



East-West University

Catalog 2006-2009





EAST-WEST UNIVERSITY
CHICAGO • ILLINOIS • USA
CATALOG 2006-2009

The University Mission

- **Pursuit of excellence** by all through relevant, effective and convenient education.
- **Equal educational opportunity** for all racial, ethnic and socio-economic groups.
- **Program offerings** of liberal arts and sciences along with job and career related professional education geared to the service economy of modern times.
- **Service to humankind** with a global, multi-cultural and future-oriented perspective.

This catalog of East-West University announces the academic program offerings for the years 2006-2007, 2007-2008 and 2008-2009. However, the University reserves the right to make changes in course offerings, their content and sequence, admission and scholastic requirements, examinations, academic calendar, tuition and fees, and other catalog details and descriptions. For

information regarding course offerings and class hours of each quarter, see the class schedule published by the University prior to the opening of that quarter.

As a non-denominational and independent institution of higher learning, East-West University admits students of any gender, race, national origin, and ethnic, religious or socioeconomic background to all rights, privileges, programs and activities generally accorded or made available to students at this University. It does not discriminate on the basis of gender, race, national origin, and ethnic, religious or socioeconomic background in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic or other school-administered programs. Additionally, East-West University does not discriminate against persons with disabilities who are otherwise qualified to participate in the intellectual and social life of the University. East-West University is an equal opportunity employer and educator.

ACCREDITATION

The Higher Learning Commission of the North Central Association of Colleges and Schools granted East-West University accreditation to award associate and bachelor's degrees effective December 1983. For information on NCA accreditation, contact (800) 621-7440 at 30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504

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Academic Calendar 2006-2007

Fall Quarter 2006	September 23- December 9, 2006
New student orientation	Tuesday, September 19 – Thursday, Sept. 21
Last day to withdraw without penalty	Friday, September 22
Proficiency testing	Friday, September 22
Classes begin	Saturday, September 23
Late registration	Monday, September 25 – Friday, Sept. 29
Last day to change schedule	Friday, Sept. 29
Graduation check request forms due from students	Monday, October 23 – Friday, October 27
Registration for winter quarter begins	Tuesday, November 7
Last day to withdraw from a class (W grade recorded)	Friday, November 10
Thanksgiving break (University closed)	Thursday, November 23 – Sunday, Nov. 26
Final examination period	Monday, December 4 – Saturday, Dec. 9
Winter break (for students)	Monday, December 11 – Sunday, Jan 7, 2007
Winter break for staff (University closed)	Monday, December 18 – Monday, Jan.1, 2007
Winter Quarter 2007	January 8, 2007- March 23, 2007
New student orientation	Friday, January 5
Last day to withdraw without penalty	Friday, January 5
Proficiency testing	Friday, January 5
Classes begin	Monday, January 8
Late registration	Monday, January 8 – Friday, January 12
Last day to change schedule	Friday, January 12
Martin Luther King Jr. Day (Univ. closed)	Monday, January 15
Graduation check request forms due from students	Monday, February 5 – Friday, February 9
Registration for spring quarter begins	Tuesday, February 20
Last day to withdraw from a class- (W grade recorded)	Friday, February 23
Final examination period	Monday, March 19 – Friday, March 23
Spring break (for students)	Monday, March 26 – Sunday, April 1

Spring Quarter 2007	April 2, 2007- June 15, 2007
New student orientation	Friday, March 30
Proficiency testing	Friday, March 30
Last day to withdraw without penalty	Friday, March 30
Classes begin	Monday, April 2
Late registration	Monday, April 2 – Monday, April 9
Good Friday (University closed)	Friday, April 6
Last day to change schedule	Monday, April 9
Graduation check request forms due from students	Monday, April 30 – Friday, May 4
Apply for graduation	Monday, May 7 – Friday, May 11
Registration for summer and fall quarters begins	Tuesday, May 15
Last day to withdraw from a class (W grade recorded)	Friday, May 18
Major field assessment test (required for all seniors and optional for juniors)	Saturday, May 19
Memorial Day (University closed)	Monday, May 28
Final examination period	Monday, June 11 – Friday, June 15
Graduation ceremony	Saturday, June 16
Summer break for students begins	Monday, June 18
Summer Quarter 2007	June 25, 2007 – August 17, 2007
Last day to withdraw without penalty	Friday, June 22
Classes begin	Monday, June 25
Late registration	Monday, June 25 – Tuesday, June 26
Last day to change schedule	Tuesday, June 26
Independence Day (University closed)	Wednesday, July 4
Last day to withdraw from a class- (W grade recorded)	Friday, July 27
Final examination period	Monday, August 13 – Friday, August 17

Academic Calendar 2007-2008

Fall Quarter 2007	September 22 - December 8, 2007
New student orientation	Tuesday, September 18 – Thursday, Sept. 20
Last day to withdraw without penalty	Friday, September 21
Proficiency testing	Friday, September 21
Classes begin	Saturday, September 22
Late registration	Monday, September 24 – Friday, Sept. 28
Last day to change schedule	Friday, Sept. 28
Graduation check request forms due from students	Monday, October 22 – Friday, October 26
Registration for winter quarter begins	Tuesday, November 6
Last day to withdraw from a class (W grade recorded)	Friday, November 9
Thanksgiving break (University closed)	Thursday, November 22 – Sunday, Nov. 25
Final examination period	Monday, December 3 – Saturday, Dec. 8
Winter break (for students)	Monday, Dec 10, 2007 – Sunday, Jan 6, 2008
Winter break for staff (University closed)	Wednesday, Dec 19, 2007 – Tuesday, Jan 1, 2008
Winter Quarter 2008	January 7, 2008- March 20, 2008
New student orientation	Friday, January 4
Last day to withdraw without penalty	Friday, January 4
Proficiency testing	Friday, January 4
Classes begin	Monday, January 7
Late registration	Monday, January 7 – Friday, January 11
Last day to change schedule	Friday, January 11
Martin Luther King Jr. Day (Univ. closed)	Monday, January 21
Graduation check request forms due from students	Monday, February 4 – Friday, February 8
Registration for spring quarter begins	Tuesday, February 19
Last day to withdraw from a class- (W grade recorded)	Friday, February 22
Final examination period	Monday, March 17 – Thursday, March 20
Good Friday (University closed)	Friday, March 21
Spring break (for students)	Friday, March 21 – Sunday, March 30

Spring Quarter 2008	March 31, 2008 - June 13, 2008
New student orientation	Friday, March 28
Proficiency testing	Friday, March 28
Last day to withdraw without penalty	Friday, March 28
Classes begin	Monday, March 31
Late registration	Monday, March 31 – Friday, April 4
Last day to change schedule	Friday, April 4
Graduation check request forms due from students	Monday, April 28 – Friday, May 2
Apply for graduation	Monday, May 5 – Friday, May 9
Registration for summer and fall quarters begins	Tuesday, May 13
Last day to withdraw from a class (W grade recorded)	Friday, May 16
Major field assessment test (required for all seniors and optional for juniors)	Saturday, May 17
Memorial Day (University closed)	Monday, May 26
Final examination period	Monday, June 9 – Friday, June 13
Graduation ceremony	Saturday, June 14
Summer break for students begins	Monday, June 16
Summer Quarter 2008	June 23, 2008 – August 15, 2008
Last day to withdraw without penalty	Friday, June 20
Classes begin	Monday, June 23
Late registration	Monday, June 23 – Tuesday, June 24
Last day to change schedule	Tuesday, June 24
Independence Day (University closed)	Friday, July 4
Last day to withdraw from a class- (W grade recorded)	Friday, July 25
Final examination period	Monday, August 11 – Friday, August 15

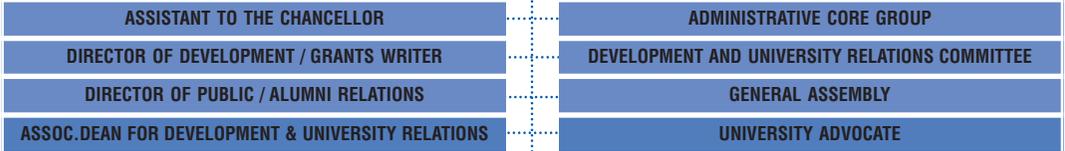
Academic Calendar 2008-2009

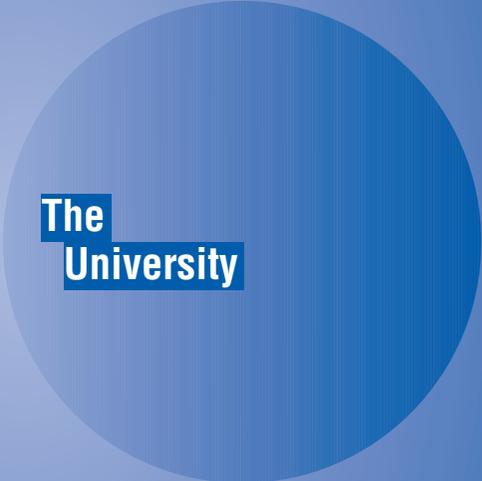
Fall Quarter 2008	September 27 - December 12, 2008
New student orientation	Tuesday, September 23 – Thursday, Sept. 25
Last day to withdraw without penalty	Friday, September 26
Proficiency testing	Friday, September 26
Classes begin	Saturday, September 27
Late registration	Monday, September 29 – Friday, October 3
Last day to change schedule	Friday, October 3
Graduation check request forms due from students	Monday, October 27 – Friday, October 31
Registration for winter quarter begins	Tuesday, November 11
Last day to withdraw from a class (W grade recorded)	Friday, November 14
Thanksgiving break (University closed)	Thursday, November 27 – Sunday, Nov. 30
Final examination period	Monday, December 8 – Saturday, Dec. 13
Winter break (for students)	Monday, Dec 5, 2008 – Sunday, Jan 8, 2009
Winter break for staff (University closed)	Monday, Dec 22, 2008 – Monday, Jan 5, 2009
Winter Quarter 2009	January 12, 2009- March 24, 2009
New student orientation	Friday, January 9
Last day to withdraw without penalty	Friday, January 9
Proficiency testing	Friday, January 9
Classes begin	Monday, January 12
Late registration	Monday, January 12 – Friday, January 16
Last day to change schedule	Friday, January 16
Martin Luther King Jr. Day (Univ. closed)	Monday, January 19
Graduation check request forms due from students	Monday, February 9 – Friday, February 13
Registration for spring quarter begins	Tuesday, February 24
Last day to withdraw from a class- (W grade recorded)	Friday, February 27
Final examination period	Monday, March 23 – Friday, March 27
Spring break (for students)	Saturday, March 28 – Sunday, April 5

Spring Quarter 2009	April 6, 2009 - June 19, 2009
New student orientation	Friday, April 3
Proficiency testing	Friday, April 3
Last day to withdraw without penalty	Friday, April 3
Classes begin	Monday, April 6
Late registration	Monday, April 6 – Thursday, April 9
Last day to change schedule	Thursday, April 9
Good Friday (University closed)	Friday, April 10
Graduation check request forms due from students	Monday, May 4 – Friday, May 8
Apply for graduation	Monday, May 11 – Friday, May 15
Registration for summer and fall quarters begins	Tuesday, May 19
Major field assessment test (required for all seniors and optional for juniors)	Saturday, May 16
Last day to withdraw from a class (W grade recorded)	Friday, May 22
Memorial Day (University closed)	Monday, May 25
Final examination period	Monday, June 15 – Friday, June 19
Graduation ceremony	Saturday, June 20
Summer break for students begins	Monday, June 22
Summer Quarter 2008	June 23, 2008 – August 15, 2008
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Classes begin	Monday, June 29
Late registration	Monday, June 29 – Tuesday, June 30
Last day to change schedule	Tuesday, June 30
Independence Day (University closed)	Friday, July 3
Last day to withdraw from a class- (W grade recorded)	Friday, July 24
Final examination period	Monday, August 17 – Friday, August 21

LOOKING FOR	ROOM	CALL (312)
Academic Advising and Counseling	Counseling Office/W806	939-0111 ex. 1806
Admissions	Admissions Office/W830	939-0111 ex. 1830
Alumni Services	Development Office/W819	939-0111 ex. 1819
Academic Program Director	Receptionist/W800	939-0111 ex. 1800
Building Management	Management Office/W610	427-9580
Buying a Book	L. Wiley Bookstore/E Lobby	583-0640
Campus Clubs	Counseling Office/W806	939-0111 ex. 1806
Career Guidance and Placement	Placement Office/W813	939-0111 ex. 1813
Certificate Programs	E101	939-0111 ex. 2101
CLEP Testing	Testing Center/W310	939-0111 ex. 1206
Computer Services	Computer Services/E210	939-0111 ex. 2210
Co-op Education	Co-op Office/E404	939-0111 ex. 2404
Credit by Examination	Associate Provost's Office/E101	939-0111 ex. 2101
Development and Grants Office	W819	939-0111 ex. 1819
Financial Aid	Financial Aid Office/W801	939-0111 ex. 1801
First Aid	Security Office/E100	939-0111 ex. 2100
General Information	Receptionist/W800	939-0111 ex. 1800
Human Resources	Business Office/W808	939-0111 ex. 1808
Instructor	Receptionist/W800	939-0111 ex. 1800
International Student Advisor	Admissions Office/W822	939-0111 ex. 1822
Library Services	Library/E102	939-0111 ex. 2102
Lost and Found	Security Office/E100	939-0111 ex. 2100
Making a Donation	Development Office/W819	939-0111 ex. 1819
MOUS Testing	Testing Center/W310	939-0111 ex. 1206
News and Notices	Public Relations Office/W818	939-0111 ex. 1818
Paying a Fee	Business Office/W808	939-0111 ex. 1808
Publications	Publications Office/W820	939-0111 ex. 1820
Public and Media Relations	Public Relations Office/W818	939-0111 ex. 1818
Registration	Registrar's Office/W802	939-0111 ex. 1802
Scholarships and Awards	Financial Aid Office/W809	939-0111 ex. 1809
Security	Security Office/E100	939-0111 ex. 2100
Transcripts	Registrar's Office/W810	939-0111 ex. 1810
Tutorial Assistance	Tutorial Lab/E411	939-0111 ex. 2411
Veteran's Information	Financial Aid Office/W801	939-0111 ex. 1801
ACADEMIC INFORMATION	ROOM	CALL (312)
Accounting	E308	939-0111 ex. 2308
Behavioral and Social Sciences	E315	939-0111 ex. 2315
Biological and Physical Sciences	E406	939-0111 ex. 2405
Business Administration	W816	939-0111 ex. 1816
Certified Nursing Assistant (CNA)	E406	939-0111 ex. 2406
Computer and Information Science	E212	939-0111 ex. 2212
Electroneurodiagnostic Technology (ENDT)	E407B	939-0111 ex. 2409
Electronics Engineering Technology	E311	939-0111 ex. 2311
English and Communications	E403	939-0111 ex. 2403
English as a Second Language (ESL)	E407A	939-0111 ex. 2407
Islamic Studies	W820	939-0111 ex. 1820
Mathematics	E207	939-0111 ex. 2207
Medical Office Technology	E101	939-0111 ex. 2101
E-Commerce Technology	E212	939-0111 ex. 2212
General Office Assistant	E101	939-0111 ex. 2101
Multi-Media Technology	E211	939-0111 ex. 2211
Office Administration	W816	939-0111 ex. 1816
Pre-Nursing and Pre-Med	E406	939-0111 ex. 2406
Associate Provost	E101	939-0111 ex. 2101
Provost	W803	939-0111 ex. 1803

ORGANIZATIONAL CHART





**The
University**

The University

HISTORY OF FOUNDING AND LEGAL AUTHORIZATION

On December 10, 1978, a group of seven persons including four academicians, a businessman, a lawyer and a physician formed a planning group to establish a new, urban, non-denominational institution of higher learning in Chicago. The idea and name of East-West University, however, was conceived on November 1, 1978. The University was incorporated on February 22, 1979 as a corporation without stock and not-for-profit. The University also has corporate status in the States of Wisconsin and Indiana into which the Chicago metropolitan area extends. The Internal Revenue Service has determined the tax-exempt status of the University.

The University received approval and operating authority from the Illinois Board of Higher Education in May, 1980 and degree granting authority for various degrees in later years. Classes began on September 15, 1980. The Illinois Student Assistance Commission and the United States Department of Education certified the University as an eligible institution for various programs of aid to education in June, 1980 and July, 1981 respectively. The University is listed in the Higher Education Directory, and since November, 1981, is authorized by the United States Citizenship and Immigration Service (Department of Homeland Security) to enroll non-immigrant alien students. East-West University has been accredited by the

Higher Learning Commission of the North Central Association of Colleges and Schools since December, 1983.

PHILOSOPHY

East-West University represents a unique development in the annals of higher education institutions in the City of Chicago and its suburbs. The University is established primarily to preserve and extend and to integrate and transmit knowledge of human beings concerning themselves, the universe and their Creator. It strives to develop in its graduates the wisdom derived from human heritage, the spirit of inquiry that leads to discovery, and the sense of dedication which spends itself in the service of humankind. It inspires the students to pursue natural and supernatural truths and imbibe the urge to live a fuller and more fruitful life.

MISSION

East-West University is dedicated to the pursuit of excellence by all through relevant, effective and convenient education, and service to humankind with a global, multi-cultural and future-oriented perspective. It is both comprehensive and pluralistic in terms of clientele, academic programs, educational delivery systems, research and publication projects, and sources of financial support.

PURPOSE

The following are the purposes in support of the University's philosophy and mission:

To Provide Relevant, Effective and Convenient Education:

The founders of East-West University believe there will always be a need for colleges and universities which offer relevant, diversified and attractive academic programs at convenient times and places, which employ effective modes of educational delivery and which adopt a policy of low tuition and opportunities to seek financial aid. To meet the needs of students coming from different racial, ethnic, cultural, and socioeconomic backgrounds, the academic programs of East-West University encompass many aspects of human life. They include both liberal and vocational education as well as studies related to the arts, family, and practical living so intellects are sharpened, perspectives broadened, and effectiveness in life and in vocations increased.

To Foster Equal Educational Opportunity for All Racial, Ethnic and Socio-economic Groups:

The principle of equality of educational opportunity and of human worth is the centerpiece of all academic and fiscal planning of East-West University.

To Offer Programs in Liberal Arts and Sciences Along With Job and Career Related Professional Education Geared to the Service Economy of Modern Times:

Higher education plays an important part in the trend towards increasing

consumption of professional services. Indeed, it is virtually the only source of personnel for such services. The production of services uses few raw materials and is remarkably clean in its environmental effects. Services, particularly of the professional type such as health care, legal and engineering professions, entertainment and recreation, the arts, religion, government and education at all levels, are uniquely related to human welfare and to the development of human beings. They touch profoundly the lives of individuals and determine the range of personal opportunity.

To Cultivate Dedication to Serve Humankind With a Global, Multi-Cultural and Future-Oriented Perspective:

Also worthy of serious thought is a global, multi-cultural and future-oriented perspective of higher learning that is often neglected in our universities and colleges. We are living in an increasingly interdependent and interconnected world in which exponential growth is causing a serious shrinkage of space and resources. Astonishing advances in scientific and technological innovations transgress, indeed in some cases obliterate, national boundaries. National interest can no longer be defined and attained in isolation from the global interest. If humankind is to survive in this fast-changing world, we need a profound reshaping of higher education, so an international intellectual community can be created which has the ability to adapt to an uncertain future and which can innovate, improvise and solve problems with no precedent.

