty that helps students shape their destiny in a free society.

Mission

The Division provides both the environment and the resources through which students develop the intellectual discipline needed for graduate school, professional school, or careers in many professions. Students develop skills in communication and critical thinking necessary to analyze the natural world and society's interaction with that world, and to address both scientific and social issues in the objective and humane manner required by a democratic society.

General Information

Responsibilities of Students

Students are responsible for knowing degree requirements, for enrolling in courses that fit into the degree program, and for taking courses in the proper sequence to ensure the orderly progression of work. Students are also responsible for consulting with their advisors every semester.

Pass/No Credit Option

Undergraduate students who have achieved Year 2 standing and have an overall average of 2.0 on all work taken at CertificationPoint may take one course each semester on a pass/no credit basis, with work of C quality or better required for a grade of P. Credits earned in this manner may not exceed a total of 12 hours and all courses so taken must be electives within the degree program. Credits earned on a pass/no credit basis will count toward the total number of hours required for a degree but will not affect grade point average.

Students who wish to schedule a course on the pass/no credit basis must file an application form in the Dean's office by the final date for adding courses for credit of the semester in which the course is taken. Once enrolled in a course on the pass/no credit basis, students may not change to another grading

TOTAL HOURS: 120

YEAR 1 CUSTOMIZED	Sem. Hrs.	LEARNING GAP 1 (3 Months) CUSTOMIZED	Sem. Hrs.
YEAR 2 CUSTOMIZED	Sem. Hrs.	LEARNING GAP 2 (3 Months) CUSTOMIZED	Sem. Hrs.

DIVISION OF BUSINESS

Vision

The vision of the Division of Business is to build our reputation, regionally and nationally, by continuing to deliver a challenging curriculum, strengthening ties with the business community, and embracing diversity

Mission

The mission of the Division of Business is to educate, engage, and empower learners for future opportunities and challenges.

Core Objectives:

Students:

- To foster learning and application of contemporary and relevant business and economic principles in all offered courses
- To assist students in entering, advancing, and/or changing careers in Business, Health Administration, and/or Public Service
- To effectively prepare graduates to pursue and succeed in advanced educational opportunities

Faculty:

- To support effectiveness and innovation in teaching activities
- To promote an atmosphere of collegiality and scholarship
- To further the professional advancement and dissemination of knowledge in business studies
- To encourage and promote intellectual contributions

The Division of Business has a primary focus on quality teaching and we thus encourage and promote quality intellectual contributions that focus on applied research that impacts the practice of business and management through the application, transfer, and interpretation of knowledge. This intellectual activity is expected to enhance our classroom teaching. Pedagogical scholarship that enhances the educational value of instructional efforts is also important and will be well represented in our intellectual output. Basic or discovery research that advances knowledge or the development of new methods is also encouraged but will not represent the majority of intellectual activity.

Community:

- To establish and sustain relationships with business, civic, and governmental stakeholders
- To encourage interaction opportunities between students/faculty/outreach divisions and external entities
- To stimulate economic development through appropriate continuing and professional education, leadership development, consultation, and technical assistance

Philosophy

The Division of Business is strongly committed to a shared-governance environment of excellence in instruction and research that addresses the needs of our stakeholders.

- We believe this environment can best be achieved through collegiality, academic freedom, faculty/student interaction, and respect for diversity. Inherent in our philosophy and crucial to the success of our students are high teaching expectations of a faculty actively engaged in research and professional development activities.
- We believe that faculty should be empowered to experiment with innovative teaching and instructional design methods.
- Further, we believe our college should be a place where faculty, staff, students, and the community create and share ideas to enhance the learning experience. The college embraces internal and external assessment and critique of our programs as a means to achieve continuous quality improvement.

General Information

Responsibilities of Students

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TOTAL HOURS: 120

YEAR 1 CUSTOMIZED	Sem. Hrs. TBD	LEARNING GAP 1 (3 Months) CUSTOMIZED	Sem. Hrs. TBD
YEAR 2 CUSTOMIZED	Sem. Hrs. TBD	LEARNING GAP 2 (3 Months) CUSTOMIZED	Sem. Hrs. TBD

DIVISION OF EDUCATION & HUMAN DEVELOPMENT

Vision

The Division of Education envisions a future in which the educators we recruit, develop, empower, and support are widely known as exemplary Servant Leaders who are fearlessly committed to the education of the whole child and are committed to the adults and communities who serve those children. We understand fully that what we teach our candidates we teach their students.

Mission

The LSU-Shreveport School of Education engages every day in research, service, teaching, and learning to develop world-class educators who are:

- Impactful and reflective practitioners of best methods in teaching and learning.
- Culturally responsive in both their thinking and methods.
- Committed to equitable access and opportunity for ALL.
- Creative, innovative, and discerning in the deployments of their practice.
- Deeply engaged with their students and the communities served.
- Relentless life-long learners.
- Collaborative influencers and thought leaders in the profession.

Goals

In order to achieve our Vision and realize our Mission, the Division of Education will intentionally and relentlessly:

- Conduct, consume, and synthesize research in the practice of teaching and learning, organizational effectiveness, human development, and educational policy.
- Identify, recruit, prepare, and continually support educators with the highest ethical and professional standards.
- Develop practitioners committed to the education of the whole student, attending equally to the intellectual, social, physical, and emotional growth of the learner.
- Evaluate, deploy, and teach the use of the most robust tools available to optimize learning.
- Influence and advocate for policy that promotes the best possible futures for ALL.
- Model and teach a mindset of service to others.
- Consider and more deeply understand the social and historical contexts in which our candidates and their students live and work.
- Effectively use data of many types and origins to affect improvement in both the learning endeavor as well as organizational effectiveness.
- Seek to understand and deploy best practices for personal and organizational health and wellbeing.
- Engage and partner with a wide array of communities, entities, and institutions to advance a mindset of continuous improvement toward the actualization of learning organizations that ensure safe, orderly, and nurturing learning environments.

- Focus on producing future-ready learners who can achieve success in both college and career setting.
- Manifest the resilience necessary to manage and overcome the social, political, emotional, and learning challenges of the 21st century learning environment.
- Provide ongoing professional support and growth opportunities for our candidates and graduates as they move into the myriad roles of the learning endeavor.

General Information

Responsibilities of Students

Students are responsible for knowing degree requirements, for enrolling in courses that fit into the degree program, and for taking courses in the proper sequence to ensure the orderly progression of work. Students are also responsible for consulting with their advisors every semester.

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Undergraduate students who have achieved Year 2 standing and have an overall average of 2.0 on all work taken at CertificationPoint may take one course each semester on a pass/no credit basis, with work of C quality or better required for a grade of P. Credits earned in this manner may not exceed a total of 12 hours and all courses so taken must be electives within the degree program. Credits earned on a pass/no credit basis will count toward the total number of hours required for a degree but will not affect grade point average.

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TOTAL HOURS: 120

YEAR 1 CUSTOMIZED	Sem. Hrs.	LEARNING GAP 1 (4 Months) CUSTOMIZED	Sem. Hrs.
YEAR 2 CUSTOMIZED	Sem. Hrs.	LEARNING GAP 2 (4 Months) CUSTOMIZED	Sem. Hrs.

DIVISION OF CONTINUING EDUCATION

Vision

The Division of Continuing Education will provide quality continuing education, lifelong learning, and public service programs that meet the ever-changing needs of our regional community and enhance the quality of life.

Mission

The Division of Continuing Education and Public Service will provide quality learning experiences with professional instructors offering a flexible course schedule on campus and at other locations throughout the regional community for a multi-faceted and diverse population based on their educational needs. The Division will coordinate, develop, and deliver training in the areas of workforce and professional development, personal growth opportunities, public service, and youth enrichment through credit and non-credit programs.

General Information

Responsibilities of Students

Students are responsible for knowing degree requirements, for enrolling in courses that fit into the degree program, and for taking courses in the proper sequence to ensure the orderly progression of work. Students are also responsible for consulting with their advisors every semester.

Pass/No Credit Option

Undergraduate students who have achieved Year 2 standing and have an overall average of 2.0 on all work taken at CertificationPoint may take one course each semester on a pass/no credit basis, with work of C quality or better required for a grade of P. Credits earned in this manner may not exceed a total of 12 hours and all courses so taken must be electives within the degree program. Credits earned on a pass/no credit basis will count toward the total number of hours required for a degree but will not affect grade point average.

Students who wish to schedule a course on the pass/no credit basis must file an application form in the Dean's office by the final date for adding courses for credit of the semester in which the course is taken. Once enrolled in a course on the pass/no credit basis, students may not change to another grading

TOTAL HOURS: 90

YEAR 1 CUSTOMIZED	Sem. Hrs.	LEARNING GAP 1 (3 Months) CUSTOMIZED	Sem. Hrs.
YEAR 2 CUSTOMIZED	Sem. Hrs.	LEARNING GAP 2 (3 Months) CUSTOMIZED	Sem. Hrs.

COURSES FOR CREDIT

ACCOUNTING

ACCT 105: Introductory Financial Accounting 3 cr. An introductory course intended to familiarize the student with principles and methods of accounting primarily concerned with financial data gathering and presentation in the form of general-purpose external financial statements. Three hours of lecture.

ACCT 106: Introductory Managerial Accounting 3 cr. An introductory course intended to familiarize the student with principles and methods of accounting primarily concerned with data gathering and presentation for purposes of internal management evaluation and decision-making. Three hours of lecture.

ACCT 285: Accounting Concepts 3 cr. An introduction to the concepts and practices of financial accounting and reporting. The student is introduced to (1) the role of financial reporting in the allocation of capital in a market economy, and (2) the governing principles, practices, applications, and authoritative literature used in the preparation of and interpretation of financial reports, and (3) techniques and tools used in the analysis of financial reports. Three hours of lecture.

ACCT 209: Intermediate Accounting I 3 cr. Concepts, theories, processes and standards underlying financial accounting and reporting, including Generally Accepted Accounting Principles. Topics include the conceptual framework of accounting, the standard-setting process, the time value of money, current assets (cash, receivables, and inventories), noncurrent assets (fixed assets, depreciation, intangible assets, and investments), and cash flow.

ACCT 220: Introduction to Federal Income Tax 3 cr. The study and research of the Federal tax structure and its effects on individuals. Three hours of lecture.

ACCT 360: Accounting Information Systems 3 cr. A course focusing on the use of technology for accounting. Analysis and design of standard accounting systems; emphasis on computerized systems and internal control issues.

ACCT 310: Advanced Financial Accounting I 3 cr. A study of business combinations through asset and stock acquisitions as well as consolidations of corporate groups. Three hours of lecture.

ACCT 320: Tax Problems and Research 3 cr. This course includes research on tax questions of individuals, corporations, and partnerships. Three hours of lecture.

ACCT 400: Auditing Theory 3 cr. Study of the independent auditor's contribution to reliable financial reporting including the following topics: professional ethics, legal liability, auditing standards and objectives, evidence collection, internal controls, audit sampling, and audit reports. Three hours of lecture.

ACCT 420: Fraud Examination 3 cr. An in-depth examination of the principles and practices for investigating and uncovering allegations of fraud and financial misconduct. Three hours of lecture.

ACCT 440: Governmental and Non-Profit Organization Accounting 3 cr. Budgeting, fiscal processes, and financial record keeping and reporting of governmental bodies and private non-profit institutions. Three hours of lecture.

ADULT EDUCATION

EDA 100: Foundations of Adult Education 3 cr. An introduction to the major areas of theory, research, and practice in the field of adult education. Includes history and contemporary practices in history, philosophy, politics and policy in adult education.

EDA 101: Adult Development and Learning 3 cr. The course focus is on adult development and learning principles. Adult learning styles and motivation to learn are discussed in the context of designing effective instructional strategies appropriate in various workforce education venues. Three hours of lecture.

EDA 202: Introduction to Test and Measurements: Applications 1 cr. Study of the typical methods of standardized assessment. Emphasis is placed on the interpretation and communication of the results of standardized assessment instruments. Elementary statistical terms and methods are studied. As an introductory course in tests and measurement, it does not prepare students to administer or interpret psychological tests. Three hours of lecture.

EDA 203: Guidance/Counseling in Adult Education 3 cr. An overview of counseling in adult education. Topics include subject matter of counseling, self-care, personal/technical tools needed for career success, and current career issues and controversies. Application of career development theory.

EDA 304: Career Counseling and Development 3 cr. Career development theories and the career decision making process. Special emphasis is placed on strategies used by education counselors to assist their clients in making career and educational decisions. Students learn how to encourage motivation by connecting personal values and interests with academics. Topics may include multicultural considerations, the relationship between one's career development and other life roles, assessment instruments relevant to career planning, and the process of career development.

EDA 305: Teaching Adult Learners 3 cr. Practical course in how adult literacy develops and what strategies work most effectively when teaching adults. Topics include how adults learn from text, learning styles and their effects on comprehension, readability, and strategies to enhance learning.

EDA 407: Practicum in Education Counseling 1 cr. One hundred (100) clock hours of supervised instruction and/or administration in an adult educational setting and includes orientation to the roles, responsibilities, and functions of professionals in educational counseling. Three hours clinical.

BUSINESS ADMINISTRATION AND LAW

BLAW 120: Personal Law 3 cr. A practical course designed to help individuals gain better awareness and understanding of basic legal problems encountered in modern society. Topics covered include landlord-tenant relations, buying/selling real estate, civil procedure, torts, simple contracts, family law, students' rights, and probate law. Three hours of lecture.

BLAW 150: Legal Environment of Business 3 cr. Structure and function of the legal institutions in society and their relationship to business institutions including the following areas: Consumer protection, anti-trust, corporation reporting and securities, environment, employment, and ethics. Three hours of lecture.

BLAW 210: Business Law I 3 cr. Study of contracts, property, agency and the basic legal principles of business organizations and operations, including practical comparison and assessment of the different kinds of business organizations. Three hours of lecture.

BLAW 230: Employment Law 3 cr. This course examines the developing body of modern employment law. Topics include the at-will doctrine, wrongful discharge, just cause, tort and breach of contract claims, invasion of privacy, ERISA, COBRA, OSHA, workers compensation, sexual harassment, state and federal employment discrimination laws, and other forms of protective legislation such as FMLA and FLSA. Three hours of lecture.

BMGT 301: Fundamentals of Economics 1 cr. An introduction to the foundations of economic analysis. Grading will be on a pass/fail basis.

BMGT 302: Fundamentals of Finance 1 cr. An introduction to the foundations of finance. Grading will be on a pass/fail basis.

BMGT 303: Fundamentals of Statistics 1 cr. An introduction to the foundations of applied statistics. Grading will be on a pass/fail basis.

BMGT 401: Economic Analysis for Management 3 cr. Application of economic theory and tools to the management of the firm in a market economy. Market and industry demand and supply, as well as firm revenue, cost, production, and hiring decisions will be analyzed. Cases and academic articles are used to develop the concepts.

BMGT 402: Financial Management 3 cr. The study and application of advanced financial knowledge for managerial decision-making.

BMGT 403: Management Information Systems 3 cr. Study of contemporary topics in information systems, to include: a survey of information system analysis and design; informatics; e-commerce; business data communication; database management systems and knowledge based systems; enterprise-wide systems; and information systems controls.

BMGT 428: Financial Analytics 3 cr. This course introduces modern analytical tools to solve practical problems in finance, using R. The goal is to bridge the gap between finance theories and practice by taking various financial models to the data and using them to aid financial decision-making. The topics include: (1) financial time series analysis, (2) forecasting, (3) portfolio optimization, (4) fixed income securities, (5) derivatives pricing, (6) credit risk models, and (7) quantitative risk management.

BMGT 540: Quantitative Methods in Business 3 cr. Probability and statistics for decision-making, including normal probability distribution, hypothesis testing, analysis of variance, factorial analysis of variance, regression analysis, and multivariate regression analysis.