As its name connotes, East-West University strives to meet these goals in its educational, research and informational programs. Its international faculty resources focus on building bridges of harmony and cooperation among nations and people of the East and of the West for a better understanding of the human family.

THE LOCALE AND CONSTITUENCY OF THE UNIVERSITY

The locale of East-West University is the City of Chicago and its suburbs extending beyond the State of Illinois into the States of Wisconsin and Indiana – one of the largest metropolitan areas of the world. Not only is this area the merging point of the eastern and western United States, but it has become a confluence of the distinctive features of the western world and the eastern world communities. Almost 22% of the population of the City of Chicago, over half a million people, are either foreign-born or native-born of foreign or mixed parentage. About 36% of Chicagoans, 5 years and over, speak a language other than English at home. There are literally hundreds of thousands of west and east Europeans, Italians, Greeks, Turks, Africans, Arabs, Iranians, Pakistanis, Indians, Southeast Asians, Chinese and Japanese, as well as African-Americans, Hispanic-Americans and Latin-Americans and others living here together – an incredibly rich and vital constituency worthy of pride for any great university.

LOCATION AND CAMPUS FACILITIES

The Chicago campus facilities of East-West University consist of an East building located at 816 South Michigan Avenue and a West building at 819 South Wabash Avenue in the south loop of the downtown area. The two buildings are connected by an enclosed walkway. Michigan Avenue is one of the most imposing thoroughfares in America. Grant Park and Lake Michigan are located to the east of the campus and the towering buildings to the west and the north form a setting that is attractive and memorable. The architectural grandeur and beauty of downtown Chicago is world-renowned. Chicago's Museum Campus, comprising the Adler Planetarium, the Field Museum of Natural History, and the Shedd Aquarium, is a short walk to the southeast of the campus. The Chicago Public Library Cultural Center, Millennium Park, the Art Institute, Buckingham Fountain, Orchestra Hall, Soldier Field, theaters, the financial district, federal and state office buildings, and fine restaurants are all within easy walking distance.

STUDENT POPULATIONS TO BE SERVED

East-West University is an institution of higher learning both willing and equipped to serve all those who are desirous and capable of undertaking higher education. The student populations that the University is specifically committed to serve include among others: students who are seeking quality education to pursue excellence in their lives; students from low-income families who are motivated to enroll with

the help of state and federal tuition grants, loans, and institutional scholarships; active employees of business and industrial concerns who want to enroll in conveniently offered programs with the help of financial assistance or employer provided tuition reimbursement; mature and experienced persons who have acquired competencies needed for a successful life and are now seeking to earn a degree; students from various ethnic and immigrant communities; and foreign students.

CHARACTERISTICS OF THE INSTRUCTIONAL SYSTEM

The more important characteristics of the University's instructional system are the following:

- The existence of a faculty council and curriculum committee ensures participatory academic governance.
- Courses are offered in day, evening and weekend to fit various time preferences of the majority of students.
- The instructional methods are reviewed periodically, so students have the benefit of effective learning settings.
- Academic support services help instructors incorporate technological and pedagogical innovations in their teaching.
- Students and faculty are encouraged to adopt the spirit and practice of learned inquiry and contribute to research and publications as far as possible.
- The University's annual schedule is comprised of three quarters of 11 weeks each and a summer session

which varies in duration.

- Research and publication programs, institutes and centers of different area studies and national and international level conferences and symposia organized on a continuing basis over time are other salient features of the University's educational delivery system.

The University organization includes students, faculty, staff, administrators, directors and trustees, and interested community members working together in a closely integrated manner and interacting in University governance. The receptiveness to each other's evaluation in terms of expectancies and commitments made creates a high level of accountability in the development and implementation of plans related to the instructional system.

STATEMENT OF ACADEMIC FREEDOM

As an essential element of living up to the philosophy, adhering to the mission, and pursuing the purpose of East-West University as stated in its publications, the University endorses in principle the Statement of Academic Freedom adopted by the American Association of University Professors in 1940 inclusive of later amendments. More specifically:

- a. Teachers are entitled to full freedom in research and in the publication of the results, subject to adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

- b. Teachers are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching matter which has no relation to their subject.
- c. College and university teachers are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinion of others, and should make every effort to indicate that they are not speaking for the institution.

The institutional policies and regulations applicable to any and all of the above areas are discussed in East-West University publications and provide the interpretative and legal basis for institutional actions.

GOVERNANCE AND ADMINISTRATION

Board of Directors of the Corporation

The ultimate custodianship of the University's interests is vested in the seven member Corporate Board of Directors which includes the founders of the University Corporation. The Board

functions in accordance with the provisions of its Articles of Incorporation and By-laws and the pertinent statutes of the State. It appoints the Trustees and Chancellor of the University and determines the specifics of their functions, authority and responsibilities. Usually it meets jointly with the Board of Trustees.

Board of Trustees

The operation and development of the University and the regulation and management of its affairs are governed by the twenty-one member Board of Trustees. The functions of the Trustees include resource mobilization and building assets of the University on a continuing basis, and formulating or approving the policies and plans for the University's operation and development. The incumbent Trustees of the University represent a wide variety of backgrounds, professional caliber, experience of community involvement and public interest.

The Chancellor

The Chancellor is the chief executive officer of the University and an ex-officio member of the Board of Trustees and of all committees of the Board. Among the responsibilities are included day-to-day operation of the University in accordance with the policies approved by the Board of Trustees; enforcement of University rules and regulations; management of fiscal matters; appointment, performance evaluation and removal of all academic and administrative personnel of the University; approval of the policies and procedures of all academic and

administrative committees or councils of the University; preparation of reports on the state of the University required by various agencies; and the University's relations with other educational agencies and institutions.

Administrative Organization

The organizational chart shows the relationship and integration of functions and people in a paradigm designed to achieve the institutional mission. It also illustrates implications associated with the decision-making processes and the accountability, authority and responsibility relationships.

Selected members of the administrative and academic staff of the University constitute the Administrative Core Group and the Faculty Council/Curriculum Committee respectively, with overlapping membership. In addition, a Standing Committee on University Planning, convened by the Chancellor as needed, involves select administrators, faculty members and consultants. A Development and University Relations Committee coordinates the functions of the offices of Development, Public Relations, and Publications.

The team decision-making approach forces and assures extensive communication among top and mid-level executives and the faculty, thereby improving the quality of decisions, facilitating team allegiance, and educating team members concerning the intricacies of each major operating unit of the University. It also provides peer regulation of performance expectations and timeliness.

The development of these groups as teams requires a significant level of self-discipline, commitment and energy from each member.

The General Assembly of the University consists of all full-time members of the academic and administrative staff, student representatives and the Chancellor. It meets at least twice a year for the planning retreat. It makes policy recommendations for action by the Chancellor for purposes of the University's efficient operation and development. It may appoint standing advisory committees on academic programs, policies regulating student work, fiscal resources, administrative organization and other aspects of institutional governance.

University Advocate

The University Advocate is an independent agent with investigatory and recommending powers. The primary responsibilities are to promote the University's objectives and mandates, to facilitate communication and to offer adequate professional advice to the decision makers. Pleading, arguing, defending or supporting the cause of the grievant, the Advocate may recommend adjudicatory action or policy changes. The procedure to be followed by the grievant involves filling out prescribed forms to register the complaint and contacting the concerned officers of the University for redress before the Advocate's office is approached.



**Admission
& Registration
Information**

Admission and Registration Information

ADMISSION REQUIREMENTS

East-West University welcomes applications for admission from all who are desirous and capable of undertaking college-level education. The University's programs require seriousness of purpose, high motivation, and emotional maturity.

East-West University has rolling admissions; applications for admission are reviewed and processed all year round. Students can begin their studies at the University either in the fall quarter, which normally starts at the end of September, or the winter quarter, which begins in early January, or the spring quarter, which begins in April, or the summer quarter which begins at the end of June.

The following are requirements for all applicants seeking an associate or a bachelor's degree:

- Graduation from an accredited high school or G.E.D. program.
- Official transcript from an accredited high school and/or college.
- ACT or SAT examination results.
- A letter of recommendation from a high school counselor or a person with knowledge of the applicant's academic background.

In addition to the above requirements, applicants seeking a short-term certificate or individual courses should be aware that other requirements might

apply depending on the course/program of study.

Special consideration will be given to those who may not meet the above requirements on a case-by-case basis.

THE ADMISSION PROCESS

A student applying for admission at East-West University must:

- Submit a completed East-West University Application for Admission and the non-refundable application fee.
- Submit a high school diploma or the G.E.D. certificate.
- Submit official copies of transcripts from all previously attended schools, colleges and universities.
- Submit the ACT or SAT test results.
- Meet with a University admissions counselor.
- Take the University placement tests in English and mathematics. These tests are administered free of charge. Students with at least 12-quarter hours of college level transfer credits or equivalent each in English and mathematics with grades of C or better from an accredited American institution may be exempted from these tests.
- Meet with the Director of Admissions to finalize acceptance.

BRIDGE PROGRAM

East-West University offers free of charge a six-week Bridge Program in the summer to incoming students whose placement

test scores indicate a need to strengthen reading, writing and mathematics skills.

IMMUNIZATION

As required by the Illinois Department of Public Health, full-time students born on or after January 1, 1957, and enrolling or continuing at East-West University must present proof of immunization as described in Illinois Public Act 85-1315, Title 77: Public Health, part 694 as amended.

TRANSFER STUDENTS AND CREDIT BY EXAMINATION

East-West University welcomes students who wish to transfer from other schools, colleges and universities. Applicants must follow the regular admission procedure. Transfer students should contact the Admissions Office for further details.

East-West University considers granting transfer credit for the following:

- College level courses in which a student has earned a C grade or better taken at regionally accredited or state approved institutions of higher learning in the United States.
- All courses completed at another U.S. accredited institution for an earned associate degree.
- Foreign transcripts evaluated at the student's expense by an outside agency designated by the University.
- Credits from independent study courses approved by the National University Extension Association.
- Proficiency examinations such as the College Level Examination Program (CLEP), DANTES, or an East-West University proficiency examination in

program-specific courses.

- Military service school courses.
- Assessment of knowledge gained from experience, independent study, or other non-traditional approaches to education in accordance with the University procedures.

Such transfer credits will be applied to the requirements of a degree program if students complete their residency requirement and the remaining coursework in their major and minor fields of study. Credit for transfer courses completed more than ten years before the time of admission may be denied. No credit for the course work completed at another institution will be accepted if the same or equivalent course is taken at East-West University. Credit hours earned at colleges which operate on a semester basis will be multiplied by 1.5 in order to convert them to quarter hours.

INTERNATIONAL STUDENTS

The University welcomes students from all over the world. Any student who is not a citizen or permanent resident of the United States or its territories will be considered an international student. All international students transferring from another U.S. institution or coming directly from abroad are encouraged to contact the International Students Advisor as soon as they decide to study at EWU. In addition to the standard requirements, international student applicants must complete the following steps before they are accepted for admission and before a U.S. Immigration form I-20 is issued:

- Submit the East-West University International Application for Admission with the non-refundable processing fee.
- Submit a financial affidavit of support from a parent, guardian, sponsor or government agency.
- Submit original and English translation of official transcripts from secondary school through college level.
- Submit the Test of English as a Foreign Language (TOEFL) results for students from non-English speaking countries. Upon arrival at the University, the students are required to take the University placement tests, unless they can demonstrate TOEFL score of 520 (score of 200 on the computer based test) or above or they are transferring at least 12-quarter hours of college level credit in English with grades of C or better from a U.S. institution.
- Submit a transfer release form for transferring students to EWU. Transfer release forms are obtained from the Designated School Official (DSO)/International Student Advisor of East-West University.

International students arriving from abroad should immediately contact the University to arrange for classes and other necessary matters. Although the University does not presently have dormitories of its own, it can refer students to close by privately owned dormitories or they can choose to make their own housing arrangements. For additional information, please consult the International Student Advisor. The University will issue an I-20 form upon the receipt of all necessary

documents and associated fees. For employment authorization, the I-20 will be endorsed only after the student completes one full year of study (three quarters). Likewise, a transfer I-20 will be issued only after one full year of study at EWU. Students in English as a Second Language (ESL) program must complete all certificate requirements before transferring to another institution.

RE-ENTERING STUDENTS

Students who interrupt their studies at East-West University for more than one full academic year must complete a re-entry form at the Admissions Office. Such students will be subject to the most current program and degree requirements.

FINANCES: TUITION AND FEE STRUCTURE

The tuition and fees listed are applicable for 2006-2007 and 2007-2008 academic years.

PAYMENT OPTIONS

Students must pay all tuition and fees due and payable at the time of registration for every quarter under one of the following two options:

Option One: Single payment of full tuition at the time of registration or prior to the beginning of the quarter.

Option Two: One-half of the tuition to be paid at the time of registration, one-fourth of the tuition plus an additional charge of \$20.00 four weeks after classes begin, and the remaining one-fourth plus an additional charge of \$20.00 seven weeks after classes begin.

Tuition and Fees

	2006-07	2007-08
Application for admission fee (non-refundable)*	\$30.00	\$40.00
Application for admission fee for foreign students residing in the U.S (non-refundable)*	\$50.00	\$50.00
Application processing fee for students abroad (non-refundable)	\$200.00	\$200.00
Registration fee per quarter (non-refundable)	\$5.00	\$15.00
Late registration fee one week prior to the beginning of the term (non-refundable)	\$75.00	\$75.00
Tuition per quarter hour	\$385.00	\$405.00
Tuition per quarter for students taking 10 to 16 credit hours (full-time status requires at least 12 credit hours.)	\$3,850.00	\$4,050.00
Tuition for nine-month Certificate program	\$10,800.00	\$11,400.00
E-Commerce Technology	\$10,900.00	\$11,500.00
Multi-Media Design	\$10,900.00	\$11,500.00
General Office Assistant	\$10,300.00	\$10,900.00
Medical Office Technology	\$10,300.00	\$10,900.00
Tuition per quarter for English as a Second Language Program (ESL)	\$1,500.00	\$1,750.00
Laboratory fee per course***	\$75.00	\$125.00
Non-refundable fee per quarter hour for proficiency examination	\$100.00	\$125.00
Life experience assessment fee per quarter hour of credit earned by student (no credit, no charge)	\$125.00	\$150.00
University services fee	\$185.00	\$210.00
Replacement fee for student ID	\$10.00	\$10.00
Graduation fee**	\$75.00	\$100.00
Diploma replacement fee	\$50.00	\$50.00
Transcript fee (3-5 business days)	\$5.00	\$5.00
Urgent next-day request transcript fee	\$10.00	\$10.00
Returned check fee	\$35.00	\$35.00

* These fees are payable once and include the costs of processing the application.

** Graduation fees provide for the diploma, cap and gown, and commencement exercises. It is payable at least one month before graduation.

*** Different lab fees are charged for computer and information science program courses.

NOTE: Tuition and fees for 2008-2009 will be announced later.

Failure to pay all charges by the eighth week of the quarter might result in the student's dismissal from all classes and the loss of academic credit for the quarter, unless the student makes arrangements

with the Business Office. Interest will be charged on outstanding balances. The Director of Financial Aid may verify in writing if the student is eligible to receive financial assistance, which will be

credited to the student's account when received by the University.

In extenuating circumstances, the student may make special payment arrangements directly with the Business Office.

No student having any unpaid accounts will be issued an official or unofficial transcript, letter of verification or diploma. Furthermore, students will not be allowed to register for any new quarter until all accounts for the preceding quarter are adjusted with the Business Office.

In extenuating circumstances, the student may make special payment arrangements directly with the Business Office.

Students who are eligible to participate in the various financial aid programs available from the U.S. Department of Education and other governmental agencies are responsible for the timely submission of all forms, applications and documentation required by those agencies. If a student fails to submit the necessary materials by the proper deadlines and therefore is deemed ineligible for financial aid, the student then becomes solely responsible for making payments due to the University.

FINANCIAL AID AND SCHOLARSHIPS

The Student Financial Aid Office (SFAO) is responsible for administering and coordinating aid funds from federal, state, private and University sources. The primary goal of the SFAO is to

provide adequate financial assistance to applicants who, without such aid, would be unable to attend East-West University. Through grants, part-time employment and scholarships, students are provided monetary assistance to meet the basic cost of educational expenses.

A variety of financial aid is available to qualified students attending EWU. Programs, policies and application procedures are defined in the EWU Financial Aid Manual, which may be obtained from the SFAO. Questions concerning financial aid should be directed to this Office.

FEDERAL AND STATE GRANTS

Illinois Student Assistance Commission Monetary Award Program (MAP)

This program is administered by the Illinois Student Assistance Commission (ISAC) and assists Illinois residents who attend an approved Illinois college. Awards are based on information reported on the Free Application of Federal Student Aid (FAFSA). ISAC rules limit eligibility to dependent students whose parents are Illinois residents and to self-supporting or independent students who have resided in Illinois for 12 continuous months prior to September 1 of the award year for which the grant is made. The maximum amount of an award for 2006-2007 academic year is \$4,890.

Illinois Student Assistance Commission (MAP Plus)

This is the first program in Illinois specifically aimed at helping middle-income families. It provides an award up

to \$500.00 to each sophomore, junior and senior who is not eligible for a Monetary Award Program (MAP) grant.

Illinois Student Assistance Commission Illinois Incentive for Access (IIA)

The purpose of the Illinois Incentive for Access Program is to improve access and retention of students who have a limited ability to pay for college, and to reduce the amount borrowed by these students. IIA provides a one-time grant of up to \$500 divided into two disbursements of \$250 each. The IIA grant is awarded to freshman students who have a zero (0) Expected Family Contribution (EFC) calculated by the Federal government based on the information in a student's FAFSA. Students must also be eligible for the Monetary Award Program (MAP).

Federal Pell Grant (FPELL)

The Pell grant is a federally funded program. Eligibility requires that an applicant has not received a bachelor's or professional degree and is a U.S. citizen or permanent resident and demonstrates financial need. The amount of the award is based on the student's prior calendar year income and asset information provided on the FAFSA. The maximum amount of an award for the 2006-2007 academic year is \$4,050.

Federal Direct Loan Program

There are two types of Federal Direct Loans – subsidized and unsubsidized. Subsidized Federal Direct Loans are based on financial need and University policies. Repayment is deferred until the student graduates or ceases to enroll at least half-time, and the government pays the interest while he/she is enrolled in school.

Unsubsidized Federal Direct Loans are not based on need. A student may borrow the cost of education minus all other financial aid received, including any subsidized Federal Direct Loan, according to University policies. However, the student must pay the interest while he/she is enrolled, or it may be accrued and capitalized. Repayment of the principal is deferred until after the student graduates or ceases to enroll at least half-time. PLUS loans enable parents with a good credit history to borrow money to help pay education expenses for their dependent undergraduate student. The interest rate is set on July 1 and varies annually.

Federal Direct Loan maximums vary according to academic level. Students apply for all Direct Loans by filling out the FAFSA. For specific information students should contact the SFAO.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG is a federally funded program. The purpose of this grant is to provide additional aid to students who exhibit exceptional financial need. To become eligible, the student must file the FAFSA and have a valid Student Aid Report (SAR) on file indicating eligibility for a Federal Pell Grant. The amount awarded to a recipient depends on financial need, the amount of other aid received, and the availability of funds at East-West University.