BMGT 541: Data-Driven Decision Making 3 cr. This course provides a conceptual and technical foundation of various business analytics, research methods, and marketing metrics. The purpose is to help students acquire practical business and marketing skills in data analysis via hands-on experience

BMGT 542: Project Management 3 cr. This course focuses on the domains, tasks, skills, and knowledge associated with successful project management. This course provides preparation for initiating, planning, executing, monitoring, controlling, and closing a project throughout the entire process. The course provides educational preparation for becoming a certified project manager.

BMGT 643: Process Improvement 3 cr. This course explores process improvement – a critical need for creating and maintaining a sustainable organization. Emphasis for this course is placed on Six Sigma, an improvement methodology leveraged by different types of organizations. **MBA 744: Visualization of Data for Business 3 cr.** Application of data visualization tools to communicate complex data for business decision-making.

BMGT 645: Lean Transformation 3 cr. This course explores lean transformation, an improvement methodology designed for creating and maintaining a sustainable organization. All types of organizations, including financial, healthcare, governmental, logistics, and manufacturing are committed to this improvement program. This course will provide you the knowledge and hands-on experience with the tools used for lean transformations.

BMGT 646: Operations Management 3 cr. Study of contemporary topics in operations management, includes a survey of analytical techniques, processes, and approaches used to solve, prevent, and anticipate problems on project scheduling and forecasting, quality management and capacity with location strategy, supply chain, and inventory management.

BMGT 700: Strategic Management of Human Capital 3 cr. This course exposes students to the intersection of human resource management (HRM) and business strategy – the strategic management of human capital. The goal is to introduce students to core HR competency areas that are needed to be successful as a manager. The course explores topics of current importance in the context of strategic human resource management, such as strategic HR planning, recruiting and selection, EEO laws/ethics, compensation, and performance management.

BMGT 730: Entrepreneurship, Innovation, and Creativity 3 cr. With an emphasis on creativity and innovation, the focus of this course is on the study of the basic stages of the business start-up process: opportunity recognition, plan formulation, new venture creation and management, and growth.

BMGT 750: Advanced Marketing Analytics 3 cr. This course provides a conceptual and technical platform for various business analytics, research methods, and marketing metrics.

COMMUNICATIONS

COMM 110: Human Communication* 3 cr. A basic survey of oral communication principles including concepts in intrapersonal, interpersonal, small group, presentational speaking, and mediated human interaction. Three hours of lecture.

COMM 140: Public Speaking* 3 cr. An introductory course in public speaking. Chief emphasis is placed on the delivery of carefully prepared speeches and major attention is given to such principles of public speaking as audience analysis, collection of materials, and outlining. Three hours of lecture.

COMM 180: Introduction to Communication Studies 3 cr. Students will be introduced to theories and practices covering the breadth of the communication field including intrapersonal, interpersonal, mass media, small group, and advocacy forms of expression. The graduation portfolio will be explained and initial documents created. Three hours of lecture.

COMM 205: Communication Theories 3 cr. Covers a range of major theories that define the breadth of the communication field including intrapersonal, interpersonal, small group, organizational, public, and mass communication. Applications and presentations using media are required. Three hours of lecture.

COMM 220: Communication Research 3 cr. An overview of quantitative and qualitative measures in the field with applications limited to reviewing existing research based on contemporary media issues. Three hours of lecture.

COMM 245: Oral Interpretation 3 cr. Techniques of oral interpretation of various types of literature, especially drama. Though emphasis is placed on developing presentation skills of actors, there is also practical application to broadcast journalists and others who read material aloud. Three hours of lecture.

COMM 260: Advanced Argumentation 3 cr. A continuation of COMM 245 with special attention given to deliberative and ceremonial speaking. Development of skills and techniques of persuasion emphasized. Three hours of lecture.

COMM 280: Persuasion in Mass Communication 3 cr. Application of persuasion theories in the analysis of mass communication messages. Three hours of lecture.

COMM 300: Organizational Communication 3 cr. The study and application of major theories in the field of organizational communication including vertical and horizontal internal interaction as well as external communication and other gatekeeping functions. Three hours of lecture.

COMM 430: Group Dynamics 3 cr. The study of the nature and composition of task-oriented small groups with special emphasis on the patterns of communication used to solve problems in the group process. Three hours of lecture.

COMM 440: Intercultural Communication 3 cr. The study and application of major theories in the field of intercultural communication. This course requires a substantive research paper focused on the communication interactions of a single culture and oral presentations based on that research. Three hours of lecture.

COMPUTERS & INFORMATION SYSTEMS SCIENCES

CSC 101: Introduction to the Internet and World Wide Web 3 cr. Introduction to the fundamentals of the Internet and the World Wide Web. Students will learn to use the Internet for research and communication, gain experience in the uses of social media, and create and publish a basic Web Page. Three hours of lecture in a computer lab setting.

CSC 115: Computer Literacy 3 cr. Thorough introduction to the basic tools of computing. Hands-on activities with a desktop operating system, word processor, spreadsheet, presentation software, email application, Internet browser, and basic networking. Recommended for science majors. Three hours of lecture.

CSC 120: Introduction to Programming 3 cr. An introduction to programming for windows applications with an emphasis on problem solving and program development using an integrated development environment (IDE). Three hours of lecture in a computer lab setting

CSC 135: Object-Oriented Programming I 3 cr. The design, coding, testing, and documenting of programs in a specific high-level objectoriented programming language using techniques of good programming style. The programming concepts emphasized include data types, control structures, procedural abstraction, decomposition, encapsulation, inheritance, polymorphism, software reuse, and basic algorithms. Three hours of lecture in a computer lab setting.

CSC 151: Introduction to Networking I 3 cr. Introduction to the fundamentals of networking and routers to the conceptual and practical skills, including principles of communication and computer networking, Internet applications and architecture, networking terminology and protocols, LANs and WANs, IP addressing and sub-netting, introduction to routing protocols. This course includes hands-on lab activities based on Cisco CCNA materials. Three hours of combined lecture and lab in a computer lab setting.

CSC 220: Information System Security 3 cr. This course primarily focuses on the technical aspects of information system security. The primary topics that will be covered in this course are Information Security, Security Planning, Risk Management, Intrusion Detection and Prevention, and Cryptography. This prepares students to obtain the external (ISC)2 CISSP Certification. Three hours of combined lecture and lab in a computer lab setting.

CSC 225: Computer System Security 3 cr. A comprehensive overview of the technical aspects of computer system security. An introduction to fundamentals of designing, planning, and executing vulnerability analysis of networks. Topics include: System Security, Network Infrastructure, Access Control, Assessments and Audits, Cryptography, and Organizational Security. Three hours of combined lecture and lab in a computer lab setting

CSC 242: Computer Architecture and Organization 3 cr. The organization, functions, and structuring of the major components of computer systems, and an introduction to the mechanics of information transfer and fundamentals of logic design. Three hours of lecture in a computer lab setting.

CSC 251: Advanced Networking I 3 cr. This course teaches students how to implement, monitor, and maintain routing services in an enterprise network. Students will learn how to plan, configure, and verify the implementation of complex enterprise LAN and WAN routing solutions, using a range of routing protocols in IPv4 and IPv6 environments. This course includes a hands-on lab based on Cisco CCNP materials. Two hours of lecture and three hours of lab.

CSC 270: Information Assurance 3 cr. This course is an introduction to the field of Information Assurance (Security). Various kinds of threats that might be faced by an information system and the security techniques used to fight them are covered. Hacker methods, viruses, worms, bombs, and system vulnerabilities are described with respect to the actions that must be taken by a Network Manager to thwart them. Existing and planned protection methods and defenses are mapped to the information system threats and attacks.

CSC 280: Computer Forensics 3 cr. This course provides a broad overview of computer forensics and investigation tools and techniques. All major personal computer operating system architectures and disk structures will be discussed, as well as what computer forensic hardware and software tools are available. Other topics include the importance of digital evidence controls, how to process crime and incident scenes, the details of data acquisition, computer forensic analysis, email investigations, image file recovery, investigative report writing, and expert witness requirements.

CSC 285: Object-Oriented Design 3 cr. An introduction to object-oriented design, design patterns, and design tools. Three hours of lecture in a computer lab setting.

CSC 315: Introduction to Database Systems 3 cr. Topics covered include the context, analysis, logical and physical design, and implementation of a database system. Examples of database applications will accompany all stages of this course, giving students an opportunity to experience the entire life cycle of a database system while securing a strong and well-balanced theoretical foundation. Three hours of lecture in a computer lab setting.

CSC 345: Data Structures 3 cr. Study of the primary data structures used in computing, their definitions as abstract data types and some of their possible implementations. Three hours of lecture in a computer lab setting.

CSC 346: Analysis of Algorithms 3 cr. Study and analysis of fundamental algorithms for common computational tasks. Mathematical methods are used to determine the inherent computational efficiency of algorithms. Three hours of lecture in a computer lab setting.

CSC 382: Systems Programming 3 cr. This course provides a theoretical and practical introduction to major operating systems and their components. Topics covered include processes, concurrency and synchronization, CPU scheduling, deadlocks, memory management, file systems, mass storage, and I/O systems. In addition, the course provides an in-depth introduction to shell scripting as well as the use of a Linux operating system. Three hours of lecture in a computer lab setting.

CSC 395: Independent Studies 3 cr. Readings, conferences, and reports under the guidance of a member of the Computer Science faculty. May be repeated for credit for a maximum of six term hours. Three hours of research.

CSC 402: Principles of Programming 3 cr. An introduction to the principles of programming. The main thrust of the course is teaching the principles and tools to design and implement computer programs. This course includes the design, coding, testing, and documenting of programs in a high-level object-oriented programming language using techniques of good programming style. The programming concepts and principles include data types, control structures, software reuse, basic algorithms, and database applications. Three hours of lecture in a teaching/computer lab environment.

CSC 404: Introduction to Robotics 3 cr. Designed to introduce students to electronic concepts and digital robotics. Students will have hands-on experiences of studying the design and then constructing an autonomous robotic car controlled by a built-in Raspberry Pi computer. Three hours of lecture in a teaching/computer lab environment.

CSC 410: Computer Networking and Security 3 cr. An introduction to the design, construction, and testing of computer networks and to making the transmission of data on the network reliable, accurate, and secure. Three hours of lecture in a teaching/computer lab environment.

CSC 412: Computer Database Management 3 cr. An introduction to the design, implementation, and querying of computer databases to generate reports. Topics covered include the context, analysis, logical and physical design, and implementation of a database system. Students will have hands-on experience working with database applications. Three hours of lecture in a teaching/computer lab environment.

CSC 415: Introduction to Cloud Computing 3 cr. Introduction to fundamental concepts of cloud computing, independent of specific technical roles. Topics include different types of cloud computing models, global infrastructure, core services, security, wellarchitected framework, cloud environment design, pricing, and support available on Amazon Web Services (AWS). This course helps students explore applications of AWS through practical examples, demonstrations, and lab exercises. Three hours of lecture in a computer lab setting.

CSC 420: Programming Language Concepts 3 cr. A study of formal languages and grammars as defined by the Chomsky hierarchy, formal methods for defining the syntax and semantics of programming languages, and the fundamental features and concepts of programming languages from multiple language paradigms. Three hours of lecture in a computer lab setting.

CSC 431: Cyber Security Operations 3 cr. Introduce the fundamental cyber security operations to secure systems through monitoring, detecting, investigating, analyzing, and responding to security events. Secure systems from cyber security risks, threats, and vulnerabilities. Prepare students for additional certifications beyond the CCNA. Three hours of combined lecture and lab in a computer lab setting.

CSC 535: Programming with Internet Technologies 3 cr. An introduction to developing applications using current Internet technologies such as HTML, Cascading Style Sheets, JavaScript, PHP, JSON, and web services. It includes integration of databases, configuring and using a web server, and security considerations. Three hours of lecture in a computer lab setting.

CSC 540: Ethical Hacking 3 cr. Introduction to the fundamentals of analysis and evaluation of cyber threats covering primary aspects in system defense to prevent unauthorized system access. Study advanced step-by-step methodologies that hackers use, such as writing virus code, and reverse engineering to better protect corporate infrastructure from data breaches. Study advanced network packet analysis, securing web servers, malware threats, and advanced system penetration testing techniques in order to beat hackers at their own game. Three hours of combined lecture and lab in a computer lab setting.

CSC 545: Linux System Security 3 cr. Introduce important security concepts and guidelines that will keep Linux systems safe. Covers hardening measures step-by-step, increasing the security on Linux systems, Linux Security Modules (LSM), and security weaknesses of the Linux operating system. Three hours of combined lecture and lab in a computer lab setting.

CSC 550: Computer Graphics 3 cr. Techniques for representation, transformation, and display of patterns and images on graphics display devices. Three hours of lecture. CSC 460: Rapid Applications Development 3 cr. Prerequisite: CSC 345. A study of tools and techniques used in the rapid development of applications that run in current operating system environments. The object-oriented and visual programming paradigms will be emphasized. Three hours of lecture.

CSC 664: Information Visualization 3 cr. A study of computer-based strategies for interactive visual presentations of information that enable people to explore, discover, and learn from vast quantities of data. Students will learn to analyze, design, develop and evaluate visualizations and tools. Topics will include design principles, interaction strategies, information types, and experimental results. Three hours of lecture.

CSC 665: Introduction to Artificial Intelligence 3 cr. Introduction to fundamental topics in artificial intelligence including agents, search, constraint satisfaction, game theory, logic, reasoning under uncertainty, decision theory, Markov decision processes, Bayesian learning, and reinforcement learning. This course equips students with rigorous mathematical tools to tackle complex real-world problems, such as web search, speech recognition, face or object recognition, machine translation, fraud detection, autonomous driving, and medical diagnosis. Three hours of lecture in a computer lab setting.

CSC 666: Introduction to Bioinformatics 3 cr. Introduces principles, concepts, methods, techniques, algorithms, tools, and strategies to transform and process the masses of information from biological experiments, focusing particularly on biological sequence data. Covers topics such as pairwise sequence alignment, gene detection, protein structure predictions, analysis of Microarray gene expression data, gene mapping, comparative genomics, genome evolution and visualization. Three hours of lecture.

CSC 667: Introduction to Machine Learning 3 cr. Knowledge of Python desirable. Machine learning explores “How can computer programs automatically improve their performance through experience?” Linear models of classification and regression; supervised and unsupervised learning; kernel methods; sequential models; neural networks and introduction to deep learning. Recent applications in speech recognition and computer vision. Three hours of lecture in a classroom/computer lab setting.

CSC 668: Introduction to Data Mining and Knowledge Discovery 3 cr. Introduction to the fundamental concepts of data mining and knowledge discovery. Students will learn to analyze, design, develop, and evaluate techniques and tools. Topics 218 include decision trees, classifications, associations, clustering, attributes, and statistical modeling. Three hours of lecture.

CSC 769: Deep Learning 3 cr. Python required. Deeper artificial neural networks with feature learning. Convolutional Neural Network; Recurrent Neural Network; Long Short-Term Memory; Autoencoder. Privacy and security. Recent advances. Three hours of lecture in a classroom/computer lab setting.

CSC 770: Mobile Robotics 3 cr. The course provides an overview of different types of robots, sensors, and locomotion. After the overview, algorithms and models for control, perception, sensing, localization, mapping, planning, and navigation are presented. Students taking this class benefit from mastering the basic aspects of robotics and from implementing algorithms for different aerial, mobile, and manipulator robots. Three hours of lecture in a computer lab setting.

CSC 775: Internship in Computer Science 3 cr. Employment focused on software development with a qualified employer. The course requires written reports detailing the objectives, progress and completion of the internship. Three hours of credit on a Pass/No Credit basis. May be repeated once. Credit may not be applied to the CSC elective portion of the computer science major.

CSC 880: Software Engineering Concepts 3 cr. Survey of concepts and techniques of software development. Study of all phases of the software life cycle including the stages of analysis, design, coding, testing and documentation, using a team approach. Three hours of lecture.