Academic Competence Grant (ACG)

This grant offers up to \$750 for the first academic year of study and up to \$1,300 for the second year. Please contact the SFAO for eligibility requirements.

National Science and Mathematics Access to Retain Talent Grant (SMART)

This grant offers up to \$4,000 for each of the third and fourth academic years of study. Please contact the SFAO for eligibility requirements.

Federal Work Study Program (FWSP)

The FWSP provides salaries for jobs for students with demonstrated financial need and who maintain satisfactory academic progress. Students awarded FWSP funds can earn money to help pay education expenses. Students can work either on- or off-campus. Off-campus jobs will be with private, non-profit organizations or public agencies that encourage community service work. Students awarded FWS are paid at least the current federal minimum wage or higher, depending on the type of work performed. Students are paid by the hour and receive a paycheck every other week. FWS students are not permitted to work more than 20 hours per week during the academic year and cannot work during their scheduled class times. Students apply for FWS by filing the FAFSA.

EWU FUNDED SCHOLARSHIP PROGRAMS

All scholarship awards are subject to availability of funds. Students can avail themselves of only one of the following scholarships except the merit-cum means scholarship, which can be earned along with another institutional scholarship.

High School Merit Scholarship

This scholarship is available to high school graduates with a GPA of 3.0 or better. The scholarship amount of \$2,000 per academic year will be divided into

three equal parts in the form of cash or credited to the student's account at the end of the third week of each quarter. A student must maintain a cumulative GPA of 2.5 or better in each quarter and maintain full-time status.

Transfer Scholarship

This scholarship is available to associate degree graduates transferring to EWU with a GPA of 3.0 or better. The scholarship amount of \$1,000 per academic year for two years will be disbursed to students in the form of cash or credit to their account at the end of the third week of classes after verification of attendance. A student must maintain a cumulative GPA of 2.5 or better and maintain full-time status.

Continuing Education Scholarship

This scholarship is available to working adults. The scholarship provides 25% tuition reduction per academic year for each working adult sponsored by the organization until the completion of the student's education at EWU. A student must maintain a cumulative GPA of 2.5 or better and continue as a full-time student without interruption until graduation.

Institutional Academic Scholarship

This scholarship awards up to 30% reduction in the total tuition for an academic year. Students who receive full federal and state financial aid are not eligible. A student must enroll full-time, complete associate or bachelor's degree, maintain a 2.0 GPA both quarterly and cumulative, demonstrate financial need, register every year for at least one course in the area of Islamic studies and earn a

passing grade. The scholarship course should be taken in the first quarter of enrollment unless officially advised to take it later in the same academic year.

Merit-cum Means Scholarship

This scholarship is available to currently enrolled students. The scholarship amount of \$300 or \$500 per year will be disbursed to students if they maintain full-time status and achieve quarterly and cumulative GPA of 3.0 or 3.5 respectively.

Graduation Incentive Scholarship

Based on financial need, a student may earn up to \$500 of a Graduation Incentive Scholarship in each academic year provided he/she maintains a full-time student status and a quarterly and cumulative grade point average of 2.00 or better, and completes his/her degree at East-West University. After the award, the scholarship funds will be credited to the student's account for payment of tuition and fees.

HOW TO APPLY

Students are required to submit financial aid applications on an annual basis. Priority consideration for receipt of financial aid and scholarship funds administered by the SFAO shall be given to students who submit all required documentation by the assigned deadline. The following forms, depending on the individual's status, are required to process the financial aid:

- Free Application of Federal Student Aid (FAFSA).
- Federal income tax returns with all schedules and W-2 forms for the prior year. Dependent students must submit

their tax returns and the returns of their parents or guardians. Independent students, as defined by the US Department of Education, must submit their tax returns and their spouse's if applicable. Tax returns must be signed or have the preparer's sections completed.

- East-West University Personal Data Sheet.
- Income Certification Statements – The students or parents on public aid or social security are required to submit the income statements from corresponding offices.
- Non-Tax Filer Verification Statement – Students and/or parents who did not file the tax return are required to sign this statement and have it attested by the local IRS office.
- Verification Worksheet – Students selected for verification identified by the star on the Effective Family Contribution are required to submit this worksheet with proper signature.
- Citizenship/Residency Verification – A copy of the Resident Alien Card or citizenship papers must be submitted to the SFAO.
- Student Certifications – Students must fill out information concerning statement of educational purpose, the statement of registration status and the certification of the anti-drug abuse act.
- Copy of high school diploma and/or transcript or GED certificate.
- Immunization records.
- Copy of Social Security Card.
- A picture ID.

WHO CAN APPLY

To be eligible to receive federal assistance, a student must:

- Be enrolled for 8-16 credit hours in a degree-seeking program.
- Have a high school diploma or GED certificate.
- Be registered with the selective service if required to do so. Be a U.S. citizen, U.S. national (including natives of American Samoa or Swain's Island), U.S. permanent resident who has an I-151 or I-551 or I-551-C, Refugee, Indefinite Parolee and/or Humanitarian Parolee, Cuban-Haitian Entrant, Conditional Entrant, or Non-Citizen with a Temporary Resident Card (I-688). Supporting documentation may be required to verify residency or citizenship status.
- Maintain satisfactory academic progress.
- Not be in default of any loan or owe a repayment on a Federal Pell grant, FSEOG, or state grant.

DETERMINING FINANCIAL AID

The number and amount of financial awards and payments are subject to availability of institutional, federal, and state aid funds. The SFAO will help the student determine the type of aid available and applicable. Several types of aid may be combined or packaged to meet the student's computed financial need. Need is determined by subtracting the expected family contribution from the student's total educational expense. The parents' contribution is calculated on the basis of their income and assets as well as a consideration of family size,

number of family members currently in college, retirement allowances, tax paid, and other allowable factors. The student is also expected to make a calculated contribution toward college expenses from income, savings and other assets. A federal need analysis, called Federal Methodology approved by the U.S. Congress, is used to evaluate a family's financial circumstances. A student who meets the independent student definition is evaluated on the basis of his or her (and spouse's, if applicable) financial circumstances.

WHEN TO APPLY

Financial aid applications must be submitted each academic year. Students are encouraged to apply early (after January 1st). The SFAO attempts to provide currently enrolled EWU students with information about applying for financial aid, but ultimately it is the student's responsibility to contact the SFAO regarding application procedures. For specific application deadlines, contact the SFAO.

REFUNDS AND THE RETURN OF TITLE IV REFUNDS POLICY

If a student withdraws from the University, then the school or the student may be required to return some of the federal funds awarded to the student. The student may also be eligible for a refund of a portion of the tuition and fees paid to East-West University for the quarter. If the student received financial assistance from outside of the family, then a portion of the refund will be returned to the grant, scholarship or loan source from which the assistance was received.

East-West University's Refund Policy exists for calculating the refund of institutional charges. The federal "Return of Title IV Funds" formula dictates the amount of Federal Title IV aid that must be returned to the federal government by the school and the student. The federal formula is applicable to a student receiving a TIP grant or federal aid other than Federal Work-Study if that student withdraws on or before the 60% point in time in the quarter.

The federal formula requires a return of Title IV aid if the student received federal financial assistance in the form of a PELL grant, FSEOG, TIP grant, Federal Direct Student Loan or Plus Loan and withdrew on or before completing 60% of the quarter. The percentage of Title IV aid to be returned is equal to the number of calendar days remaining in the quarter divided by the number of calendar days in the quarter. Scheduled breaks of more than four consecutive days are excluded.

NOTE: If funds are released to a student because of a credit balance on the student's account, then the student may be required to repay some of the federal grants if the student withdraws.

REFUND POLICY

If a student wishes to withdraw, completely or partially, from courses for which the student has registered, the student must complete, sign and submit, personally or by mail, the prescribed forms to the Registrar's Office. Verbal withdrawals are not accepted.

If a student officially withdraws from all courses before classes begin, all money paid to the University, except the non-refundable fees, will be refunded within 30 days of said withdrawal. Full time students who partially withdraw to less than 10 hours before classes begin will have their tuition adjusted to the hourly rate. During the first three weeks of a quarter, any student who has attended but has missed all classes for two consecutive weeks will be administratively dropped from the rolls and may be charged \$50 for non-attendance in addition to regular tuition and fees.

After classes begin, the following schedule is effective based on the date of complete official withdrawal:

- During the first week of classes 80% of the tuition and refundable fees will be credited to the student's account or refunded.
- During the second week of classes 50% of the tuition and refundable fees will be credited to the student's account or refunded.
- During the third week of classes 30% of the tuition and refundable fees will be credited to the student's account or refunded.
- Effective the first day of the fourth week of classes no credit will be made for complete or partial withdrawal.

Cash refunds will be disbursed directly to the student only if all official charges to the student's account are paid in full.

In the event of a student's death, all remaining charges on the student's account will be cancelled.

All applicable refunds will be disbursed to the student within thirty days after receiving a withdrawal request.

STUDENT SERVICES

Student support services at East-West University are provided to assist students to accomplish their educational objectives and allow them to participate in a number of extra-curricular and co-curricular activities. The primary objective of this area is to ensure the right of every student to receive the services promised in this catalog. The student support services area also enforces the Student Code of Conduct for the safety and protection of the University community and the preservation of academic integrity. Student support services include the following:

- Academic counseling to help students in selecting courses, choosing academic majors and minors, setting educational goals and exploring alternatives.
- Financial counseling to help students make decisions to meet their educational and personal financial needs.
- Career counseling to help students assess their interests, values and capabilities.
- Personal counseling for students who feel the need for short-term help with problems.
- Advising and assisting students interested in enrolling in graduate and professional programs.

- Co-curricular and extra-curricular activities to enrich the students' academic and personal lives.
- Placement activities to help students and alumni identify and secure employment, internships and cooperative education positions.
- Orientation activities to explain to all new students the University programs, services and facilities and introduce some of the varied college activities.

ALUMNI SERVICES

University alumni are offered privileges to use the University library and computing facilities, to audit courses upon payment of registration fees only, and to use placement and career services.

BOOKSTORE SERVICES

The bookstore at East-West University carries textbooks and other classroom assigned instructional materials. It also carries classroom supplies and University promotional items.

CAMPUS SECURITY

The security of the campus and its occupants is the responsibility of the security staff. Students, faculty and staff should report injuries, thefts, accidents, items lost and found or any unusual circumstances to the security staff office.

COMPUTER SERVICES

All East-West University students have access to e-mail, the worldwide web and current academic and non-academic computer programs. The University maintains state-of-the-art computer laboratories both for instructional purposes and student work.

STUDENT ACTIVITIES

Co-curricular (outside of the classroom) activities are intended to provide students with the opportunity to be better prepared to fulfill the duties of citizenship in a democratic society and enrich their educational and personal development. Such goals may be accomplished through cultural and social activities, volunteer programs related to the instructional program, athletics and student government.

The University encourages and supports the formation of student organizations and clubs that allow students to work together towards a common goal. The University administration must approve all organizations.

STUDENT CENTER

The EWU Student Center located in the lower level of the East Building offers a snack shop, lounge area, and other recreational activities.

STUDENT PUBLICATIONS

The Phantom Press is the official student newspaper of the University published periodically throughout the academic year. The University also supports and encourages other student publications.

TUTORIAL SERVICES

The University provides tutorial services in various areas at no cost to students.

STUDENT POLICIES

All students enrolled at East-West University may rightfully expect that faculty and administrators of the University will maintain the conditions which facilitate learning. Students are

encouraged to exercise their right to free inquiry and free speech in a reasonable and peaceful manner.

Standards of Student Conduct

All persons shall respect and obey civil and criminal laws and shall be subject to legal penalties for violation of the laws of the city, county, state, or nation. All persons shall obey the rules, regulations and policies of the University. Violation of such rules and regulations, which include but are not limited to the following, may result in disciplinary action including probation, suspension and/or dismissal:

- Unauthorized presence on or use of University property.
- Dishonesty such as cheating, plagiarism, or knowingly furnishing false information to the University administration or faculty.
- Forging, altering or misusing any University document or identification card.
- Willful disobedience to directions of University officials acting in the performance of their duties.
- Obstruction or disruption of classes, administration or authorized University activity.
- Theft or deliberate damage to property belonging to the University, a member of the University community or a campus visitor.
- Smoking on the University campus.
- Assaulting, threatening, harassing or endangering the health or safety of any individual.
- Using, possessing or distributing alcoholic beverages on University premises or at functions authorized

by the University.

- Using, possessing or distributing any illegal controlled substance on the University campus or at an activity authorized by the University.
- Being under the influence of alcohol or any illegal controlled substance on the University campus or at an activity authorized by the University.
- Possessing or using firearms, explosives, dangerous chemicals or other objects that might be used as lethal weapons on the University campus or at functions authorized by the University.
- Discriminatory behavior while on the University campus or at an activity authorized by the University which is inconsistent with the University, city, county, state, or federal non-discrimination policies and statutes.
- Threatening or using physical force, obstructing or attempting to obstruct any student or instructor from attending or instructing classes at the University.
- Threatening or using physical force, obstructing or attempting to obstruct employees of the University from the performance of their duties.
- Dressing in blatantly inappropriate attire.

Violation of the above code stipulations may also lead to the termination of a student's federal, state, and institutional financial aid or scholarship. The Student Conduct Committee decides on most violations. Depending on the severity of the violation, immediate action may be taken by the Associate Provost.

Disciplinary Action

Students are required to abide by the rules, regulations and principles of the University as stated in the Student Handbook and other University publications. They are expected to conduct themselves at all times and in all places with propriety. A breach of University rules or conduct prejudicial to the interests of the University may require appearance before the Student Conduct Committee. This committee is composed of faculty, administrative staff members and students. All concerned parties will appear before the Committee and abide by the action taken. The Student Conduct Committee decisions can be arbitrated through the Office of the Provost or the Office of the Chancellor. All appeals must be submitted in writing. A student dismissed from the University for reasons other than academic work may be required to appear before the Student Conduct Committee for re-entrance. Additional information and details are available in the Student Handbook.

RESPONSIBILITY FOR LOSS OR DAMAGE

The University is not responsible for any personal injury or the loss of personal property on the premises of the University, whether such injury or loss occurs by theft, fire or otherwise. Students will be personally responsible for any damage caused by them to laboratory equipment, furniture, facilities or any other University property and will be charged for such damage. Charges of this kind will be treated as a regular fee and must be paid by the end of the term during which such damage was caused or assessed.

DRUG FREE CAMPUS

East-West University adheres to, supports and is in full compliance with the requirements that maintain it as a drug-free institution of higher learning.

SMOKING POLICY

The East-West University campus is a smoke-free campus. Smoking is not permitted on the University campus and is not encouraged at off-campus sponsored activities.



**Academic
Information**

Academic Information

ADVISING AND COUNSELING

East-West University assigns each of its students an academic advisor so that there is always an academic person to help the student achieve academic, vocational and career goals, to help the student select courses that will lead to progress towards a degree, and to provide the student with a mature and trusted counselor with whom he or she can consult with on university-related or personal problems. Apart from academic advising, counseling is available from the counseling and financial aid staff also.

HIGHER EDUCATION BASICS (HEB) COURSES

The University offers courses in writing, reading comprehension and mathematics for students who need additional work in preparing for college-level study. Incoming students may be required to take the University's placement tests in these three areas. Those students who score below the designated cutoff points are then placed in the appropriate HEB courses which they must take in addition to the 92 or 180 credit hours needed to graduate with an associate or bachelor's degree respectively. Students may repeat an HEB course no more than twice.

DEGREE REQUIREMENTS

92 credit hours is the established minimum graduation requirement for the Associate of Arts or Associate of Applied Science degree and 180 credit hours is the established minimum graduation requirement for the Bachelor's degree.

STUDENT'S CLASS STANDING

Class standing is determined according to the number of quarter hours earned by a student:

0-44 hours.....	Freshman
45-89 hours.....	Sophomore
90-134 hours.....	Junior
135 and above.....	Senior

Students with substantial college experience may be granted advanced standing after proper assessment and evaluation of such experience by the appropriate faculty members and, in the case of foreign transcripts, a recognized outside evaluation agency. Students having foreign transcripts are responsible to pay such evaluation agency's fee. Information and forms are available in the Registrar's office.

FULL TIME/PART TIME STATUS

Students attending 12 or more hours during a term are considered full-time. Those attending less than 12 hours during a term are part-time. Students are advised to take 16 credit hours of work per quarter if they wish to complete the associate or bachelor's degree in two years or four years respectively.

Each credit hour is based on the equivalent of one hour of classroom instruction and other required work each week for eleven weeks of the term. Courses which include laboratory

experience may include additional contact hours but not additional credit hours. Students have an overload if they are registered for more than 16 credit hours each quarter. Students who wish to register for an overload must be given permission by the relevant program director or academic advisor. Overload requires additional fees. The maximum load permitted is 24 credit hours.

PROFICIENCY EXAMINATIONS

East-West University recognizes that some students have acquired proficiency in college-level material outside the traditional college classroom. The College Level Examination Program (CLEP) provides these students with the opportunity to demonstrate their college-level learning through examinations that assess the knowledge and skills taught in common college courses.

East-West University provides students an opportunity to earn academic credit through testing and proceed directly to advanced study through the use of proficiency examinations. In particular, the University encourages students to take the tests offered by CLEP. The University offers its own proficiency examinations for those courses for which CLEP exams are not available. Credits earned through proficiency examinations may be used to satisfy course requirements and credit hour requirements. Proficiency examinations taken by a student for purposes of placement in a course do not generate credit hours toward graduation. The student must take another course as substitute.

Students who wish to take proficiency examinations in courses for which there is no CLEP test must follow these procedures:

- Consult with the Program Director to find if a proficiency examination has been approved for the specific course.
- Obtain permission from the Program Director to take the proficiency examination in that course.
- Complete an application form available from the Registrar's Office prior to the beginning of the quarter in which the credit by proficiency examination is desired by the student.
- Pay the appropriate fee in advance.
- Take the examination on the prescribed date.

The academic credit awarded through proficiency examination is added to the quarter hours earned but is not added to the quarter hours attempted, nor is it included in the grade point average. Proficiency examinations are subject to the following regulations:

- Proficiency examinations may not be taken to improve grades or remove failures in courses.
- A student may take a proficiency examination only once in each course approved for proficiency examination.
- Proficiency examination does not count towards fulfillment of residency requirements for an associate or a bachelor's degree.
- Proficiency examinations are generally administered on the Friday before the start of every term

(excluding summer).

- A student may be granted credit through proficiency examinations for a maximum of 20 credit hours.

A non-refundable fee is charged for each East-West University proficiency examination. If a course requires a laboratory demonstration an additional laboratory fee will be charged.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

East-West University awards credit for satisfactory performance on both the CLEP general examination and the subject area examinations based on guidelines established by American Council of Education (ACE). Credit awarded on the basis of the CLEP general examinations is not course-specific and will be applied towards East-West University's general education requirements.

Specific course credit awarded on the basis of CLEP is subject to the following provisions specified under Proficiency Examinations:

- CLEP examinations may not be taken to improve grades or remove failures in courses.
- CLEP examinations do not count towards fulfillment of residency requirements for an associate or a bachelor's degree.

Official CLEP scores must be sent to the East-West University Registrar's Office to be evaluated for credit. For information on the examinations, required scores and

specific credit awarded, contact the Registrar's Office. East-West University is an approved CLEP testing site. For further information, contact the Testing Center.

INDEPENDENT STUDY

Under special circumstances, a student may take a course as independent study with the prior permission of the Program Director and Provost. The appropriate forms must be obtained from and after completion must be submitted to the Registrar's Office within the first week of the relevant term.

STUDENT ATTENDANCE

All students are required to attend their classes and do their academic work with punctuality and diligence. Students who miss any class or classes for any reason are entirely responsible for the classes missed, and it is the individual student's duty to contact the instructor(s) concerning any make-up work. Furthermore, failure to attend classes in which a student is enrolled will jeopardize financial aid awards.

Students can interrupt their educational program at East-West University without prejudice but are encouraged to notify their academic advisor in writing. Students absent from the University for more than one year must complete an Application for Readmission with the Admissions Office.

ACADEMIC STANDARDS

PART I: GENERAL

East-West University adheres to the requirements and recommendations of the State Board of Higher Education, the Higher Learning Commission of the

North Central Association of Colleges and Schools and to the federal and state regulations governing student financial aid. Every student must meet the specific performance criteria of each course as set forth by the University faculty before credit is given. The University will always be the final judge, but in special circumstances an outside expert may be assigned to evaluate performance competencies.

RESIDENCY REQUIREMENTS

A minimum of 24 and 48 credit hours of work completed in residence (at least half of which should be in the major) is required for students working towards an associate or a bachelor's degree respectively. Residency is defined as class work which is completed by a student at East-West University during a particular quarter. No extension course, credit by examination, assessment of experiential learning, or HEB/ESL course applies towards residency requirement.

ASSESSMENT PROGRAM

As part of qualifying for graduation, all students scheduled to complete degree programs must satisfy all requirements of the University's Assessment Program. This program assesses the student's competencies in two basic areas: general education and the student's major field of study.

GRADUATION PROCEDURES

Students entering EWU for the first time are bound by the catalog of their year of entrance. If a student misses one academic year he/she will be considered as a re-entering student and is bound by the catalog of the year of re-entrance.

The graduation ceremony to award associate and bachelor's degrees is held annually at the end of the spring quarter. The date of graduation stated on the diploma will be the end of the quarter date in which the student completes the degree requirements.

Bachelor's degree seeking students who have earned 134 quarter hours or more and associate degree seeking students who have earned 44 quarter hours or more will be notified during the summer by the Registrar's Office of their eligibility for graduation. The student must then contact during the fall quarter the appropriate program director who will complete a degree audit and will develop the graduation contract to be signed by the student. The contract will be submitted to the Registrar's Office for review and forwarded to the Provost for approval.

Prospective graduates for a bachelor's degree can participate in the graduation ceremony pending the completion of no more than 16 credit hours after they have fulfilled the residency requirement and have attained the required overall GPA of 2.0 with a 2.5 GPA in the major by the end of the winter quarter preceding the ceremony.

Associate degree candidates must complete all requirements before they participate in the graduation ceremony.

Every student graduating from East-West University must:

- Meet the academic requirements of the program in which he/she is majoring.

- Attain a 2.0 overall GPA with a 2.5 GPA in the major.
- Pass all outcome measures required by the assessment program.
- Fulfill the residency requirement.
- Submit the application for graduation to the Registrar's Office by the specified deadline.
- Clear all financial obligations to the University.

SECOND BACHELOR'S DEGREE

A student at East-West University may earn a second bachelor's degree either concurrent with or subsequent to the first degree. The second degree may be earned in another department at the University if the following provisions are met:

- The student must meet all requirements for the second degree.
- The student who has received a bachelor's degree at another institution must meet the residency and course requirements of EWU.
- The student who plans to earn two degrees concurrently in separate areas must enroll in the first program of record and must receive written authorization from the second program director.

DOUBLE MAJOR

A student interested in pursuing a double major in the same division must meet all requirements for both majors. One diploma will be awarded to a student completing two majors in the same division. Separate diplomas will be awarded to a student completing majors in two different divisions.

HONORS PROGRAM

Acceptance into the program will be based on a composite of grade point average and ACT scores. In addition to the coursework, the Honors Program will offer special benefits and activities for its students, such as priority registration, an Honors Webpage, social functions, and internship opportunities. To complete a degree from the Honors Program a student must maintain a 3.25 GPA. Students who complete the Honors Program will have a special designation on their diplomas as well as their name added to a special honors plaque at the University.

PART II: SATISFACTORY ACADEMIC PROGRESS

The University has established the minimum credits and grade point average students must achieve in order to remain in good standing. The University has also developed the maximum time frame in which students must complete their degree. Students receiving financial aid must comply with this policy or they will be determined ineligible for further financial aid and must petition for its continuance.

MAXIMUM LENGTH OF TIME IN PROGRAM

All students at East-West University are expected to complete their program of study within a maximum time frame. The following table reflects the time frame for full-time students:

Years	1st	2nd	3rd	4th	5th	6th
Number of cumulative quarters	3	6	9	12	15	18
Minimum credit hours completed	24	48	72	108	144	180

Students are expected to complete a minimum of 24 credit hours in each of the 1st, 2nd, and 3rd years, and 36 hours in the 4th, 5th and 6th years of their enrollment. The time frame for part-time students is pro-rated beyond six years.

Students who have not graduated within a maximum time frame as determined by the federal and state agencies for financial aid will not be eligible for such aid.

TRANSFER STUDENTS

For transfer students, academic progress is based on the total number of credit hours attempted at East-West University plus the transferred credit hours. Transfer credits will also affect the remaining number of terms a student has in which to satisfy East-West degree requirements. Accepted transfer credits will be the only component of a student's previous academic record to be incorporated into the computation of the academic progress rate upon enrollment at East-West University. Grades earned at another institution will have no effect upon a student's grade point average at East-West University.

ACADEMIC STATUS

To be considered in good standing, a student must maintain a cumulative grade point average (GPA) of 2.0 or better. Any student whose cumulative GPA falls below 2.0 will be placed on academic probation.

ACADEMIC PROBATION AND DISMISSAL

If a student fails to achieve a GPA of 2.0 or better after two consecutive probationary quarters, the student must meet with a

member of the Counseling Office to enroll for the subsequent quarter.

After three consecutive probationary quarters the student may be dismissed from the University. Any dismissed student who wishes to be reinstated must submit an appeal to the Academic Status Committee. The appeal should include an explanation why the student was unable to achieve good academic standing in the past and why the student feels able upon reinstatement to achieve good academic standing in the future. The Academic Status Committee may allow immediate reinstatement or may ask the student to leave East-West University for up to three quarters and/or attend another institution to demonstrate academic achievement before returning. Courses to be taken elsewhere must be approved by the Academic Status Committee, and a grade of C or better must be earned in all such coursework.

A student granted readmission must achieve a quarterly GPA of 2.0 minimum (Immediate Achievement) and cumulative GPA of 2.0 after three quarters or be dismissed permanently from the University. Students on Immediate Achievement must attend an Academic Probation Workshop during their first term of Immediate Achievement.

A student who has achieved a quarterly GPA of 2.0 or higher in the third quarter of probation will be automatically entitled to enroll and must achieve a cumulative GPA of 2.0 after two quarters or may be dismissed permanently from the University.

DEAN'S LIST

Full-time students who achieve a cumulative grade point average of 3.5 or higher qualify for inclusion in the Dean's list.

HONORS LIST

Full-time students who achieve a quarterly grade point average of 3.5 or higher qualify for inclusion in the Honors List.

HONOR SOCIETY

Students who consistently demonstrate academic and leadership excellence may be eligible for inclusion in the Honor Society.

PART III: EVALUATION AND GRADING

Student performance in a course is evaluated through standardized and instructor-developed tests, classroom performance in exercises and assignments, oral conferences, and/or other norm-referenced and criterion-referenced measures. A permanent record of the grade in each course is maintained in the Registrar's Office. Course outcomes are recorded on the official transcript by letter grades:

- A (excellent)
- B (good)
- C (average)
- D (lowest passing grade)
- F (failure)
- P (pass)
- I (incomplete)
- W (withdrawal)
- AU (audit)

A grade of W indicates official withdrawal from a course through the

last day of the seventh week of classes. A student may not officially withdraw from any classes after the seventh week.

Official withdrawal may be granted in case of illness or serious injury causing incapacity before the end of the quarter. The grades of I, P, and W are not counted in the computation of the grade point average.

A grade of I (incomplete) may be changed to A, B, C, or D if, within one quarter of the award of such a grade, the student satisfactorily completes all the course requirements. If the student fails to complete the work required within the following quarter (not including Summer session), the incomplete will automatically be changed to F.

Students may choose to audit a course. Under this option the student's obligation is to attend the course.

Tests and other forms of evaluation are optional. No credit is earned, but an entry of AU (Audit) is included on the permanent record. An AU cannot be converted into any other grade. Standard fees are charged for audited courses.

Both the grade point average during a particular quarter and a student's cumulative grade point average are computed by:

- Multiplying the number of credit hours of a particular course by the numerical equivalent of the grade earned in the course (A=4.0, B=3.0, C=2.0, D=1.0, F=0.0),
- Adding all the quality points of all the courses taken by the student at

East-West University in which grades from A to F were earned, and

- Dividing the total of quality points by the number of credit hours of all those courses.

PROCEDURE FOR RECORDING GRADES

Faculty members submit grades within 48 hours of the last day of the quarter. An instructor has one quarter to change incorrect grades. After the deadline is passed a grade assigned by the instructor can be changed only by special petition to the Provost. An adjunct instructor cannot assign a grade of incomplete (I) to a student unless the instructor obtains consent of the Program Director.

GRADE APPEALS

Students contesting a grade must file a written appeal with the supporting documents to the Registrar within one quarter of receipt of that grade.

REPEATING A COURSE

The policy for repeating a course to improve a previously earned grade includes the following provisions:

- The repeated course is subject to regular registration and financial policies.
- Both the earlier and the later grade will appear on the student's permanent record and will appear on all transcripts.
- Only the higher grade will be calculated in computing the grade point average.
- A grade earned at East-West University cannot be replaced by

transferring the equivalent course from another college.

- A financial aid recipient may only repeat a course in which a grade of D is earned if that course falls in the major field of study.

CHANGES IN REGISTRATION

During the first week of classes, courses may be changed without any additional charge, but appropriate tuition will apply. Change of schedule forms must be signed by the advisor and submitted to the Registrar's Office.

Students may withdraw from courses by submitting a withdrawal form to the Registrar's Office within the first seven weeks of a term. Dropped courses will be designated by a W on the student's permanent record.

A student who does not follow the appropriate procedure will receive an F grade for the course not completed.

Official withdrawal occurs when a withdrawal form has been submitted to the Registrar's Office. Notification to an instructor or withdrawal by telephone is not sufficient to withdraw or cancel a registration.

TRANSCRIPTS

Transcripts of the academic record show students' courses and grades, current standing with the college, and for graduates, the degree, majors and academic honors. An official EWU transcript may be issued to the student, mailed or faxed to a third party directly. Applicable fees are listed under the Tuition and Fees structure.

Transcripts must be requested in writing from the Registrar's Office. Transcripts are issued within five working days from the request except during peak registration times. Transcripts will be issued upon clearance of all outstanding charges.

PRIVACY OF RECORDS

East-West University complies fully with The Family Rights and Privacy Act of 1974 as amended. Only East-West University faculty and staff, acting in the student's educational interest or performing University related functions, shall have access to student records.

No one outside the University shall have access to nor shall the University disclose information from student records without the written consent of the student except in accordance with the law.

Prior student consent is required to disclose student records to the parent of a dependent student as defined by Section 152 of the Internal Revenue Code of 1954.

A student may inspect information contained in his or her record with the exception of financial information submitted by parents or confidential recommendations related to admission. A student may challenge the accuracy of the University record with the appropriate University office.

East-West University can release certain information on a discretionary basis without prior student consent. Such information is never knowingly provided to any requester for commercial purposes.

Requests to withhold information should be made in writing to the Registrar's Office.

COOPERATIVE EDUCATION PROGRAM

East-West University's Cooperative Education Program provides the opportunity for students to gain valuable workplace experience while receiving college credit. As a result of this program, students can graduate with experience related to their majors.

Cooperative Education provides qualified students with the opportunity to develop academically, personally and professionally. The program is open to degree seeking students with a GPA of 2.5 or higher. Associate degree seeking students must have completed 48 credit hours in order to be eligible for the Cooperative Education Program. Bachelor's degree seeking students must have completed 96 credit hours.

Bachelor's degree seeking students can earn up to eight hours of academic credit toward their major for cooperative education work; associate degree seeking students can earn up to four hours of credit. Students are required to complete 100 documented hours of work for the employers to receive college credit. In addition, students must submit a journal/log documenting the activities, submit a reflective paper, and submit an employer evaluation.

Students interested in cooperative education should contact their academic advisor.

Programs	Associate of Arts	Associate of Applied Science	Bachelor of Arts	Bachelor of Science	Certificate
Liberal Arts	✓				
Liberal Arts and Sciences with major in					
Behavioral and Social Sciences			✓		
English and Communications			✓		
Mathematics			✓		
Computer and Information Science		✓		✓	
Electronics Engineering Technology		✓		✓	
Business Administration				✓	
Office Administration		✓			
E-Commerce Technology					✓
English as a Second Language Program					✓
General Office Assistant					✓
Medical Office Technology					✓
Multi-Media Technology					✓
Nursing Assistant Program					✓

ACADEMIC PROGRAMS

The overall objectives of the University’s academic programs leading to the degrees and certificates listed in the chart are:

- To encourage the acquisition and improvement of knowledge, attitudes, values and marketable skills required for intellectual excellence and job efficiency.
- To develop and strengthen open, accepting and understanding human relationships.
- To develop an appreciation of and interaction with the social experiences of all cultures.

NON-TRADITIONAL PROGRAM OF STUDY

East-West University recognizes the growing geographic and career mobility of the modern post-industrial society. The University also recognizes that the traditional timetable for higher education is not appropriate for everyone, particularly for those already in the world of work. Many adults may have acquired relevant, useful and verifiable competencies by nonacademic, experiential means such as job experience, in-service or special training, volunteer work, community service, recreational and vocational activities,

travel, military experience, self-study, and home-making.

To meet the need of such students the University offers an individualized competency-based non-traditional program which combines previous experience, practicums, and job training with supervised on-campus and extension studies. The mandatory residency requirement of the University also applies to this program. A management system to maintain high-quality standards for the non-traditional program involves an Admission and Evaluation Committee which consists of the Associate Provost, the Director of Admissions, possibly one invited external evaluator for any one or more program applicants, appropriate faculty members and an advising team for each individual student. Selected members from the Admission and Evaluation Committee identified by the Associate Provost will serve as a graduation committee for the student.

The procedures to be followed in admitting and graduating a student in the non-traditional degree program are as follows:

- A student will complete an application for admission to the non-traditional degree program in conjunction with the submission of a preliminary portfolio of prior experience.
- The preliminary portfolio will include:
 - (i) a narrative autobiography of the student providing an overview of his/her learning history, background, goals and aspirations;
 - (ii) claimed competency statements with necessary

supporting documentation, such as transcripts, credentials, certificates or licenses, testimonials, letters of recommendation, awards and honors, descriptions of jobs held, samples of successful effort or products.

- The application package will be reviewed by the Admission and Evaluation Committee. Judgment of the committee concerning acceptance of the application is made on the basis of materials presented and additionally on the basis of criteria relative to the student's level of competency, maturity, self-motivation and self direction, appropriateness of the non-traditional program for the student, and the University's ability to serve his/her needs.
- After a student is granted admission to the non-traditional degree program, a faculty advisor will be appointed by the Associate Provost to work closely with the student.
- The student will be asked to (i) take a certain number of required courses to provide a solid knowledge base and also as a means to fulfill residency requirements; (ii) develop a comprehensive portfolio of his/her documented or demonstrated experiential learning with requests detailing which portions of the portfolio are to be recognized as equivalent to specific subjects offered by the University for specific credits; and (iii) develop and submit a graduation contract study plan.

The graduation contract study plan will include a comprehensive statement of the student's degree and career goals and how prior learning and competencies

relate to these goals. The plan will include sets of learning objectives applied to a specific field of study. The contract will also include a Student Study Plan written in competency-based terms including the goals to be achieved, the learning activities and experiences to be engaged in, the competencies to be mastered, and the methods of assessment to be used. The student may attend seminars and workshops to help in the development of a comprehensive portfolio and graduation contract. An advising team, headed by the faculty advisor and consisting of members of the faculty, and professional experts in the student's field(s) of interest, will be appointed by the Associate Provost at the request of the student. The advising team will help the student in the development and scrutiny of the comprehensive portfolio as follows:

- The student will complete a senior project that provides the opportunity to integrate and demonstrate mastery of accumulated competencies. A proposal of such a senior project will be included in the graduation contract. When the project is completed, the student will be asked to defend it before a Graduation Committee appointed by the Associate Provost in a final oral examination.
- The Graduation Committee, after a careful review, may ask the student to modify or rewrite his/her comprehensive portfolio and materials. The work presented, i.e., the portfolio, contract studies and a terminal project, will be assessed for the purpose of granting credit not to exceed 132 quarter hours of college-level work.

- In fulfilling all graduation requirements, the student must be recommended by the Graduation Committee to the Faculty Council and Provost for the award of a bachelor's degree by the University.

The cost to the student of the non-traditional degree program is equivalent to full-time attendance for the quarters or any part thereof taken by the student in fulfilling all requirements of the degree, in addition to any extra fees for experiential learning verification. This cost provides for the administration of the non-traditional program and for advising the student.

Liberal Arts and Sciences

PURPOSE

The Liberal Arts and Sciences division offers several fields of concentration and an opportunity for integrated study in related disciplines. It helps students develop their reading, writing, calculating and thinking skills that are necessary in both academic and professional life.

OBJECTIVES

The principal aim of the Liberal Arts and Sciences division is to help students learn how to learn. The curriculum can suit a wide variety of aptitudes and interests, and includes general, specialized and interdisciplinary courses.

The Liberal Arts and Sciences are meant to prepare students to examine the world critically, to understand the consequences of actions, and to appreciate human potential and the beauty of our world. At their best these classes lay a foundation for vocational eminence, develop students' character and transmit our common human heritage. Successful graduates grow in self-understanding and in their ability to act in their social world.

The division offers courses to meet the University's general education requirements, to complete the associate and/or bachelor's degree programs in liberal arts, or to take a minor, minors or free electives in Arabic, Biology, Chemistry, Criminal Justice, Economics, English and Communications, History,

Humanities, Islamic Studies, Mathematics, Physics, Political Science, Psychology, Sociology and Spanish.

ASSOCIATE OF ARTS (AA) DEGREE IN LIBERAL ARTS

The Associate of Arts (AA) degree program in Liberal Arts requires a minimum of 92 credit hours distributed as follows:

44 credit hours in the University's general education core courses which should include:

- 12 credit hours in a total of at least three courses in English and Communications higher than EN150 to be selected from EN151, EN152, EN154 and EN166
- 12 credit hours in Mathematics and Biological and Physical Sciences, including one mathematics course higher than MT150 and one science course
- 8 credit hours in Humanities (humanities, Islamic studies, languages, literature, history) including HM279
- 8 credit hours in a total of at least two courses in the Behavioral and Social Sciences (political science, psychology, sociology, economics), including PL101, PS101, or SC101
- 4 credit hours in CI101.