CSC 881: Software Engineering Project 3 cr. Implementation, including thorough documentation, of a significant software system including the steps of analysis, design, coding and testing, using a team approach. Three hours of lecture. In-depth exploration of the social, psychological, political, and ethical issues surrounding the computer industry and the evolving information society.

CST 911: Informatics 3 cr. Informatics is the science of the use and processing of data, information, and knowledge. This course covers a variety of applied issues from information technology, information management at a variety of levels, ranging from simple data entry, to the creation, design and implementation of new information systems, to the development of models. Topics include basic information representation, processing searching, and organization, evaluation and analysis of information, Internet-based information access tools, ethics and economics of information sharing. Three hours of lecture.

CST 920: Image Processing 3 cr. Introduction to digital image processing and analysis. Topics include enhancement, morphology, segmentation, and color image processing. Students will get hands-on experience using a Windows based interactive software package called CVIP tools. Three hours of lecture in a computer lab setting.

CST 925: Digital Multimedia 3 cr. Digital representations of multimedia information. Creation, capture, conversion, compression, storage, transport and display of digital multimedia information. Physical and 222 psychological bases of perception. Hands-on experience using multimedia development tools. Three hours of lecture in a computer lab setting.

EDUCATION & EDUCATION STEM

ED 101: Introduction to Foundations of Education 3 cr. Lecture, reading, and discussion designed to introduce the student to the foundations of the teaching profession. Three hours of lecture.

ED 102: Introduction to Technology in Education 3 cr. A study of applications of educational technology for the classroom, with attention to selection of hardware and software, use of audiovisual media, and development of instructional materials. Three hours of lecture-laboratory.

ED 250: Introduction to Special Education 3 cr. This course is a general introduction to the characteristics and needs of exceptional learners and their education. Emphasis is on classroom practices, as well as the psychological, sociological, and medical aspects of exceptionalities. Three hours of lecture

ED 304: Strategies in Classroom Motivation 3 cr. An introduction to methods of management that emphasizes the interpersonal nature of the educational process, motivation, and discipline apart from those considered behavioristic in nature. Three hours of lecture.

ED 305: Collaboration for Inclusive Education 3 cr. This course will introduce strategies that will develop effective partnership and collaboration between education professionals, parents, and students. Three hours of lecture.

ED 388: Assessment and Evaluation in Inclusive Education 3 cr. This course is designed for teacher candidates to learn how to select, adapt, and use instructional interventions and behavioral strategies with students in a variety of settings. Candidates are required to apply knowledge and skills in field-based experiences. Three hours of lecture

EDST 401: Foundations in STEM Education 3 cr. The concept of STEM education will be explored including how this translates to actual classroom implementations of STEM as a metadiscipline. This course fosters the view of the STEM skill set as being integrated and 241 interdependent, and as an essential element in real-world collaboration. Participants will also be introduced to materials and activities that emphasize STEM across the curriculum. Three hours of lecture or equivalent.

DST 402: STEM Content Methods 3 cr. The course will include application of new ideas through networking and collaboration designed to help educators structure opportunities for students to utilize a Science, Technology, Engineering, and Mathematics skill set through investigation and application of science knowledge, applied mathematics, and utilization of tools of technology in order to design solutions to real-world problems. This course fosters the view of the STEM skill set as being integrated and interdependent, and as an essential element in real-world collaboration. Educators will explore STEM resources, adapt existing activities to the STEM teaching philosophy, and create original STEM-based units. Three hours of lecture or equivalent.

EDST 403: Grant Writing for STEM Programs 3 cr. Educators will research STEM funding prospects, interact with those funders, and plan, write, and submit grant proposals. The course will also guide educators on how to track and manage grant proposals and funded grants for fiscal and reporting purposes. This course fosters the view of the STEM skill set as being integrated and interdependent, and as an essential element in real-world collaboration. Three hours of lecture or equivalent.

EDST 504: STEM Exploration 3 cr. Provides practical skills and knowledge for implementing STEM-based strategies and modifying instructional planning for the modern classroom. Students will personalize their STEM learning experience through selfselection of topics for activities such as Earth and Space Science, Computer Science, Electronics, CAD Engineering and Manufacturing, Cyber Literacy, Robotics and Engineering, GIS/GPS, and Forensics. Three hours of lecture or equivalent

ED 530: Principles of Teaching and Learning 3 cr. Principles of teaching and learning in secondary schools with an emphasis on alignment to standards, lesson plan writing, assessment, and teaching diverse learners. Participation in a secondary classroom is required. Three hours of lecture

ED 581: Design and Development of Multimedia Instructional Units 3 cr. Topics include instructional design and multimedia development, multimedia design principles, step-by-step design and development process, along with hands-on activities in instructional multimedia tools. Three hours of lecture.

ED 584: Educational Telecommunications, Networks, and the Internet 3 cr. Hands-on activities using the World Wide Web to plan, develop, and manage distance learning, networking, and internet use in the workplace. Three hours of lecture.

ED 590: Special Topics in Education 3 cr. Current and/or special issues in education will vary from term to term. May be repeated for credit for a maximum of six term hours. Three hours of lecture.

EDST 605: Integrating STEM into Practice 3 cr. This course will provide an interdisciplinary approach to integrating STEM into practice across the disciplines. The course will involve the participation in problem-based and project-based learning activities, mathematics and science inquiries learning tasks, and using technology to gain and display information. Students will practice backwards design to develop their own STEM learning activity. Graduate students will implement their activity in a classroom and monitor student-learning outcomes.

ED 681: Design and Development of Multimedia Instructional Units 3 cr. Topics include instructional design and multimedia development, multimedia design principles, step-by-step design and development process, along with hands-on activities in instructional multimedia tools. This course assesses advanced critical thinking skills through scholarly reading and written analysis of a more complex nature than is true for the undergraduate equivalent. Three hours of lecture or equivalent.

ED 684: Educational Telecommunications, Networks, and the Internet 3 cr. Hands-on activities that allow the use of resources and the World Wide Web which include the planning, development, implementation, and management of distance learning, networking, and internet use in the workplace. This course assesses advanced critical thinking skills through scholarly reading and written analysis of a more complex nature than is true for the undergraduate equivalent. Three hours of lecture or equivalent.

ED 709: Mentor Teacher Training 1 cr. The identification, modification and use of high quality instructional materials for use by diverse learners and the creation of text sets. Diagnose and prioritize areas for growth, provide coaching and support, monitor progress, and adjust mentoring as needed to improve content instruction and classroom management.

ED 720: Curriculum 3 cr. A systematic study of the history, theory and practice of curriculum development in American education. Three hours of lecture

ED 740: Foundations in Reading 3 cr. Study of the theories and models of reading and the various instructional approaches to the teaching of reading. Provides an overview of the reading process from emergent literacy through adulthood. Includes practical training in vocabulary and comprehension development. Three hours of lecture

ED 780: Educational Technology Applied to the Classroom 3 cr. A hands on, project-centered course using technology in the classroom, with attention to selection of hardware and software, use of multimedia authoring tools and communications technology in the development of instructional materials. Three hours of lecture.

ED 785: Technology Leadership in Schools 3 cr. Development of foundation skills for managing technology at the school site. Skills include school-wide planning that incorporates instructional design, curriculum integration with standards, and logistics of technology implementation, training, and evaluation

ED 788: Advanced Telecommunications and Distance Education 3 cr. This course covers the foundation of telecommunications and distance learning. Topics to be studied include the history of distance education, the impact technology has on the traditional and electronic classroom, current trends, and research. Three hours of lecture or equivalent.

ED 789: Educational Technology Research, Evaluation, and Assessment 3 cr. This course will focus on researching the effectiveness of technology products and processes, selecting appropriate technology tools for assessment, and evaluating learner and program outcomes. This process includes the use of a needs assessment, program monitoring, stakeholder awareness and influences, and assessing effectiveness and efficiency. Three hours of lecture or equivalent.

EDL 800: Creating a Professional Learning Community 3 cr. The Professional Learning Community (PLC) provides potential teacher leaders and administrators with a structure for continuing professional growth and information and activities aligned with best practices and current research.