40 credit hours in a total of at least 10 courses in an academic area offered by the division of Liberal Arts and Sciences.

The curriculum of the four tracks in the Biology concentration consists of courses in Biology, Chemistry, Mathematics, and other general education courses. The courses are distributed as follows:

GENERAL BIOLOGY

GENERAL EDUCATION CORE

(36 credit hours)

ENGLISH AND COMMUNICATIONS

(12 credit hours higher than EN150)

EN151	Rhetoric and Style
*	
*	

*Select from EN152; EN154; EN166

MATHEMATICS

(4 credit hours higher than MT150)

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HUMANITIES

(8 credit hours)

HM279	East-West Signature Course

BEHAVIORAL AND SOCIAL SCIENCES

(8 credit hours)

COMPUTER AND INFORMATION SCIENCE

(4 credit hours)

CI101	Introduction to Computers
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MAJOR FIELD OF CONCENTRATION

GENERAL BIOLOGY

(56 credit hours)

BL111/112 or BL121/122	Biology of the Cell/Lab or Biology of the Organism /Lab
BL 201	Genetics and Evolution
BL210/211	Microbiology /Lab
BL227/228	Botany /Lab
BL231/232	Zoology /Lab
CH111/112	Inorganic Chemistry I /Lab
CH151/152	Inorganic Chemistry II /Lab
CH211/212	Organic Chemistry /Lab
CH251/252	Biochemistry /Lab
PH105	General Physics

PRE-NURSING

GENERAL EDUCATION CORE

(40 credit hours)

ENGLISH AND COMMUNICATIONS

(12 credit hours higher than EN150)

EN151	Rhetoric and Style
EN152	Writing from Sources
EN166	Speech

MATHEMATICS

(8 credit hours higher than MT150)

MT155	Intermediate Algebra
MT221	Fundamentals of Statistics

HUMANITIES

(8 credit hours)

HM211	Ethics and Society
HM279	East-West Signature Course

BEHAVIORAL AND SOCIAL SCIENCES

(12 credit hours)

PS101	Introduction to Psychology
PS201	Developmental Psychology
PS330	Abnormal Psychology

MAJOR FIELD OF CONCENTRATION

(56 credit hours)

BL111/112	Biology of the Cell/Lab
BL115	Introduction to Pre-Nursing
BL202/203	Human Anatomy and Physiology I/Lab
BL204/205	Human Anatomy and Physiology II/Lab
BL210/211	Microbiology /Lab
BL223	Nutrition
CH111/112	Inorganic Chemistry I /Lab
CH151/152	Inorganic Chemistry II /Lab
CH211/212	Organic Chemistry /Lab
BL121/122 or CH251/252	Biology of the Organism /Lab or Biochemistry /Lab

PRE-MED

GENERAL EDUCATION CORE

(36 credit hours)

ENGLISH AND COMMUNICATIONS

(8 credit hours higher than EN150)

EN151	Rhetoric and Style
EN152	Writing from Sources

MATHEMATICS

(16 credit hours higher than MT150)

MT158	College Algebra
MT160	Elementary Plane Trigonometry
MT201	Calculus I
MT221	Fundamentals of statistics

HUMANITIES

(8 credit hours)

HM210	Introduction to Philosophy
HM279	East-West Signature Course

BEHAVIORAL AND SOCIAL SCIENCES

(4 credit hours)

SC101	Introduction to Sociology
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MAJOR FIELD OF CONCENTRATION

(56 credit hours)

BL111/112	Biology of the Cell /Lab
BL117	Medical Career Planning
BL202/203	Human Anatomy and Physiology I /Lab
BL204/205	Human Anatomy and Physiology II /Lab
BL210/211	Microbiology /Lab
CH111/112	Inorganic Chemistry I /Lab
CH151/152	Inorganic Chemistry II /Lab
CH211/212	Organic Chemistry /Lab
PH110/111	College Physics I /Lab
BL121/122 or BL251/252 or CH251/252	Biology of the Organism /Lab or Biochemistry /Lab or Molecular and Cellular Biology/ Lab

BACHELOR OF ARTS (BA) DEGREE IN LIBERAL ARTS

The Bachelor of Arts (BA) degree in Liberal Arts enables a student to choose a major area of concentration from:

- Behavioral and Social Sciences
- English and Communications
- Mathematics.

BEHAVIORAL AND SOCIAL SCIENCES

The Bachelor of Arts degree program in Behavioral and Social Sciences guides the student through an interdisciplinary group of courses in Criminal Justice, Economics, History, Political Science, Psychology and Sociology.

The program demonstrates how applied scientific research aids in understanding and resolving critical social issues.

Students majoring in this area will have both the technical ability and the attitude to understand:

- global interdependence,
- the artistic, social and scientific contributions of many different cultures,
- the role and importance of science and technology in social and human development, and
- the need to recognize individual human beings as the fundamental focus of all socio-economic and cultural activity.

The program helps provide students with the skills to succeed in graduate study of history, psychology, sociology, political science, urban planning, law, government and similar fields, and in such professions as:

- Human service professions
- Counseling
- Research and evaluation
- Government and foreign service
- Public relations.

The Behavioral and Social Sciences program requires students to pass CI213 or CI214, EC311, HS326, HS491, MT221, PL310, PL381, PS310 or PS321, PS311, PS341, SC312, SC333, SC335, SC363 or SC384. Additionally one other course in the Behavioral and Social Sciences must be taken at the 200-400 level.

Students majoring in this area should consult the Program Director. They are

also required to take either one or more minors in:

- African and African-American Studies
- Criminal Justice
- International Relations
- Psychology
- Social Work.

Students may choose to complete a specialized sequence of 10 courses in Criminal Justice. Such minor concentration can be completed before, during or after meeting the requirements for the B.A. degree in BHS. Students pursuing professional careers in the human services area are strongly encouraged to take at least one minor in the division of Business and Management. Likewise, a minor in Computer and Information Science should be taken by students who are interested in research and evaluation careers. The specific courses for the above mentioned minor fields of concentration are listed in the sample outline of graduation requirements.

ENGLISH AND COMMUNICATIONS

The English and Communications program at East-West University is designed to develop the student's ability to communicate effectively. The program concentrates on reading, writing and analyzing. In the introductory courses students develop the skills of listening, perceptive reading, clear writing and effective speaking. In advanced courses, students develop an ability to read and write with an increased awareness of structure, substance and style; sophistication in expository and creative

writing; a sense of literary and film history and genres; an ability to argue persuasively; and an appreciation of differing values in visions of human existence.

The program has three focuses:

- a) The first focus is literature. Literature courses develop the students' analytic and interpretive skills. The courses allow students to look at the world through the eyes of other people, other cultures and other time periods and to clarify their own responses to the world. Students should leave the program with a firm grasp of historical and critical principles and with the ability to examine the values expressed in literature.
- b) The second focus is pre-law. These courses help students interpret and create rational and persuasive arguments.
- c) The third focus is professional communications. These courses prepare the students to design and present documents both in print and in other media. They develop the students' skills in arguing persuasively for a variety of audiences and in a variety of styles.

A background in English and Communications prepares students for a number of related fields including:

- Graduate study in language, literature, communication theory, journalism, management and teaching
- The law
- Teaching professions

- Editing, journalism, public relations, technical writing and copywriting for advertising agencies
- Poetry, fiction, and drama.

Students who wish to focus on literature must take seven courses from the following group—EN205, EN210, EN211, EN212, EN213, EN214, EN249, EN251, EN260, EN270 or EN271—and eight courses from the following group—EN301, EN311, EN312, EN313, EN321, EN322, EN323, EN331, EN332, EN333, EN334, EN335, EN336, EN341, EN342, EN406, EN411, EN412, EN432, EN433, EN434, EN440, EN451 or EN493.

Students who wish to focus on pre-law must take seven courses from the following group—BS210, CJ201, EN205, EN210, EN211, EN212, EN213, EN214, EN215, HM210 or HM211—and eight courses from the following group—CP300, CP301, EN301, EN311, EN312, EN313, EN331, EN370, EN372, EN380, EN406, EN411, EN412, EN433, EN440, EN451, EN493, MN316 or PL310.

Students who wish to focus on professional communications must take seven courses from the following group—BS205, CI105, CI106, EN155, EN170, EN180, EN205, EN213, EN215, EN225, EN230, EN235, MM220, MM260, MM265, MM280, MM290, MM295 or MR201—and eight classes from the following group—CP300, CP301, EN301, EN370, EN372, EN380, EN411, EN412, EN432, EN433, EN440, EN493, MM300, MM320, MM360, MM370, MM380, MM490, MR310 or MR311.

MATHEMATICS

The Mathematics program is designed for students to develop skills that can be used in everyday life as well as in other academic areas. The main objective of the Mathematics program is to prepare students to pursue degrees in computer science, business, electronics and related fields. Courses are offered in both theoretical and applied mathematics to meet the needs of students from differing academic and professional areas.

The Mathematics program offers the following three options:

- An Associate of Arts degree program in which a liberal arts education can be combined with a solid background in mathematics.
- A Bachelor of Arts degree program with a major in mathematics which prepares the student for a mathematics-related career.
- Specialized classes in mathematics which prepare students who major in other disciplines to increase their effectiveness in their own particular fields.

Mathematics is not only a discipline in its own right, but also the foundation for careers in many fields such as architecture, banking, computers and engineering. The amount of mathematics needed for a career depends on the career itself. Private companies and government agencies use mathematical applications extensively for planning and research. Furthermore, all business transactions involve

mathematics. Many career opportunities are available for graduates with a degree in mathematics. Employers find that the problem-solving skills and reasoning abilities that result from mathematical training are excellent qualifications for jobs in many areas. These include jobs in fields such as:

- Programming
- Statistics
- Actuarial work
- Stock and commodities trading, investment analysis, market research
- Tax analysis
- Management
- Education.

In addition, students are also prepared for graduate study leading to advanced degrees in pure and applied mathematics.

The Mathematics program at East-West University has three tracks. The first track is mathematics itself, the second is mathematics with computer applications, and the third is mathematics with digital electronics applications.

The following shows the courses required for each track.

Mathematics	Math with Computer Applications	Math with Digital Electronics Applications
MT158	MT158	MT158
MT160	MT160	MT160
MT170	MT170	MT170
MT201	MT201	MT201
MT202	MT202	MT202
MT203	MT203	MT203
MT210	MT210	MT210
MT221	MT221	MT221
MT222	MT222	MT222
MT301	CI105	ET101
MT302	CI111	ET102
MT311	CI209	ET150
MT340	CI214	ET151
MT411	CI215	ET270
CI208 or CI209	CI245 or CI249	ET271

BA DEGREE REQUIREMENTS

The BA in Liberal Arts degree requires a minimum of 180 credit hours distributed as follows:

64 credit hours in the University's general education core courses which should include:

- 20 credit hours in English and Communications of a level higher than EN150, specified as EN151, EN152, EN154, EN166, EN491
- 20 credit hours in Mathematics and natural sciences, including at least one course in mathematics higher than MT150 and one course in the natural sciences.
- 20 credit hours in the Behavioral and Social Sciences and Humanities including at least one course in the

Behavioral and Social Sciences and HM279

- 4 credit hours in Computer and Information Science, CI101 from which a student may be exempted by examination.

At least 60 credit hours in the major area of concentration of which at least 30 credit hours must be in 300 or 400 (upper level) courses.

48-56 credit hours (or the remaining credit hours from a total of 180) of freely selected courses which may be earned in any of the following ways:

- As free electives: courses in fields other than the student's major area of study which are not required by that major. Half or more of these courses must be numbered 300 or above.
- In a second major field of concentration: courses already counted in the general education core or the first major field which are required for the second major may count towards the 60 or more hours required for the second major. The second major may be chosen from any area in which EWU offers a bachelor's degree. Requirements for a major in programs other than Liberal Arts and Sciences may differ.
- In a minor field of concentration plus free electives: the requirement for a minor in a field is at least 32 hours of credit, of which 16 must be earned in courses numbered 300 and above. The minor field may be chosen from the same fields that are available for a second major. Courses already

counted in the general education core or major field may not be counted in the minor.

- In two minor areas: no course may count towards fulfilling more than one of the minor area requirements.

Note: The types of courses to be selected should maximally benefit the career and higher study objectives of the student.

The following is a sample outline of the graduation requirements for the BA degree in Liberal Arts (minimum 180 credit hours):

GENERAL EDUCATION CORE
(64 credit hours)

ENGLISH AND COMMUNICATIONS
(20 credit hours higher than EN150)

EN151	Rhetoric and Style
EN152	Writing from Sources
EN154	Technical Writing
EN166	Speech
EN491	Senior Seminar

MATHEMATICS AND BIOLOGICAL AND PHYSICAL SCIENCES

(20 credit hours higher than MT150)

MT155	Intermediate Algebra
*	
*	
*	
*	

*Select from biology, chemistry, mathematics or physics

BEHAVIORAL AND SOCIAL SCIENCES AND HUMANITIES

(20 credit hours)

HM279	East-West Signature Course
*	
*	
*	
*	

*Select from humanities or behavioral and social sciences

COMPUTER AND INFORMATION SCIENCE

(4 credit hours)

CI101	Introduction to Computers
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MAJOR FIELD OF CONCENTRATION

(60 credit hours - consisting of at least 30 credit hours in 300 or 400 level courses)

Choose from the following three major fields:

- Behavioral and Social Sciences
- English and Communications
- Mathematics

MAJOR IN BEHAVIORAL AND SOCIAL SCIENCES

(60 credit hours)

CI213 or CI214	Microcomputer Spreadsheet or Microcomputer Database Management
EC311	Comparative Economic Systems
HS326	Contemporary America
HS491	Toward a Global Community
MT221	Fundamentals of Statistics
PL310	Development of Political Thought
PL381	International Relations
PS310 or PS321	Urban Psychology or Social Psychology
PS311	Life Span Development
PS341	Theories of Personality
SC312	Human Relations
SC333	Social Problem Solving
SC335	Social Research Methods
SC363 or SC384	The Family or Society and Culture

and one additional course in Behavioral and Social Sciences:

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Minor field of concentration in Behavioral and Social Sciences must be chosen from one of the following areas:

AFRICAN & AFRICAN-AMERICAN STUDIES

(20 credit hours)

EN341	African-American Literature
HS331	African History
HS336	African-American History
PL313	Politics of American Minorities
PS203	Psychology of the African-American Experience

CRIMINAL JUSTICE

(40 credit hours of full concentration or 20 credit hours for minor)

CJ201*	Introduction to the Criminal Justice System
CJ202	Administration in Criminal Justice System
CJ203	Administration of Juvenile Justice System
CJ220	Criminal Law and Procedure
CJ230	Introduction to Investigation
CJ240	Police Organization and Management
CJ250	Professional Responsibility in Criminal Justice
CJ260	Constitutional Law
CJ270	Crisis Intervention and Deviant Behavior
CJ280	Criminal Justice Internship

*Required course

INTERNATIONAL RELATIONS

(20 credit hours)

BS321	International Business
EC431	International Economics
PL311	World Political Systems: Ideal and Actual
SC311	Population and Human Ecology
*	

* Any foreign language course

PSYCHOLOGY

(20 credit hours)

PS330	Abnormal Psychology
PS346	Motivation
PS350	Physiological Psychology
PS410	Experimental Psychology
PS412	Psychological Testing

SOCIAL WORK

(20 credit hours)

SC313	Environment of the Community
SC320	Introduction to Social Work
SC424	Issues in Welfare
SC430	Social Work Practice I
SC431	Social Work Practice II

MAJOR IN ENGLISH AND COMMUNICATIONS

(60 credit hours)

Choose from literature and education, pre-law, or professional communication concentrations.

1. LITERATURE AND EDUCATION CONCENTRATION

Choose seven from the following courses:

EN205	Creative Writing
EN210	Introduction to Fiction
EN211	Introduction to Drama
EN212	Introduction to Poetry
EN213	Persuasion and Research
EN214	Logic
EN249	Introduction to Film
EN251	Literature for Adolescents
EN260	Applied Grammar
EN270	Mythologies of the World
EN271	Science Fiction

Choose eight from the following courses:

EN301	Advanced Composition
EN311	American Literature I
EN312	American Literature II
EN313	Contemporary American Literature
EN321	English Literature I
EN322	English Literature II
EN323	English Literature III
EN331	Ancient World Literature
EN332	World Literature from 100 to 1450
EN333	World Literature from 1450 to 1650
EN334	World Literature from 1650 to 1880
EN335	Nineteenth Century World Literature
EN336	Twentieth Century World Literature
EN341	African-American Literature
EN342	Latin American Literature
EN406	William Shakespeare
EN411	Communication Theory
EN412	Mass Media and Society
EN432	Language and Mind
EN433	Language and Society
EN434	History of the English Language
EN440	Persuasion and Debate
EN451	Introduction to Literary Theory
EN493	Readings in English and Communications

2. PRELAW CONCENTRATION

Choose seven from the following courses:

BS210	Business Law
CJ201	Introduction to Criminal Justice
EN205	Creative Writing
EN210	Introduction to Fiction
EN211	Introduction to Drama
EN212	Introduction to Poetry
EN213	Persuasion and Research
EN214	Logic
EN215	Rhetoric and Public Issues
HM210	Introduction to Philosophy
HM211	Ethics and Society

Choose eight from the following courses:

CP300	Cooperative Education I
CP301	Cooperative Education II
EN301	Advanced Composition
EN311	American Literature I
EN312	American Literature II
EN313	Contemporary American Literature
EN331	Ancient World Literature
EN370	Group Dynamics and Team Building
EN372	Feature Writing
EN380	Negotiation
EN406	William Shakespeare
EN411	Communication Theory
EN412	Mass Media and Society
EN433	Language and Society
EN440	Persuasion and Debate
EN451	Introduction to Literary Theory
MN316	Current Issues in Labor and Management Law
PL310	Development of Political Thought

Choose eight from the following courses:

CP300	Cooperative Education I
CP301	Cooperative Education II
EN301	Advanced Composition
EN370	Group Dynamics and Team Building
EN372	Feature Writing
EN380	Negotiation
EN411	Communication Theory
EN412	Mass Media and Society
EN432	Language and Mind
EN433	Language and Society
EN440	Persuasion and Debate
EN493	Readings in English
MM300	Integrated Capstone Web and Print Media
MM320	Digital and Audio Production
MM360	Computer Graphics Design
MM370	3D Animation Design
MM380	Video Special Effects
MM490	Multimedia Portfolio Production
MR310	Advertising
MR311	Public Relations

3. PROFESSIONAL COMMUNICATION CONCENTRATION

Choose seven from the following courses:

BS205	Business Communication
CI105	Webpage Design
CI106	Microcomputer Desktop Presentation
EN155	Introduction to Journalism
EN170	Writing for Multimedia
EN180	Introduction to Broadcasting
EN205	Creative Writing
EN213	Persuasion and Research
EN215	Rhetoric and Public Issues
EN225	Desktop Publishing
EN230	Basic News Writing
EN235	Advanced Topics in Desktop Publishing
MM220	Introduction to Digital Film
MM260	Digital Imaging I
MM265	Digital Imaging II
MM280	Digital Photography
MM290	Digital Video Production
MM295	Digital Audio Production
MR201	Principles of Marketing

MAJOR IN MATHEMATICS

(60 credit hours)

Choose from mathematics, mathematics with computer applications or mathematics with digital electronics applications.

1. MATHEMATICS

MT158	College Algebra
MT160	Elementary Plane Trigonometry
MT170	Finite Mathematics
MT201	Calculus I
MT202	Calculus II
MT203	Calculus III
MT210	Elementary Differential Equations
MT221	Fundamentals of Statistics
MT222	Statistics II
MT301	Advanced Calculus I
MT302	Advanced Calculus II
MT311	Abstract Algebra
MT340	Elements of Applied Mathematics
MT441	Introduction to Real Analysis
CI208 or CI209	Introduction to Visual Basic.Net or Introduction to C++

2. MATHEMATICS WITH COMPUTER APPLICATIONS

MT158	College Algebra
MT160	Elementary Plane Trigonometry
MT170	Finite Mathematics
MT201	Calculus I
MT202	Calculus II
MT203	Calculus III
MT210	Elementary Differential Equations
MT221	Fundamentals of Statistics
MT222	Statistics II
CI105	Web Page Design
CI111	Fundamentals of Programming
CI209	Introduction to C++
CI214	Microcomputer Database Management
CI215	Introduction to Java
CI245 or CI249	Advanced Java or Advanced C++

3. MATHEMATICS WITH DIGITAL ELECTRONICS APPLICATIONS

MT158	College Algebra
MT160	Elementary Plane Trigonometry
MT170	Finite Mathematics
MT201	Calculus I
MT202	Calculus II
MT203	Calculus III
MT210	Elementary Differential Equations
MT221	Fundamentals of Statistics
MT222	Statistics II
ET101	Basic Electronics
ET102	Basic Electronics Workshop
ET150	Introduction to Digital Systems
ET151	Digital Systems Laboratory
ET270	Digital Circuits I
ET271	Digital Circuits I Laboratory

FREELY SELECTED COURSES FOR ALL MAJORS

(56 credit hours)

Freely selected courses may be taken in such a way that they contribute to a second major, one or two minors in areas where degree programs are offered at East-West University, or free electives, or a combination thereof.

Computer and Information Science

PURPOSE

East-West University offers a Bachelor of Science (BS) degree program, an Associate of Applied Science (AAS) degree program and various certificate level continuing education courses in the Division of Computer and Information Science. The program puts forth great emphasis on technical and professional education that merges the academic course work with practical laboratory experiences. The program is flexible enough that it provides the students with the academic and professional preparation for industrial careers as well as the pursuit of higher degrees.

THE ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM HAS TWO TRACKS:

The study of Computer Science Track involves well-organized methodologies and skills of programming, web applications design, and database development.

The study of Multimedia Track trains students in several different software programs in order to edit or create images, graphics, web sites and multimedia presentations. Students will be prepared to pursue several different careers, from web design, multimedia development to desktop publishing.

PROGRAM OBJECTIVES

● COMPUTER SCIENCE TRACK

- Create software packages in a variety of programming languages
- Customize applications by using microcomputer spreadsheets,

presentation and/or database programs, and

- Create webpages and web applications.

● MULTIMEDIA TRACK

- Create animation for multimedia and the web
- Perform image manipulations with various image rotation, editing, and enhancement techniques, and
- Develop project which integrates all video and audio technologies.

THE BACHELOR OF SCIENCE DEGREE PROGRAM HAS THREE TRACKS:

The study of Computer Science Track is a combination of computation and solving information-based problems in the world. The study involves well-organized methodologies and skills of programming, modeling, architecture design, networking, and database development.

The study of E-commerce Technology with Digital Media Track emphasizes creativity as well as technical proficiency. Students will acquire E-commerce system development skills, user-centered design, script languages, network, and database design.

The study of Multimedia Track trains students in several different software programs in order to edit or create images, graphics, sounds and video files, websites, 3D images, CD's and

multimedia presentations. Students will be prepared to pursue several different careers, from web design, multimedia development to desktop publishing.

PROGRAM OBJECTIVES

● COMPUTER SCIENCE TRACK

- Create software packages containing 100 to 300 lines of code in a variety of programming languages
- Customize applications by using microcomputer spreadsheets, presentation, and/or database programs
- Create webpages, web applications and simple e-commerce sites
- Develop client/server database applications, and
- Design distributed processing computer networks including telecommunications and data transmission techniques.

● E-COMMERCE TECHNOLOGY WITH DIGITAL MEDIA TRACK

- Create E-commerce infrastructure
- Design E-commerce web site and E-commerce payment systems, and
- Develop digital online media.

● MULTIMEDIA TRACK

- Create dynamic animation for multimedia and the web
- Perform complex image manipulations with various image rotation, editing, and enhancement techniques
- Develop comprehensive project which integrates all video and audio technologies, and
- Create complex, realistic 3D video games.

ASSOCIATE OF APPLIED SCIENCE (AAS) DEGREE IN COMPUTER AND INFORMATION SCIENCE

THE COMPUTER SCIENCE TRACK

requires a minimum of 92 credit hours distributed as follows:

32 credit hours in the University's general education core courses which should include:

- 12 credit hours in English and Communications higher than EN150, specified as EN151, EN152, EN154
- 12 credit hours in mathematics higher than MT150, MT158 or MT170 required
- 4 credit hours in humanities, HM279 required
- 4 credit hours in behavioral and social sciences.

12 credit hours in the cognate or supporting fields which should include:

- 4 credit hours in business, BS101 required
- 8 credit hours from either accounting, business, economics, management, finance or marketing.

48 credit hours in the major field of concentration which should include: a total of at least twelve courses, specified as CI101, CI105, CI111, CI209, CI214, CI215, CI250, one course from CI245 or CI249 and any four courses higher than CI200.

The following is a sample outline of the graduation requirements for the AAS degree in Computer and Information Science (minimum 92 credit hours):

GENERAL EDUCATION CORE

(32 credit hours)

English and Communications

(12 credit hours higher than EN150)

EN151	Rhetoric and Style
EN152	Writing from Sources
EN154	Technical Writing

Mathematics

(12 credit hours higher than MT150)

MT155	Intermediate Algebra
MT156	General Education Math
MT158 or MT170	College Algebra or Finite Mathematics

Humanities

(4 credit hours)

HM279	East-West Signature Course
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Behavioral and Social Sciences

(4 credit hours)

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Cognate or Supporting courses

(12 credit hours)

BS101	Introduction to Business
*	
*	

*Select any course from accounting, business, economics, finance, management or marketing

Major Field of Concentration

(48 credit hours)

CI101	Introduction to Computers
CI105	Web Page Design
CI111	Fundamentals of Programming
CI209	Introduction to C++
CI214	Microcomputer Database Management
CI215	Introduction to Java
CI245 or CI249	Advanced Java or Advanced C++
CI250	Computer Organization
*	
*	
*	
*	

*Any course higher than CI200

THE MULTIMEDIA TRACK

requires a minimum of 92 credit hours distributed as follows:

32 credit hours in the University's general education core courses which should include:

- 12 credit hours in English and Communications higher than EN150, specified as EN151, EN152, EN154
- 12 credit hours in Mathematics and Science
 - 8 credit hours in Mathematics of a level higher than MT150, specified as MT155, MT156
 - 4 credit hours in Mathematics of a level higher than MT150 or 4 credit hours in the Physical and Biological Sciences
- 4 credit hours in humanities, HM279 required
- 4 credit hours in behavioral and social sciences.

12 credit hours in the cognate or supporting fields which should include:

- 4 credit hours of EN170
- 4 credit hours of BS101
- 4 credit hours from business, economics, or marketing.

40 credit hours in the major field of concentration which should include: CI101, CI105, CI205, MM225, MM260, MM265, MM285, and any three MM/CI courses.

8 credit hours of free electives.

The following is a sample outline of the graduation requirements for the AAS degree in Computer and Information Science (minimum 92 credit hours):

GENERAL EDUCATION CORE

(32 credit hours)

English and Communications

(12 credit hours higher than EN150)

EN151	Rhetoric and Style
EN152	Writing from Sources
EN154	Technical Writing

Mathematics

(12 credit hours higher than MT150)

MT155	Intermediate Algebra
MT156	General Education Math
*	

*Select any course from Math or Science.

Humanities

(4 credit hours)

HM279	East-West Signature Course
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Behavioral and Social Sciences

(4 credit hours)

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Cognate or supporting courses

(12 credit hours)

EN170	Writing for Multimedia
BS101	Introduction to Business
*	

*4 credit hours from business, economics, or marketing.

Major field of concentration

(40 credit hours)

CI101	Introduction to Computers
CI105	Web Page Design
CI205	Advanced Web Page Design
MM225	Desktop Publishing
MM260	Digital Imaging I: Adobe Photoshop
MM265	Digital Imaging II: Adobe Photoshop
MM285	Animations for the Web: Flash I
MM/CI	
MM/CI	
MM/CI	

FREE ELECTIVES

(8 credit hours)

BACHELOR OF SCIENCE (BS) DEGREE IN COMPUTER AND INFORMATION SCIENCE

THE COMPUTER SCIENCE TRACK

requires a minimum of 180 credit hours distributed as follows:

64 credit hours in the University's general education core courses which should include:

- 20 credit hours in English and Communications of a level higher

than EN150, specified as EN151, EN152, EN154, EN166, EN491

- 20 credit hours in Mathematics and Science
 - 12 credit hours in Mathematics of a level higher than MT150, specified as MT155, MT156, MT158
 - 4 credit hours in the Physical and Biological Sciences
 - 4 credit hours in Mathematics of a level higher than MT150 or 4 credit hours in the Physical and Biological Sciences
- 20 credit hours in the Humanities and Behavioral and Social Sciences. HM279 and 4 credit hours from either PL101, PS101, or SC101 required
- 4 credit hours in Computer and Information Science, specified as CI101

At least 44 credit hours in Computer and Information Science courses specified as the following: CI111, CI209, CI215, CI219, CI300, CI301, CI310, CI320, CI321, CI492 and one course from CI245 or CI249.

At least 16 credit hours in cognate and supporting field courses, specified as BS101, MT160, MT201 and MT202.

At least 32 credit hours from any of the following concentrations: Application and Programming Specialist, Information System Analyst, Telecommunication Specialist, Webmaster, and Database Specialist.

24 credit hours of electives of which 8 credit hours should be at the 300 or 400 level.

The following is a sample outline of the graduation requirements for the BS degree in Computer and Information Science (minimum 180 credit hours):

GENERAL EDUCATION CORE

(64 credit hours)

English and Communications

(20 credit hours higher than EN150)

EN151	Rhetoric and Style
EN152	Writing from Sources
EN154	Technical Writing
EN166	Speech
EN491	Senior Seminar

Mathematics and Science

(20 credit hours)

MT155	Intermediate Algebra
MT156	General Education Math
MT158	College Algebra
*	
**	

*one course from science or Math

** one science course

Humanities and Behavioral/Social Sciences

(20 credit hours)

HM279	East-West Signature Course
*	
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**	

*one course from PL101, PS101, or SC101

** Any three courses from humanities or behavioral and social sciences

Computer and Information Science

(4 credit hours)

CI101	Introduction to Computers
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CIS MAJOR AREA COURSES

(92 credit hours)

Core Courses

(44 credit hours)

CI111	Fundamentals of Programming
CI209	Introduction to C++
CI215	Introduction to Java
CI219	Information Ethics
CI245 or CI249	Advanced Java or Advanced C++
CI300	Computer Architecture
CI301	Data Communications
CI310	Principles of Database
CI320	Data Structures
CI321	Computer Operating Systems
CI492	Senior Project

Cognate or Supporting Courses

(16 credit hours)

BS101	Introduction to Business
MT160	Trigonometry
MT201	Calculus I
MT202	Calculus II

SPECIALIST COURSES

(32 credit hours)

Select from the following sections:

1. APPLICATION AND PROGRAMMING SPECIALIST

Select from CI106, CI208, CI213, CI214, CI216, CI245, CI246, CI248, CI249, CI290, CI356 or CI420.

2. Information Systems Analyst

CI312	System Analysis and Design
CI340	Artificial Intelligence
CI460	Management Information Systems
MN201	Principles of Management
MN310	Organizational Behavior
*	
*	
*	

*Any course from specialist sections 1, 3, 4, or 5

3. Telecommunication Specialist

CI250	Computer Organization
CI421	Advanced Operating Systems
CI431	Telecommunications Network I
CI432	Telecommunications Network II
*	
*	
*	
*	

* Any course from specialist sections 1, 2, 4, or 5

4. Webmaster

CI105	Web Page Design
CI205	Advanced Web Page Design
CI255	XHTML
CI260	Client Side Script
CI265	Server Side Script
CI335	E-Commerce I
CI455	E-Commerce User Experience

5. Database Specialist

CI352	Oracle Database Applications Development
CI354	SQL Server Database Programming
CI410	Advanced Database
*	
*	
*	
*	
*	

* Any course from specialist sections 1, 2, 3, or 4

ELECTIVE COURSES

(24 credit hours)

24 credit hours of electives of which 8 credit hours should be at the 300 or 400 level.

THE E-COMMERCE TECHNOLOGY WITH DIGITAL MEDIA TRACK

requires a minimum of 180 credit hours distributed as follows:

64 credit hours in the University's general education core courses which should include:

- 20 credit hours in English and

Communications of a level higher than EN150, specified as EN151, EN152, EN154, EN166, EN491

- 20 credit hours in Mathematics and Science
 - 12 credit hours in Mathematics of a level higher than MT150, specified as MT155, MT156, MT158
 - 4 credit hours in the Physical and Biological Sciences
 - 4 credit hours in Mathematics of a level higher than MT150 or 4 credit hours in the Physical and Biological Sciences
- 20 credit hours in the Humanities and Behavioral and Social Sciences. HM279 and 4 credit hours from either PL101, PS101, or SC101 required
- 4 credit hours in Computer and Information Science, specified as CI101.

At least 44 credit hours in Computer and Information Science and Multimedia courses specified as the following: CI219, CI255, CI285, CI305, CI335, CI360, CI435, CI455, MM260, and MM265.

At least 16 credit hours in cognate and supporting field courses, specified as BS101, CI105, MR310 or MR311, and MT200.

At least 32 credit hours in Computer and Information Science and Multimedia courses, specified as CI205, CI214, CI260, CI265, CI352 or CI354, MM220, MM290, and MM295.

24 credit hours of electives of which 8 credit hours should be at the 300 or 400 level.

The following is a sample outline of the graduation requirements for the BS degree in Computer and Information Science (minimum 180 credit hours):

GENERAL EDUCATION CORE

(64 credit hours)

English and Communications

(20 credit hours higher than EN150)

EN151	Rhetoric and Style
EN152	Writing from Sources
EN154	Technical Writing
EN166	Speech
EN491	Senior Seminar

Mathematics and Science

(20 credit hours)

MT155	Intermediate Algebra
MT156	General Education Math
MT158	College Algebra
*	
**	

*one course from science or Math

** one science course

Humanities and Behavioral/Social Sciences

(20 credit hours)

HM279	East-West Signature Course
*	
**	
**	
**	

*one course from PL101, PS101, or SC101

** Any three courses from humanities or behavioral and social sciences

Computer and Information Science

(4 credit hours)

CI101	Introduction to Computers
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CIS E-COMMERCE TRACK MAJOR AREA COURSES:

(92 credit hours)

Core Courses

(44 credit hours)

CI219	Information Ethics
CI255	XHTML
CI285	Animations for the Web: Flash I
CI305	Animations for the Web: Flash II
CI335	E-Commerce I
CI360	Computer Graphics Design
CI435	E-Commerce II
CI455	E-Commerce User Experience
MM260	Digital Imaging I: Adobe Photoshop
MM265	Digital Imaging II: Adobe Photoshop

Cognate or Supporting Courses

(16 credit hours)

BS101	Introduction to Business
CI105	Web Page Design
MR310 or MR311	Advertising or Public Relations
MT200	Business Calculus

Specialist Courses

(32 credit hours)

CI205	Advanced Web Page Design
CI214	Microcomputer Database Management
CI260	Client Side Script
CI265	Server Side Script
CI352 or CI354	Oracle Database Applications Development or SQL Server Database Programming
MM220	Introduction to Digital Film
MM290	Digital Video Production
MM295	Digital Audio Production

ELECTIVE COURSES

(24 credit hours)

24 credit hours of electives of which 8 credit hours should be at the 300 or 400 level.

THE MULTIMEDIA TRACK

requires a minimum of 180 credit hours distributed as follows:

64 credit hours in the University's general education core courses which should include:

- 20 credit hours in English and Communications of a level higher than EN150, specified as EN151, EN152, EN154, EN166, EN491
- 20 credit hours in Mathematics and Science
 - 12 credit hours in Mathematics of a level higher than MT150, specified as MT155, MT156, MT158
 - 8 credit hours in Mathematics of a level higher than MT150 or in the Physical and Biological Sciences
- 20 credit hours in the Humanities and Behavioral and Social Sciences, HM279 and 4 credit hours from either PL101, PS101, or SC101 required
- 4 credit hours in Computer and Information Science, specified as CI101.

44 credit hours in Multimedia courses specified as the following: CI105, CI205, CI219, CI255, MM260, MM265, MM285, MM305, MM360, MM370 or MM375, MM490.

16 credit hours in cognate and supporting field courses, specified as BS101, EN170, MR310 or MR311, and MT160.

32 credit hours from MM/CI Specialist courses. Among the 32 MM/CI credit hours, at least 16 credit hours should be at the 300 or 400 level.

24 credit hours of electives of which 8 credit hours should be at the 300 or 400 level.

The following is a sample outline of the graduation requirements for the BS degree in Computer and Information Science (minimum 180 credit hours):

GENERAL EDUCATION CORE

(64 credit hours)

English and Communications

(20 credit hours higher than EN150)

EN151	Rhetoric and Style
EN152	Writing from Sources
EN154	Technical Writing
EN166	Speech
EN491	Senior Seminar

Mathematics and Science

(20 credit hours)

MT155	Intermediate Algebra
MT156	General Education Math
MT158	College Algebra
*	
**	

*one course from science or Math

** one science course

Humanities and Behavioral/Social Sciences

(20 credit hours)

HM279	East-West Signature Course
*	
**	
**	
**	

* One course from PL101, PS101, or SC101

** Any three courses from Humanities or Behavioral and Social Sciences

Computer and Information Science

(4 credit hours)

CI101	Introduction to Computers
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CIS MULTIMEDIA TRACK: MAJOR AREA COURSES

(92 credit hours)

Core Courses

(44 credit hours)

CI105	Web Page Design
CI205	Advanced Web Page Design
CI219	Information Ethics
CI255	XHTML
MM260	Digital Imaging I: Adobe Photoshop
MM265	Digital Imaging II: Adobe Photoshop
MM285	Animations for the Web: Flash I
MM305	Animations for the Web: Flash II
MM360	Computer Graphics Design
MM370 or MM375	3D Animation Design or Computer Game Design
MM490	Multimedia Portfolio Production

Cognate or Supporting Courses

(16 credit hours)

BS101	Introduction to Business
EN170	Writing for Multimedia
MT160	Trigonometry
MR310 or MR311	Advertising or Public Relations

Specialist Courses

(32 credit hours)

MM/CI	

At least 4 courses should be at the 300 and 400 level

Elective Courses
(24 credit hours)

At least 2 courses should be at the 300 or 400 level.