EDL 801: Leading with Vision 3 cr. This course explores an area of school leadership that is essential for improving student achievement: developing a vision of teaching and learning that is shared by all stakeholders. It examines ways to develop, articulate, implement, and steward a shared vision.

EDL 802: Legal and Ethical Issues in Education 3 cr. This course is designed to provide candidates with the fundamental concepts of American school law and how to apply the law to real world school settings. Included is coverage of specific educational statutes. Ethical theories and ideas will also be explored. The course will emphasize and focus on legal and ethical issues that teachers and administrators confront in their work.

EDL 807: Utilizing Data for School Improvement 3 cr. This course focuses on the collection and analysis of data sources relevant in educational settings and emphasizes analyses of work samples, observations, inquiry data, artifacts, and standardized test scores. Throughout the course students collect and analyze school improvement data.

EDL 810: Leading Instruction and Assessment 3 cr. A study of the role of organizational leadership in the development of instructional goals, instructional programs, evaluation procedures and procedures for educational change.

EDUCATION

ENGL 100: English Grammar Review 3 cr. A review of the fundamentals of grammar and punctuation. Emphasizes techniques for avoiding the most common problems in sentence structure and most common errors in mechanics. Does not satisfy general education requirement for freshman composition. Three hours of lecture. Grading is on a pass/no credit basis.

ENGL 205: English Composition I* 3 cr. A writing course that stresses exposition and argumentation and introduces students to library research. Employs selected readings to illustrate a variety of rhetorical strategies and to enhance critical reading skills. Three hours of lecture.

ENGL 225: Tutoring Writing 1 cr. A writing course that offers practical experience in tutoring other students in the Writing Center. Emphasizes the writing process and strategies for helping others improve their writing. May be repeated for up to three hours credit. One hour of lecture, three hours of lab.

ENGL 316: Advanced Composition 3 cr. A generalized writing course for those wishing to improve their ability to communicate to a non-technical audience. Gives some attention to argumentation but focuses on exposition, description, and narration. Three hours of lecture.

ENGL 325: Technical Writing 3 cr. A specialized writing course for students in the sciences, computer science, engineering, and agriculture. Emphasizes proposals, reports, technical papers, and correspondence. Three hours of lecture.

FINANCE

FIN 131: Personal Financial Planning 3 cr. A practical course designed to help individuals arrange their personal financial affairs in ways most beneficial to them. Topics covered include budgeting and planning, management of financial and non-financial assets and obligations, taxes, insurance, and retirement and estate planning. Three hours of seminar.

FIN 201: Managerial Finance 3 cr. An introduction to the theory and practice of making investment and financing decisions in a firm. Topics include risk/return relationships, time value of money, security valuation, capital budgeting, capital structure, dividend policy, firm performance analysis, and global financial markets. A grade of C or better is required for Finance majors. Three hours of lecture.

FIN 220: Risk and Insurance 3 cr. Designed for understanding the importance of risk in personal and business affairs, the different methods of meeting risks; meeting insurable risks through insurance, and risk and public policy. Three hours of lecture.

FIN 331: Introduction to Investments 3 cr. Mechanics of making an investment; analytical and valuation techniques for security selection with emphasis especially on common stock; survey of investment literature and terms. Three hours of lecture.

FIN 410: Advanced Business Finance 3 cr. The study of advanced knowledge relating to firm financing and investing decisions. Topical coverage includes real asset valuation, capital budgeting, capital structure, costs of capital, dividend policy, and mergers and acquisitions. A grade of C or better is required for Finance majors. Three hours of lecture.

FIN 520: Financial Services Management 3 cr. This course is a comprehensive introduction to managing the problems faced by a wide variety of financial companies. Special attention is given to interest rate risk, liquidity risk, and credit risk. Three hours of lecture

LEADERSHIP

LDSH 101: Introduction to Leadership Development 3 cr. An introduction to leadership development including developing personal leadership skills, self-assessment, and ethical decision-making. Three hours of lecture.

LDSH 102: Communication for Leaders 3 cr. This course introduces students to the multifaceted communication dynamics for leaders in modern organizations. Critical perspectives related to communication theories, models, and processes will be explored through the lens of applications and case studies. Three undergraduate hours of lecture or equivalent.

LDSH 205: Ethics, Values, and Leadership 3 cr. A study of the moral responsibilities of leadership through case studies from a variety of contexts, cultures, and periods of history. Three hours lecture.

LDSH 201: Leadership Theory and Practice 3 cr. This course provides an overview of the planning and conducting of research in social sciences. Primary focus of the course will be in on the fundamentals of statistics, research design, and data analysis.

LDSH 202: Introduction to Research and Statistics 3 cr. This course provides an introduction of the planning and conducting of research in social sciences. Primary focus of the course will be laying the foundations in the fundamentals of statistics, research design, and data analysis.

LDSH 303: Trends in Diversity and Globalization 3 cr. This course examines team development through leadership in a diverse environment. Students learn how to construct effective team development strategies and the role that leaders play in successful outcomes. Students examine the role of culture in organizations in behavior, group effectiveness, and learning curves within organizations. Globalization and international environments are also explored.

LDSH 304: Strategic Negotiation 3 cr. This course explores and examines different types of negotiation from strategic points of view. Students will analyze and determine the best strategy of negotiation based upon what outcome is required from the negotiation.

LDSH 306: Strategic Leadership 3 cr. This course examines vision as the critical point in leadership studies. Strategic leadership is examined as the alignment of the organization with its environment in terms of mission orientation. Contemporary issues are derived from the examination of current leadership and leaders.

LDSH 312: Communication for Leaders 3 cr. This course explores the various aspects of communication that a leader is expected to uphold. Students will examine the responsibility of a leader in regards to how they communicate with peers, the community, other organizations, politicians, and within their department.

LDSH 413: Organizational Theory and Behavior 3 cr. An overview of traditional and modern organizational theories and organizational behavior. Foundational knowledge will be built around the theories and behaviors that shape modern and ever evolving organizations. Topics will include changes in technology, communication, leadership, public and internal behaviors, as well as analysis of major issues.

LDSH 433: Emergency Response and Crisis Leadership 3 cr. This course will take a look at the moving pieces in emergency response. The leader's role will be outlined as well as how to mitigate, prepare, respond, and recover before, during, and after an emergency. Focus will be placed on planning, frameworks, actors/people involved, and different emergencies.

LDSH 525: Dark Side of Leadership 3 cr. This course will focus on the negative aspects of leadership. Each week, students will read articles covering the negative sides of leadership in business, politics, religion, education, military, academics, law enforcement, sports, 288 cross-cultural settings, etc. Lastly, this course will lead a discussion on characteristics of terrorist leaders.

LDSH 527: Coaching and Mentoring for Leaders 3 cr. This course examines theories and methodologies related to coaching and mentoring including personal development planning, performance coaching, and development. Approaches in counseling and ethics that impact coaching and mentoring will be explored. These approaches and orientations include psychodynamic, humanistic, and cognitive behavior.

LDSH 550: Program Evaluation 3 cr. Models and practices of program evaluation in both public and private sector organizations. Includes data-informed decision-making.

LDSH 654: Human Resource Development 3 cr. This course examines Human Resource Development (HRD) as a specific field which studies learning, development, and behavior of humans in social systems. These systems include workforce development, education, and family. Research concentrations from Management Science, Education, Psychology, and Sociology strengthen HRD theory and practice. A primary focus of this course covers applied performance management informed by human sciences research as a tool that can be applied to productivity.

LDSH 671: Followership 3 cr. This course provides an introduction to the theory and practice of followership and its importance throughout history. Topics will include the influence of followers on effective and ineffective leadership, types of followers, and theories as they relate to understanding followership in the context of organizations and leadership.

MANAGEMENT AND ADMINISTRATION

MADM 100: Introduction to Business 3 cr. A course designed to present an overview of the operation of the business firm, the role of the manager in business, and the nature of the economic system in which private enterprise must operate. Three hours of lecture.

MADM 105: Small Business Management 3 cr. Study of the principles, procedures, and methods for managing a small business. Special attention given to assessing business opportunities, planning for a small business, and managing other factors involved in the success of the small company. Three hours of lecture.

MADM 110: Business Communication 3 cr. Theory and practice of effective business communications. Strategies for the application of written and oral communication skills. Standard practices and useful procedures to handle business documents, including memos, letters, and proposals. Conceptual and functional perspectives of interpersonal relationships in business settings. Simulation of self-managed teams to elicit critical interpersonal skills. Emphasis on listening, critical thinking, nonverbal communication, small-group communication, and conflict resolution. Three hours of lecture.

MADM 201: Principles of Management 3 cr. Study of basic managerial functions in organizations such as planning, organizing, leading, and controlling, including individual and group behavior, motivation, leadership, strategy, group dynamics, as well as ethics and the global economy. Management majors must earn a C or better. Three hours of lecture.

MADM 210: Cyber Business Policy and Ethics 3 cr. Study of laws and policies that govern, regulate, and protect users of the internet, electronic communication, and technology. Three hours of lecture.

MADM 220: Human Resource Management 3 cr. A study of the Human Resource Management (HRM) objective of attracting, maintaining, and motivating a productive and satisfied employee group. Emphasis on proficiency in applying principles and technical tools to such HR areas as employee services. Three hours of lecture.

MADM 221: Organizational Behavior 3 cr. An in-depth study of the social and psychological factors affecting human behavior and performance in organizations, with emphasis on individual and small group processes. More specifically, the course examines behavioral science knowledge relating to such topics as perception and personality, attitudes and job satisfaction, motivation and enhancing employee performance, leadership, and group dynamics. A range of organizational-level topics such as organizational structure and culture relevant to human behavior and performance will also be examined. Three hours of lecture

MADM 230: Sales 3 cr. A study of the concepts and techniques utilized in the personal selling process. Emphasis is placed on the design of effective sales presentations and on the role-playing of various personal sales situations. Three hours of lecture and sales presentations. Also listed as MKT 330

MADM 310: Entrepreneurship and New Venture Development 3 cr. The focus of this course is on the study of the basic stages of the business start-up process: idea discovery, plan formulation, implementation of start-up, and downstream development. Cases will be extensively used to explore the critical stages of entrepreneurial development. In addition, the entrepreneurship concept will be explored as it relates to large businesses. Three hours of lecture

MADM 327: Staffing Organizations 3 cr. Study of the employment function of the human resource management process including recruitment, selection, and placement of employees in an organization. Emphasis is on various selection methods, the validation of selection tests, and relevant laws affecting the matching of people to jobs. Three hours of lecture.

MADM 420: Performance Improvement 3 cr. This course presents the Human Performance Improvement Model and its use in today's workplaces. Using various analyses, students learn to identify key performance gaps and causes of performance gaps, and to select appropriate methods of intervention identification, intervention implementation, and intervention evaluations. Three hours of lecture.

MADM 439: Training and Development 3 cr. An in-depth focus on training and development as a key function of the human resource management system in organizations. Topics include training needs assessment, effective training design, training technologies, and training program evaluation. Three hours of lecture.

MARKETING AND MASS COMMUNICATION

MCOM 100: Introduction to Mass Communication* 3 cr. A study of the history, theories, processes, problems, regulation and effects of the mass media. Three hours of lecture.

MCOM 110: Introduction to Public Relations 3 cr. Overview and history of the field of public relations; responsibilities of the practitioner; introductory writing skills, including crisis communication and persuasion; and campaign-based skills, including critical thinking, event management, and media relations. Three hours of lecture.

MCOM 215: Introduction to New Media* 3 cr. An introductory survey of personal media access including iReporting and user uploads, blogging, social networking, and big data. Two hours of lecture and two hours lab.

MKT 230: Professional Marketing 3 cr. An application of marketing strategy concepts and techniques for professional development. Three hours of lecture.

MCOM 249: Introduction to Social Media Analytics 3 cr. Topics in basics of social media analytics, the role of social media analytics in analyzing social media use behavior, information diffusion and recommendations online, social media influencers, social contagion in social media, and introduction to various social media analytics methods. Three hours of lecture.

MCOM 360: Data-Driven Storytelling 3 cr. Topics in basics of storytelling, process of data acquisition and data processing, performing statistical analysis, developing data visualizations and dashboards with an emphasis on attributes for effective visual encoding and narrative structure. Three hours of lecture

MCOM 371: EM Practicum 1 cr. The application of principles and techniques of electronic media production through work accomplished in the electronic media laboratory. May be repeated for a maximum of four hours of credit. Two hours of lab.

MCOM 380: Desktop Publishing 3 cr. Emphasis on document design with a focus on the production of pamphlets, brochures, newsletters, magazines, and newspapers. Two hours of lecture and two hours of lab.

MCOM 385: Introduction to Corporate Video Production 3 cr. Script writing for corporate video focused on narrative development in a multimedia format and development of production planning documents for client-based video production. Two hours of lecture and two hours of lab.

MCOM 395: Communication Theories 3 cr. Covers a range of major theories that define the breadth of the communication field including intrapersonal, interpersonal, small group, organizational, public, and mass communication. Applications and presentations using media are required. Three hours of lecture.

MKT 401: Principles of Marketing 3 cr. A conceptual overview of the exchange activities and processes involved in providing goods and services for the creation of stakeholder value. Emphasis is given to the efficient and effective use of controllable marketing variables and their interdependence with internal/external factors. The role of marketing in the firm and society is examined along with the current domestic and international market environments. Marketing majors must earn a C or better. Three hours of lecture.

MKT 405: Small Business Advertising 3 cr. Emphasis on creating small business advertising, including planning and design. Basics of graphic design and software applications are covered. Three hours of lecture.

MKT 501. A study of the nature and dynamics of consumer markets and the significance of these markets to marketing executives. Emphasis is placed on the concepts and constructs employed to identify and measure market segments and to analyze behavioral patterns as a basis for marketing strategy. Three hours of lecture.

MKT 512: Integrated Marketing Communications Strategy 3 cr. Prerequisite: MKT 301. The nature, scope, and contributions of personal selling, advertising, sales promotions, sponsorship marketing, viral marketing, point-of-sale communications, and brand-related publicity in the IMC strategy. Emphasizes principles and concepts that relate to the integration and organization of the IMC effort. Three hours of lecture.

MCOM 513: Feature Writing 3 cr. Long form narrative journalism appropriate for newswriting, investigative work, magazine, and multimedia production. Two hours of lecture and two hours of lab.

MCOM 517: Copy & Digital Media Editing 3 cr. Basic editorial skills including grammar, style, and markup, plus practice in preserving author voice through the rewrite process. Electronic layout and group decision-making in the publication setting. Two hours of lecture and two hours of lab.

MCOM 520: Communication Research 3 cr. An overview of quantitative and qualitative measures in the field with applications limited to reviewing existing research based on contemporary media issues. Three hours of lecture.

MKT 530: Sales 3 cr. A study of the concepts and techniques utilized in the personal selling process. Emphasis is placed on the design of effective sales presentations and on the role-playing of various personal sales situations. Three hours of lecture and sales presentations. Also listed as MADM 330. MKT 340: Negotiations 3 cr. Analysis of the theory and processes of negotiations as practiced in a variety of business settings, including mineral rights negotiations. Three hours of lecture.

MCOM 633: Mass Media Law 3 cr. Survey of legal constraints, power, and responsibilities of the media from historical, political, ethical, and practical perspectives. Three hours of lecture.

MCOM 643: Opinion Writing 3 cr. Ethical and professional elements of media writing for publication from the individual perspective, including research, persuasion, and analysis. Two hours of lecture and two hours of lab.

MKT 701: Marketing Management 3 cr. An intensive analysis of the marketing process with an emphasis on decision-making. Analytical tools and concepts are applied to determine areas such as level, mix, and strategic use of marketing efforts. Specific tasks such as market segmentation, product and pricing policies, channel management, promotional design, and consumer behavior are investigated and integrated in the development of a firm's total marketing program. Three hours of lecture.