CONTINUING EDUCATION CERTIFICATE PROGRAMS

The following certificates are subject to annual revision. For changes and updates, please contact the Division of Computer and Information Science.

In order to receive these specific certificates from the University, students must earn grades of C or better and pass all examinations offered by vendors.

Microsoft Office User Specialist: Master
(20 credit hours with MOUS Master designation)

Master Certification:

Candidates must successfully complete three required exams and one elective exam.

CI101	Introduction to Computers
CI106	Microcomputer Desktop Presentation
CI213	Microcomputer Spreadsheet
CI214	Microcomputer Database Management
OA109	Microsoft Suite – Windows, Word, Excel

Microsoft Office User Specialist: Expert
(8 credit hours with MOUS Expert designation)

Expert Certification:

Candidates must successfully complete any one of the Expert exams.

CI101	Introduction to Computers
CI213	Microcomputer Spreadsheet

or

CI101	Introduction to Computers
OA109	Microsoft Suite – Windows, Word, Excel

Electronics Engineering Technology

PURPOSE

East-West University offers a Bachelor of Science degree (BS) and an Associate of Applied Science degree (AAS) in Electronics Engineering Technology (EET). Electronics engineers design, develop, analyze, research and manufacture electrical and electronic systems and their component parts. The electronics engineering technology curriculum is concerned with analysis and design of modern electronic systems, devices and signals for a broad range of applications such as wireless or network communication, electrical power and control and multimedia information technology. The curriculum provides a wide background in the fundamental theory of electronics engineering and in the mathematical and scientific tools necessary to meet the current and future challenges of a professional career. The field of electronics engineering is currently evolving at a rapid pace since it has a major role in the accelerated growth of the technological world. This requires the modern electronics engineer not only to have a sound basis in the fundamental principles but also to have the capacity to learn and assimilate novel advances as soon as they materialize.

In addition to classroom experience, the electronics engineering curriculum is planned also to provide laboratory practice in electrical and electronic circuits, communication and signal processing, networks, and digital systems. The curriculum also

incorporates design projects in the student's experience starting from the freshman year and culminating in a capstone design project in the senior year. The project requires the students to undertake a significant group design that enriches their knowledge in practical aspects of engineering principles and methodologies. The curriculum also requires the students to acquire oral and writing skills in expressing their professional ideas and ethical norms.

Computer engineers design, develop, analyze, research and manufacture hardware, software and systems that process, store and convey digital information. The diversity of products that involve the design talents of a computer engineer is unlimited. These range from large to small computers to special purpose computing hardware and software embedded within devices and systems. The applications, for example, are in business to organize, process, and communicate data, communications over mobile and satellite networks, digital sound and picture processing for entertainment, household appliances, automotive systems, manufacturing process control, biomedical instrumentation, machine control, and innumerable other fields. The emphasis in computer engineering is on the design of hardware as well as software tools and systems for acquisition, processing, storage, and transmission of data and signals by digital means.

The curriculum in the Division of Electronics Engineering Technology requires a strong background in mathematics, physics and computer science. The electronics engineering and computer engineering specialization share many courses in the sophomore year including digital systems, electrical circuits and solid-state fields. Computer engineering students are encouraged to take additional courses in computer science to provide the additional software background. In the subsequent quarters, the electronics engineering and computer engineering majors share the study of solid-state devices, signals and VLSI design.

OBJECTIVES

The Electronics Engineering Technology program offers two tracks. In the first track, students explore the areas of solid state, digital systems, electromagnetism, and communications in depth. In the second track, students focus on computer engineering with an emphasis on networks and digital communications.

The specific objectives of the EET program are as follows:

- to prepare students to understand the traditional aspects of electronics as well as explore the developments which are changing the industry
- to provide students with the ability to apply theorems, axioms and postulates while designing and testing electronic circuits, and
- to teach students to apply state-of-the-art technology with emphasis on analog circuits, digital systems, computer networks and

communications, and firmware aspects of computer engineering.

Career opportunities for graduates with degrees in electronics engineering technology, particularly those with minors in computer and information science, continue to be plentiful and diverse. As technology develops, so too will the demand for graduates in such areas as:

- Systems design engineering
- Quality control
- Communications engineering
- Firmware engineering
- Communication networking
- Digital systems
- Information technology.

The program also prepares students who wish to continue on to graduate studies.

ASSOCIATE OF APPLIED SCIENCE (AAS) DEGREE IN ELECTRONICS ENGINEERING TECHNOLOGY

The Associate of Applied Science degree program requires a minimum of 92 credit hours with instruction and laboratory work distributed as follows:

32 credit hours in the University's general education core courses, which should include:

- 12 credit hours in English and Communications: EN151, EN152, EN154
- 12 credit hours in Mathematics: MT155, MT158, MT160
- 4 credit hours in Humanities: HM279
- 4 credit hours in Behavioral and Social Sciences: SC101

16 credit hours in the cognate or supporting fields of Computer and Information Science and Mathematics: CI101, CI105, CI111, and CI215.

44 credit hours in the major field of concentration: ET101, ET102, ET106, ET107, ET150, ET151, ET155, ET156, ET206, ET216, and ET300.

The following is a sample outline of the graduation requirements for the AAS degree in Electronics Engineering Technology (minimum 92 credit hours):

GENERAL EDUCATION CORE

(32 credit hours)

English and Communications

(12 credit hours higher than EN150)

EN151	Rhetoric and Style
EN152	Writing from Sources
EN154	Technical Writing

Mathematics

(12 credit hours higher than MT150)

MT155	Intermediate Algebra
MT158	College Algebra
MT160	Elementary Plane Trigonometry

Humanities

(4 credit hours)

HM279	East-West Signature Course
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Behavioral and Social Sciences

(4 credit hours)

SC101	Introduction to Sociology
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Cognate or Supporting Fields

(16 credit hours)

CI101	Introduction to Computers
CI105	Web Page Design
CI111	Fundamentals of Programming
CI215	Introduction to Java

Major Field of Concentration

(44 credit hours)

ET101	Basic Electronics
ET102	Basic Electronic Workshops
ET106	Circuit Analysis
ET107	Circuit Analysis Laboratory
ET150	Introduction to Digital Systems
ET151	Digital Systems Laboratory
ET155	Solid State Devices
ET156	Solid State Devices Laboratory
ET206	Communication Engineering
ET216	VLSI Tools and Design
ET300	Filter Design

BACHELOR OF SCIENCE (BS) DEGREE IN ELECTRONICS ENGINEERING TECHNOLOGY

The Bachelor of Science degree in Electronics Engineering Technology requires a minimum of 180 credit hours distributed as follows:

64 credit hours in the University's general education core courses, which should include:

- 20 credit hours in English and Communications specified as EN151, EN152, EN154, EN166, and EN491
- 12 credit hours in Mathematics specified as MT155, MT158, and MT160
- 8 credit hours in Physics: PH110 and PH120
- 12 credit hours in Humanities: HM101, HM102, and HM279

- 12 credit hours in the Behavioral and Social Sciences: HS119, PL101, and SC101

84 credit hours in Electronics Engineering Technology courses in accordance with the following specifications:

- 32 credit hours of core courses: ET101, ET102, ET106, ET107, ET150, ET151, ET155, and ET156
- 4 credit hours of Senior Project: ET492
- 48 credit hours in the major field of concentration selected from either of the two specified combinations:

COMBINATION ONE: Electronics

Select 48 credits from: ET206, ET216, ET263, ET268, ET270, ET271, ET300, ET301, ET370, ET371, ET470, and ET471.

COMBINATION TWO: Computer Engineering

Select 48 credits from: ET206, ET216, ET268, ET282, ET283, ET315/ET316 or ET378/ET379, ET382, ET383, ET420, ET482, and ET483.

28 credit hours in the cognate or supporting fields. The cognate or supporting fields are designed to give the student a strong background in mathematics and computer science. Specifically, these courses are CI105, CI111, CI215, MT170, MT201, MT202 and MT203.

4 credit hours of an elective to be selected from Computer Science, Mathematics, or Business.

The following is a sample outline of the graduation requirements for the BS degree in Electronics Engineering Technology (minimum 180 credit hours):

GENERAL EDUCATION CORE

(64 credit hours)

English and Communications

(20 credit hours higher than EN150)

EN151	Rhetoric and Style
EN152	Writing from Sources
EN154	Technical Writing
EN166	Speech
EN491	Senior Seminar

Mathematics

(12 credit hours higher than EN150)

MT155	Intermediate Algebra
MT158	College Algebra
MT160	Elementary Plane Trigonometry

Physics

(8 credit hours)

PH110	College Physics I
PH120	College Physics II

Humanities

(12 credit hours)

HM101	Humanities I
HM102	Humanities II
HM279	East-West Signature Course

Behavioral and Social Sciences

(12 credit hours)

HS119	World History
PL101	Introduction to American Government
SC101	Introduction to Sociology

ELECTRONICS ENGINEERING TECHNOLOGY

(84 credit hours)

Electronics Engineering Core Curriculum

(32 credit hours)

ET101	Basic Electronics
ET102	Basic Electronics Workshop
ET106	Circuit Analysis
ET107	Circuit Analysis Laboratory
ET150	Introduction to Digital Systems
ET151	Digital Systems Laboratory
ET155	Solid State Devices
ET156	Solid State Devices Laboratory

Senior Project

(4 credit hours)

ET492	Senior Project
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MAJOR FIELD OF CONCENTRATION

(48 credit hours) Choose one of the two combinations:

COMBINATION ONE: Electronics

ET206	Communication Engineering
ET216	VLSI Tools and Design
ET263	RF Communications
ET268	Digital and CAD Design
ET270	Digital Circuits I
ET271	Digital Circuits Laboratory I
ET300	Filter Design
ET301	Filter Design Laboratory
ET370	Digital Circuits II
ET371	Digital Circuits Laboratory II
ET470	Digital Circuits III
ET471	Digital Circuits Laboratory III

COMBINATION TWO: Computer Engineering

ET206	Communication Engineering
ET216	VLSI Tools and Design
ET268	Digital and CAD Design
ET282	Networks I
ET283	Networks Laboratory I

ET315/ ET316	Integrated Circuits / Integrated Circuits Laboratory
or	
ET378/ ET379	Digital Signal Processing / Digital Signal Processing Laboratory

ET382	Networks II
ET383	Networks Laboratory II
ET420	Fibre Optics
ET482	Networks III
ET483	Networks Laboratory III

COGNATE OR SUPPORTING FIELDS

(28 credit hours)

Computer Science

(12 credit hours)

CI105	Web Page Design
CI111	Fundamentals of Programming
CI215	Introduction to Java

Mathematics

(16 credit hours)

MT170	Finite Mathematics
MT201	Calculus I
MT202	Calculus II
MT203	Calculus III

Elective

(4 credit hours) Select one of the following three courses:

BS101	Introduction to Business
CI209	Introduction to C++
MT210	Elementary Differential Equations

Business Administration

The Business and Management division offers a program of study leading to the Bachelor of Science degree in Business Administration.

BACHELOR OF SCIENCE DEGREE IN BUSINESS ADMINISTRATION

The Bachelor of Science degree in Business Administration (BSBA) offers students a diversified and challenging set of core courses that all East-West University business students must take.

Many career-oriented publications speak of verbal communication as one of the main traits prospective applicants must possess. Courses in the Business Administration Department at EWU are not traditional lecture classes. Because of our small class size, students will participate and become active and engaged learners in the class and will develop excellent verbal and written communication skills. They will also learn to work together in real and virtual teams, acquiring skill sets that will become invaluable in today's changing job market and society.

In addition to traditional courses like Accounting, Economics, Finance, Management, and Marketing, students also take courses in challenging and important areas such as Business Communications, Entrepreneurship, Personal Financial Planning, and International Business. The purpose of these courses is to offer the student a well rounded background in business

before specializing in an area of concentration.

Concentration areas include Accounting, General Business, Information and Telecommunications Systems Management, International Business, Management, and Marketing. Accounting offers a solid survey of the accounting field. Marketing does the same but allows a student to specialize in either advertising, corporate communications, public relations or sales. General Business, International Business, Information and Telecommunications Systems Management, and Management are interdisciplinary in nature. General Business requires courses from Accounting, Finance, International Business, Management, and Marketing. It is designed for students who wish to be generalist. It is especially designed for students who wish to work in smaller firms or start one of their own. The International Business concentration requires courses in International Business, Economics, Finance, and Political Science while Information and Telecommunications Systems Management requires courses in Accounting, Management, and Computer Science. Management, which emphasizes the psychological aspect of management, requires courses in either Psychology or Sociology besides more traditional Management courses like Organizational Behavior. Students can also choose a unique course like Sports and Entertainment Management.

Throughout the curriculum there is an emphasis on ethics. East-West University follows the trends in American business closely. As trends change, the program integrates these changes into the curriculum. This is what has been done with ethics. Most classes in the business area use real-life ethical dilemmas which teach the student that “Following the Rules is Sometimes Not Enough.” Students are trained in English, writing, communications, and analytical thinking. The program carefully builds on general education requirements and takes advantage of the liberal arts base of the institution to provide a balanced education. A true cross-curricular approach to the BSBA degree has been employed. Students have opportunities to take classes that are applicable to their major in Behavioral and Social Sciences, English/Communications, Computer Science and Multimedia.

PURPOSE

Studies in Business Administration are intended to provide students with a broad base of knowledge in the business disciplines, to prepare them for career possibilities in business-related areas, to provide them with the fundamental skills necessary to participate in a civil society, and to provide a foundation for further studies and graduate work.

OBJECTIVES

Graduates of the East-West University Business Administration program will:

- be capable of using information and analyzing data to formulate tactical and strategic decisions
- have an awareness of the internal and

external factors that are relevant to small business which interact to affect managerial decisions

- understand the interactions between and among legal, ethical, social, technological, political, economic, and competitive factors that impact ownership and managerial decisions
- have an ability to research and integrate large quantities of data in quantitative, qualitative, or mixed formats
- apply general business theories and methods of analysis to solve problems that are relevant to various sized businesses
- have the knowledge and ability to communicate effectively both orally and in written form
- understand and appreciate the use of technology to aid in business decision-making and presentation, and
- be able to work in a team environment in the real and virtual work place.

An East-West University BSBA graduate will have a significant number of career opportunities. These include, but are not necessarily limited to:

- Accountant
- Bank officer (management or operations)
- Entrepreneur
- Small business owner
- Management consultant
- Marketing manager
- Principal of a marketing company.
- Public relations staff
- Advertising staff

BACHELOR OF SCIENCE (BS) DEGREE IN BUSINESS ADMINISTRATION

The Bachelor of Science degree in Business Administration requires a minimum of 180 credit hours distributed as follows:

64 credit hours in the University's general education core courses that should include:

- 20 credit hours in English and Communications specified as EN151, EN152, EN154, EN166, EN491
- 20 credit hours in Mathematics and Science specified as MT155, MT156, MT200, MT221, and one course in the Physical and Biological Sciences
- 20 credit hours in the Behavioral and Social Sciences and Humanities specified as PL101, PS101, SC101, HM279, and one additional course in Humanities
- 4 credit hours in Computer and Information Science, CI101, from which a student may be exempted by examination.

68 credit hours in Business Administration core courses specified as follows: AC101, AC102, AC206, BS101, BS201, BS205, BS210, BS321, BS350, BS440, BS441, CI213, EC201, EC202, FN201, MN201, and MR201.

24 credit hours in an area of concentration selected from one of the following:

Accounting

The required courses are AC303, AC401, three from the following courses: AC305, AC306, AC307, AC315, AC320 and AC410,

and one course from accounting, business, economics, finance, management or marketing area at 300 or 400 level.

General Business

The required courses are BS421, EN370, FN302 or FN305, MN341 or MN421, one course in accounting and another one in accounting, management or marketing both at 300 or 400 level.

International Business

The required courses are BS421, EC431, EN370, FN340, MN341 or PL381, and MR355.

Information and Telecommunications Systems Management

The required courses are CI250, CI301, CI431, CI433, AC315 or a course in computer science, and either EN370 or a 300 or 400 level course in business, computer science, management or marketing.

Management

The required courses are MN310, MN312, MN314, MN316, and either any two courses in management of 300 or 400 level, or one such course and another one from psychology or sociology of 300 or 400 level or EN370.

Marketing

The required courses are MR310, MR311, MR340 and any three marketing courses of 300 or 400 level or three courses from psychology or multimedia of 300 or 400 level which may also include EN370.

24 credit hours of free electives of which 12 credit hours must be at 300 or 400 level.

The following is a sample outline of the graduation requirements for the BS degree in Business Administration (minimum 180 credit hours):

GENERAL EDUCATION CORE

(64 credit hours)

English and Communications

(20 credit hours higher than EN150)

EN151	Rhetoric and Style
EN152	Writing from Sources
EN154	Technical Writing
EN166	Speech
EN491	Senior Seminar

Mathematics

(16 credit hours higher than MT150)

MT155	Intermediate Algebra
MT156	General Education Math
MT200	Business Calculus
MT221	Fundamentals of Statistics

Physical and Biological Sciences

(4 credit hours)

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* Any course from biology, chemistry or physical sciences

Behavioral and Social Sciences and Humanities

(20 credit hours)

HM	Any course from Humanities
HM279	East-West Signature Course
PL101	Introduction to American Government
PS101	Introduction to Psychology
SC101	Introduction to Sociology

Computer and Information Science

(4 credit hour)

CI101	Introduction to Computers
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BUSINESS ADMINISTRATION COURSES

(92 credit hours)

Business Core Courses

(68 credit hours)

AC101	Financial Accounting I
AC102	Financial Accounting II
AC206	Managerial Accounting
BS101	Introduction to Business
BS201	Entrepreneurship
BS205	Business Communications
BS210	Business Law
BS321	International Business
BS350	Business Ethics
BS440	Strategic Management and Policy I
BS441	Strategic Management and Policy II
CI213	Microcomputer Spreadsheet
EC201	Principles of Microeconomics
EC202	Principles of Macroeconomics
FN201	Principles of Finance
MN201	Principles of Management
MR201	Principles of Marketing

MAJOR AREA OF CONCENTRATION

(24 credit hours)

Select from the following concentrations:

Accounting

AC303	Intermediate Accounting I
AC401	Auditing Theory
*	
*	
*	
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* Select three from the following: AC305, AC306, AC307, AC315, AC320, AC 410

** Any course from accounting, business, economics, finance, management, or marketing at 300-400 level

General Business

BS421	Current Topics in International Business
EN370	Group Dynamics and Team Building
FN302 or FN305	Stock Market and Investments or Personal Financial Planning
MN341 or MN421	Ethical Leadership and Corporate Social Responsibility or Current Topics in Management
*	
**	

* Any 300-400 level course in accounting

** Any 300-400 level course in accounting, management or marketing

International Business

BS421	Current Topics in International Business
EC431	International Economics
EN370	Group Dynamics and Team Building
FN340	Current Topics in International Trade and Finance
MR355	International Marketing Strategies
MN341 or PL381	Ethical Leadership and Corporate Social Responsibility or International Relations

Information and Telecommunications Systems Management

CI250	Computer Organization
CI301	Data Communications
CI431	Telecommunications Networks I
CI433	Cryptography and Network Security
AC315	Accounting Information Systems or any 300-400 level course in Computer Science
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* EN370 or any 300-400 level course in business, computer science, management or marketing

Management

MN310	Organizational Behavior
MN312	Human Resource Management
MN314	Wage and Benefits Administration
MN316	Current Issues in Labor and Management Law
*	
*	

* Any two 300-400 level courses in management or one such course and another one from psychology or sociology of 300-400 level, or EN370

Marketing

MR310	Advertising
MR311	Public Relations
MR340	Marketing Research
*	
*	
*	

* Any three marketing courses of 300-400 level, or three courses from psychology or multi-media of 300-400 level which may also include EN370

ELECTIVE COURSES

(24 credit hours)

24 credit hours of electives of which 12 credit hours must be at the 300-400 level

Office Administration

ASSOCIATE OF APPLIED SCIENCE (AAS) DEGREE IN OFFICE ADMINISTRATION

PURPOSE

The Office Administration program leads to an Associate of Applied Science degree in Office Administration. The program familiarizes students with current technologies and procedures of the modern office and develops skills in a wide variety of corporate communications methodologies. It is intended to allow students to seek a terminal degree to allow them to transition into the corporate work force and includes a mandatory internship or cooperative learning module.