MKT 705: Social Media Marketing 3 cr. Practical application and study of social media marketing best practices related to webinars, podcasts, video marketing, photo sharing, microblogging, social networks, and mobile or location based marketing efforts. Also addresses social media marketing plans and analytics. Three hours of lecture.

MKT 730: Retail Management 3 cr. Policies, practices, principles, and methods of efficiently operated retail stores. Areas covered include store location, layout, organization, merchandising, planning, pricing, buying, personnel management, credit, stock control, sales promotion, the retailing mix, assortment planning, and store operation. Emphasis is given to the contingency theory of management. Three hours of lecture.

MKT 835: Data Analytics for Business 3 cr. Applied course covering business analytics, research methods, and marketing metrics. Emphasis on practical business and marketing skills in data analysis. Three hours of lecture.

MKT 845: Marketing Research 3 cr. An applied study of the roles and methods of marketing research in organizational problem solving. Emphasis is on the application of research concepts and methodologies as they contribute to designing research projects, developing measurement instruments, collecting and analyzing data, and reporting accurate findings to support effective marketing decision-making. Three hours of lecture

MATHEMATICS

MATH 111: College Algebra 3 cr. In-depth treatment of solving equations and inequalities; function properties and graphs; inverse functions; linear, quadratic, polynomial, rational, exponential and logarithmic functions with applications; systems of equations. Three hours of lecture.

MATH 111L: Problem-Solving Laboratory 1 cr. Supplement and reinforcement of arithmetic, algebraic and quantitative concepts and problem-solving skills needed for General Education mathematics through a combination of lecture, traditional, and computerized lab activities. Two hours of lab instruction.

MATH 120: Mathematical Concepts 3 cr. An introduction to topics in contemporary mathematics. Topics may include the theory of finance; perspective and symmetry in art; formal Aristotelian logic; graph theory; probability and odds; statistics; elementary number theory; optimization; numeracy in the real world; and historical topics in mathematics that have influenced contemporary mathematics. (Topics will vary.) Three hours of lecture.

MATH 224: Strategies for Solving Applied Problems 2 cr. A course to supplement and reinforce arithmetic, algebraic, and quantitative concepts, and problem-solving skills needed for MATH 124. Two hours of hands-on and lecture instruction.

MATH 228: Finite Mathematics 3 cr. Systems of linear equations, vectors, matrices, and matrix algebra; linear inequalities; linear programming; counting techniques; permutations and combinations; probability; basic concepts in financial mathematics (annuities included); and an introduction to statistics. Three hours of lecture.

MATH 231: Elementary Applied Calculus 3 cr. Introduction to differential and integral calculus, with an emphasis on applications, designed primarily for business, economic, social sciences, biological sciences and behavioral sciences. Topics include limits, the first and second derivative, the first and second derivative tests for relative extrema, exponential and logarithmic functions, the definite and indefinite integral, and the Fundamental Theorem of Calculus. Calculus will be used to solve real world applications. Three hours of lecture.

MATH 321: Analytic Geometry and Calculus I* 4 cr. Limits and continuity of functions; introduction of the derivative; techniques of differentiation including power, product, quotient, and chain rules; implicit differentiation; differentiation of transcendental and inverse functions; applications of 306 differentiation: concavity; relative and absolute extrema; maximum and minimum values of a function; optimization; anti-differentiation; definite integrals; Fundamental Theorems of Calculus; areas; applications of definite integrals; work and volume. Students may be required to have a graphing calculator. Credit/placement exam may be required if transferring a course with fewer than 4 credits. Four hours of lecture and one hour of lab.

MATH 307: College Geometry 3 cr. The course begins with a review and reconstruction of basic Euclidean geometry and continues with more advanced topics. Three hours of lecture.

MATH 309: Number Theory 3 cr. A survey of divisibility, congruencies, the Chinese remainder theorem, quadratic reciprocity, Diophantine equations, continued fractions, and other selected topics. Three hours of lecture

MATH 413: History of Mathematics 3 cr. A survey of early numeral systems; Babylonian, Egyptian and Oriental mathematical achievements and classic Greek discoveries that led to later European developments. Graduate-level mathematical thinking and problem solving skills will be fostered through written assignments or oral presentations. Three hours of lecture

MATH 556: Probability and Statistics II 3 cr. Distributions of functions of random variables, limiting distributions, central limit theorem, estimation, confidence intervals, hypothesis testing, and nonparametric methods. Graduate-level mathematical thinking and problem solving skills will be fostered through written assignments or oral presentations. Three hours of lecture

PHYSICS

PHYS 120: Introduction to Electrical Circuits 3 cr. This course is an introduction to electrical circuits, both D.C. and A.C.. Three hours of lecture.

PHYS 130: Electronics 4 cr. A basic or introductory course stressing the properties and applications of diodes, transistors, integrated circuits, and other circuit devices. The emphasis in the laboratory is placed on the design, fabrication, and testing of circuits utilizing the devices mentioned above. The lecture cannot be taken without the laboratory. Three hours of lecture and three hours of lab.

PHYS 140: Introduction to Optics 3 cr. A course in the fundamental principles of optics to include geometrical, physical and modern optics. Three hours of lecture.

PHYS 200: Digital Electronics 4 cr. A basic course stressing the properties of integrated circuits such as gates, counters, latches, memories, CPU, etc. The aim of this course is to give the interested student a better understanding of the hardware associated with microprocessors. Three hours of lecture and three hours of lab.

PHYS 300: Modern Physics 3 cr. A survey of special relativity, quantum mechanics, atomic and nuclear physics. This course is designed for secondary school science teachers. Three hours of lecture

PHYS 400: Introduction to Microprocessors 4 cr. A hands-on learning experience with microprocessors, specifically the Intel 8085, for control and applications in such areas as data acquisition storage and retrieval and process control. The emphasis is on learning to use a microprocessor for control and on interfacing it to devices, systems, instruments and machines. Three hours of lecture and three hours of lab

GLOSSARY

Academic Calendar: The official listing of important dates relative to semester/term start and end dates, deadlines, and holidays

Academic Load: The total number of semester hours for which a student is registered in one semester or summer term.

Academic Record: A history of all of the courses and other equivalent activities a student has taken and the grades he/she has received.

Academic Year: The period composed of Fall and Spring semesters.

Area of Concentration: The primary content areas of study in the Bachelor of General Studies degree program, not a major.

Course: A prescribed unit of study or instruction (credit or non-credit) that is normally presented through a series of scheduled meetings of a class.

Credit: The unit of measure awarded for the successful completion of coursework. A minimum of 120 semester hours is required in each bachelor's degree curriculum.

Credit Hours: The quantitative measure given to a course as stated in semester hours.

Cumulative Grade Point Average: A student's grade point average for all college work based on the total number of quality points earned and the total number of semester hours attempted.

Curriculum: A program of courses comprising the formal requirements for a degree in a particular field of study.

Drop: Official withdrawal from a course while the student is still enrolled in other courses. A student's failure to attend class does not itself constitute dropping that course.

Education Certificate Plan: An evaluation, usually made no later than the beginning of the Junior year by the student and advisor, of academic work completed and courses required for graduation.

Good Standing: A status assumed or stated that a student is eligible to continue at or return to an institution unless noted otherwise.

Grade Point Average (GPA): A mathematical measurement of academic performance, computed by multiplying quality points by credit hours for courses in a semester, a major, or a total program; adding them; and dividing the sum by semester hours attempted

Major: Primary field of study. There is no "major" in the General Studies program.

No Preference: The state of being registered for credit and working towards a degree but undecided yet as to a major.

Prerequisite: Requirement to be met before a certain course may be taken. May be in the form of specific coursework or approval of the department chair in instances where "consent of the department" is required.

Semester Hour: The unit by which coursework is measured. The number of semester hours assigned to a lecture course usually is determined by the number of hours the class meets per week

Student Number: A nine-digit computer-generated number to be used in place of the student's social security number.

Student Schedule: The section of courses in which a student is enrolled.

Suspension (academic or disciplinary): A Universityassigned status that prohibits students from registering for courses for a specified period of time.

Transfer Student: A student who terminates enrollment in another education institute and subsequently enrolls at CertificationPoint.