OBJECTIVES

The basic objectives of the Office Administration program are to teach the students:

- Standard professional business communication
- Use of data, word processing, presentation and desktop publishing software
- Use of professional multimedia software
- Use of digital video and editing software
- Corporate communications: techniques and practices, and
- Business etiquette and ethics: techniques and practices.

Some of the many careers open to graduates with the Associate of Applied Science degree in Office Administration are the following:

- Administrative and executive assistants
- Office managers
- Desktop publishers
- Multimedia specialists
- Corporate communications specialists concentrating in marketing, public relations and advertising.

The AAS degree in Office Administration requires a minimum of 92 credit hours distributed as follows:

28 credit hours in the University's general education core courses which should include:

GENERAL EDUCATION CORE

(28 credit hours)

English and Communications

(12 credit hours higher than EN150)

EN151	Rhetoric and Style
EN152	Writing from Sources
EN166	Speech

Mathematics

(4 credit hours higher than MT150)

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Biological or Physical Sciences

(4 credit hours)

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Humanities

(4 credit hours)

HM279	East-West Signature Course
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Computer and Information Science

(4 credit hours)

CI101	Introduction to Computers
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(May receive credit by examination)

COGNATE OR SUPPORTING FIELDS

(16 credit hours)

AC101	Financial Accounting I
BS101	Introduction to Business
MN201	Principles of Management
MR201	Principles of Marketing

MAJOR FIELD OF CONCENTRATION

(40 credit hours)

BS205	Business Communications
BS350	Business Ethics
CI105	Web Page Design
EN225	Desktop Publishing
EN370	Group Dynamics and Team Building
MM260	Digital Imaging I: Adobe Photoshop
OA106/ CI106	Microcomputer Desktop Presentation
OA213/ CI213	Microcomputer Spreadsheet
OA215/ CI214	Microcomputer Database Management
OA240 or CP300	Special Projects in Office Administration or Cooperative Education I

ELECTIVES

(8 credit hours)

Select from multimedia or business courses



**Special Academic
& Certificate Programs**

Special Academic Programs

ELECTRONEURODIAGNOSTIC TECHNOLOGY (ENDT) PROGRAM

The ENDT program is comprised of two parts: (1) the ENDT basic track, leading to an Associate of Arts degree in Liberal Arts with a major in Biology and (2) a series of special programs for practicing professionals which may be used for continuing education credits and for which a Certificate of Completion is awarded.

DESCRIPTION

The ENDT basic track is intended for those with little or no previous college experience and includes a comprehensive set of Liberal Arts courses in English, Mathematics and Humanities which constitute about half of the required coursework. The other half consists of a series of Biology courses including cell science, human anatomy and physiology, neuroscience and a series of specialized courses covering basic through advanced electroencephalography (EEG) procedures. Other advanced coursework, including Evoked Potentials (EP), Nerve Conduction Studies (NCS), Polysomnography (PSG) and Intraoperative Neuromonitoring (IONM) are also available.

This program trains individuals as highly skilled END technologists, both through rigorous classroom and laboratory exercises and placement for internships in major Chicago-area teaching hospitals and specialized clinics. The affiliated clinical sites are some of the best

anywhere: Northwestern Memorial Hospital, University of Illinois Hospital and Medical Center, Rush University Medical Center, University of Chicago Hospitals, and Evanston-Northwestern Hospital, to name a few. Graduates of this program are highly successful in their performance on the professional registration and certifying examinations.

The University's state-of-the-art ENDT teaching laboratory is key to the success of our graduates, most of whom are hired through internship contacts by the time they complete their degrees. The East-West University ENDT program is highly regarded for the quality of its graduates throughout the field. Students are trained thoroughly to understand fundamental medical and neurological concepts as well as all technical parameters of the recording instrument operation. Students are not simply equipment operators. They are also taught interpretation of medical data. This training maximizes each graduate's potential for advancement in their careers.

OBJECTIVES

Students who successfully complete this program will be able to:

- Understand, at a medically proficient level, the anatomy and physiology of all organ systems of the human body, based on a thorough comprehension of normal molecular, cellular, tissue, organ and organ system functions.
- Understand and competently describe, at an advanced level, various

Associate of Arts degree in Liberal Arts with a major in Biology (ENDT Track)

Course	Credit Hours
BL111 + 112 Biology of the Cells /Lab	6
BL202 + 203 Human Anatomy and Physiology I /Lab	6
BL204 + 205 Human Anatomy and Physiology II /Lab	6
BL342 + 343 Neuroscience I /Lab	6
BL344 Neuroscience II	4
Total	28
BL161 + 162 Introductory EEG I /Lab	6
BL171 + 172 Introductory EEG II /Lab	6
BL261 + 262 Intermediate EEG /Lab	6
BL271 Advanced EEG	4
BL341 Evoked Potentials	4
Total	26
BL180 ENDT Internship I	2
BL280 ENDT Internship II	2
Total	4
Total Hours of Major	58
Rest of general education courses (3 English, 1 Math, 2 Behavioral and Social Sciences, 2 Humanities, 1 Computer and Information Science)	36
Total Hours for AA degree (ENDT Track)	94
Certificate in Polysomnography	
BL351 Foundations of Polysomnography	2
BL352 Polysomnography I	4
BL353 Polysomnography II	4
Total	10
Certificate in Intraoperative Neuromonitoring	
BL341 Evoked Potentials	4
BL361 Foundations of Intraoperative Neuromonitoring	2
BL362 Intraoperative Neuromonitoring	4
Total	10
Certificate in Nerve Conduction Studies	
BL341 Evoked Potentials	4
BL371 Foundations of Nerve Conduction Studies	2
BL372 Nerve Conduction Studies	4
Total	10

diseases and deficiencies of the central nervous system.

- Competently perform various ENDT procedures by applying the appropriate techniques to study each patient's specific symptomology.
- Communicate and interact effectively with physicians and other medical professionals in the treatment and care of patients.
- Continue to grow professionally by being able to read and understand scientific journals relevant to the field of Electroneurodiagnostics, attend professional conferences and engage in other activities which advance their abilities in the ENDT field.

ESL PROGRAM

English as a Second Language (ESL) is a one-year (three quarters) program that includes low intermediate, intermediate and advanced level courses. The program does not accept complete beginners. Students are required to take a placement test which determines their eligibility for the program and their course-placement level. The program prepares students for joining the English speaking community in the work place and in college by practicing oral presentation skills, introducing important facts of American culture, extensive writing and grammar practice and serious reading. For all levels and skill areas the program offers field trips and visits to regular college classes, and emphasizes the combination of serious study and a friendly fun atmosphere. Upon completion of the advanced level students receive a Certificate and an opportunity to enroll in the East-West University college-level classes without a TOEFL examination. Credits do not apply to graduation.

PURPOSE

In the ESL program of East-West University, students learn the skills needed for communication in academic and business environments. Cultural literacy constitutes an important part of instruction. Instruction covers all language skills: students take classes in oral communication, reading, writing and grammar. Students are placed in appropriate levels depending on their language skills.

OBJECTIVES

- To improve understanding of oral speech.
- To become more comfortable speaking in English in public.
- To increase vocabulary.
- To increase reading speed and comprehension.
- To write grammatically correct papers.
- To become familiar with important facts and aspects of the American culture.

THE INSTITUTE OF ISLAMIC STUDIES

East-West University's founding plans envisaged the establishment of an Institute of Islamic Studies in order to promote teaching, research, information dissemination, publications and field services in the area; to integrate Islamic thought in the courses of liberal arts, humanities, and behavioral and social sciences; and to provide an academically credible forum for organizing conferences, seminars and symposia. The Institute has been planned to function as an autonomous center of excellence and inter-departmental stimulator and coordinator of research interests, programs and resources in the field of Islamic studies.

The studies undertaken by the Institute would infuse and enrich the various academic programs of the University. It offers a core program of four courses which may be taken as electives, with preference given to students seeking the institutional academic scholarship. Islam is one of the major religions of the contemporary world claiming over one billion adherents, or more than one-fifth

of the entire humankind. Muslim populations are concentrated in the Middle East, in Central, South and Southeast Asia, and in Africa. Stretching from Senegal to Indonesia, the Muslim world's natural resources and raw materials, its markets and economic opportunities and its geo-political and strategic importance are crucial to the peace and security of the world.

North America itself has a small but growing Muslim population, a sizable portion of which resides in the Chicagoland area. An understanding of the contemporary world scene cannot be complete without the study of Muslim people, their modes of thinking and behavior, and the determinants of their culture and civilization especially with reference to the sources of Islamic thought and its development through history. The interdependence between North America and Western Europe on the one hand and the Muslim world on the other is increasingly becoming evident. Teaching, research, information dissemination, publications and field services in the area of Islamic studies will significantly contribute to the fulfillment of East-West University's mission and purposes.

ISLAMIC STUDIES CORE PROGRAM

The three major sub-divisions of the Islamic studies core program are:

- Origin and sources of Islamic thought
- History of Islamic thought and Muslim civilization
- Contemporary Muslim thought and reality.

At the undergraduate level, the origin and sources of Islamic thought are studied in courses consisting of the central themes of the Quran, major dimensions of the Sunnah, and biography of Prophet Mohammad (peace be upon him), all three integrated so as to explicate the system of beliefs, worships and moral code of conduct enunciated by Islam. A survey of Islamic thought and civilization is conducted in all four courses of the core program. Besides the social, political and economic history, emphasis is placed on intellectual developments and the contributions to Islamic thought made through such Islamic sciences as *tafsir*, *hadith*, *fiqh* and *usul-ul fiqh*, *kalam*, *falsafah*, and *tasawwuf*. Historical studies focus on such Muslim attitudes, aspirations, behavior patterns and institutions as have shown resilience to endure through temporal and spatial changes.

As contemporary Muslim societies and institutions come under study, the strains generated by Western colonialism and modern technology and the Islamic response to their impact form the content of these courses. Recent emphasis on Islam as an ideology and way of life is related to the actual sociocultural, political and economic conditions in countries with Muslim majority and minority populations. The main trends of thought and behavior on such issues as the appropriate form of political organization, institutions and statehood, economics and resource management, role of women in society, status of non-Muslims in an Islamic state, Muslim participation in world affairs and cooperation among Muslim countries are studied in these courses.

In the area of research, the Institute of Islamic Studies plans to focus on state-of-the-art surveys of each discipline of knowledge from the Islamic point of view; status studies of Muslim people objectively delineating where they stand at the present time – socially, educationally, politically and economically; studies of goals and targets in important spheres of individual and social life of the Muslims; and studies of policy formation, strategies of reform, governmental action and evaluation research.

Certificate Programs

Certificate programs are being offered through the Center for Applied Learning.

The Center for Applied Learning of East-West University has been established to respond to job market demands. The Center offers certificates and provides focused training in applicable skills and practical knowledge in specific areas of interest, which can be obtained within less than a year and which equip the participant with the competitive edge needed in today's job market.

The curriculum of each certificate program consists of a planned unit of study with a prescribed and sequenced series of courses distributed over three quarters and not exceeding a total of 44 credit hours.

Courses in these certificate programs may be transferred into East-West University degree programs depending on departmental program policies and approval of the respective program director.

At the present time, the Center for Applied Learning offers three nine-month certificate programs as well as a number of East-West University degree program-based certificates. The three nine-month skill-focused certificates consist of the following:

General Office Assistant
Medical Office Technology
Multimedia

GENERAL OFFICE ASSISTANT

(40 credit hours)

The General Office Assistant certificate prepares students for a professional office environment. Employment opportunities include working for a variety of small, medium, and large office operations covering all aspects of commercial, industrial, business, governmental, non-profit, and other agencies.

The prerequisites are a high school diploma, GED or equivalent, an admission interview, and a basic working proficiency of keyboarding (25 wpm).

Courses for the Certificate

CI101	Introduction to Computers
CI105	Web Page Design
CI205	Advanced Web Page Design
EN151	Rhetoric and Style
EN225	Desktop Publishing
OA109	Microsoft Suite: Windows, Word, Excel
OA110	Microsoft Suite: Access, Power Point, Outlook
OA214	Business Writing
SP101	Elementary Spanish I
SP102	Elementary Spanish II

MEDICAL OFFICE TECHNOLOGY

(44 credit hours)

The Medical Office Technology certificate prepares students for skills in medical billing, medical coding, and medical transcription. The graduates of this program bring to the prospective employer a solid and well balanced preparation for a modern medical office

environment. Employment opportunities include working for physicians, commercial insurance carriers, hospitals, health care providers, and governmental positions dealing with issues of health and medical care.

The prerequisites are a high school diploma, GED or equivalent, an admission interview, and a basic working proficiency of keyboarding (25 wpm).

Courses for the Certificate

MD115	Introduction to Medical Billing
MD117	Medical Terminology
MD120	Medical Transcription
MD125	Medical Billing II
MD126	Human Anatomy and Physiology for Medical Office Support Staff
MD136	Introduction to Human Diseases for Medical Office Support Staff
MD200	Introduction to Medical Coding
MD203	Medical Coding II
MD234	Medical Office Management and Simulation
OA109	Microsoft Suite: Windows, Word, Excel
OA214	Business Writing

MULTIMEDIA

(40 credit hours)

The Multimedia certificate program teaches students the basics of graphic production and web design and how to integrate these in the planning, process and production of state-of-the-art and eye-catching multimedia projects and communication vehicles. This program addresses the needs of business and industry and companies that are using information technology and the production forms of communication. Job opportunities in these two areas are increasing and will continue to expand even more in the future.

CI101	Introduction to Computers
CI105	Web Page Design
CI205	Advanced Web Page Design
EN170	Writing for Multimedia
MM225	Desktop Publishing
MM260	Digital Imaging I: Adobe Photoshop
MM265	Digital Imaging II: Adobe Photoshop
MM285	Animation for the Web: Flash I
MM/CI	Any MM/CI course
MM/CI	Any MM/CI course

NURSING ASSISTANT

(12 credit hours)

The six week Nursing Assistant certificate program, formerly known as CNA program, paves the way for anyone interested in entry level care-giving positions in the nursing profession. The lecture component of this program trains students in patient care, basic anatomy, nutrition, fluid balance, vital signs, CPR, and other important basic nursing modules. The clinical component of the program allows supervised hands-on training with patients in nursing homes as required by state laws. Upon completion of their training, students are eligible to sit for the State Competency Test and easily move on to employment in nursing homes and hospitals.

Courses for the Certificate

BL108	Nursing Assistant/CNA Training
BL109	Nursing Assistant/CNA Clinicals

PROFESSIONAL COMMUNICATIONS

(32 credit hours)

The Professional Communications certificate program prepares students for entry-level positions such as multi-media lab technician, editorial assistant, freelance consultant, production

assistant, graphic design assistant, web page designer, public relations assistant, office assistant, executive assistant, advertising assistant, and copy editor.

Courses for the Certificate

EN151	Rhetoric and Style
EN152	Writing from Sources
EN154	Technical Writing
EN155	Introduction to Journalism
EN166	Speech
EN225	Desktop Publishing

Students must select two courses from the following:

CI105	Web Page Design
CI106	Microcomputer Desktop Presentation
EN170	Writing for Multimedia
EN215	Rhetoric and Public Issues
EN230	Basic News Writing
MM260	Digital Imaging I: Adobe Photoshop
MM/CI285	Animation for the Web: Flash I

E-COMMERCE TECHNOLOGY

The E-Commerce Technology certificate program is designed for students who are interested in designing usable web sites. With the growth of the Internet population, the demand for Internet professional skills has risen dramatically in the IT industry.

This certificate program teaches the students the basic principles of programming, clients and server side script languages, database connectivity, how to design, develop, and evaluate web site including guidelines, and the heuristic evaluation.

The employment opportunities include positions in web application development, computer-related sales, and marketing sales.

CI101	Introduction to Computers
CI105	Web Page Design
CI205	Advanced Web Page Design
CI214	Microcomputer Database Management
CI255	XHTML
CI260	Client Side Script
CI265	Server Side Script
CI455	E-Commerce User Experience
MM260	Digital Imaging I: Adobe Photoshop
MM/CI285	Animation for the Web: Flash I

GENERAL STUDIES IN BEHAVIORAL AND SOCIAL SCIENCES

(40 credit hours)

The General Studies certificate in Behavioral and Social Sciences will develop among students basic competencies in language arts, critical thinking and mathematics.

Such basic competencies, certified at the post-secondary level, will allow students to be employed in entry-level training programs in a wide variety of fields.

Courses for the Certificate

EN151	Rhetoric and Style
EN152	Writing from Sources
MT155	Intermediate Algebra
PL101	Introduction to American Government
PS101	Introduction to Psychology
SC101	Introduction to Sociology
SC201 or PS201	Socialization or Developmental Psychology
Science	One course in Science from Physics, Chemistry or Biology
BHS	One course in Behavioral and Social Sciences at 200 level or higher
HM	One course in Humanities

COMPUTER ENGINEERING

(24 credit hours)

The Computer Engineering certificate program places emphasis on computer science and engineering fundamentals covering design of circuits, analysis, verification and validation of systems and design, and deployment and maintenance of hardware systems. The certificate holders will have a strong emphasis on the use of engineering methods in real time design. The employment opportunities include an electronics engineering technician, research engineering technician, technical sales representative, and customer service representatives.

Courses for the Certificate

CI111	Fundamentals of Programming
ET101	Basic Electronics
ET106	Circuit Analysis
ET107	Circuit Analysis Laboratory
ET150	Introduction to Digital Systems
ET151	Digital Systems Laboratory

DIGITAL SYSTEMS ENGINEERING

(24 credit hours)

The Digital Systems Engineering certificate program prepares students to gain theoretical understanding and practical knowledge of fundamental digital systems and computer hardware principles. The employment opportunities include working in testing, quality control, marketing, installation, and customer service areas as a field, design or hardware engineer.

Courses for the Certificate

ET101	Basic Electronics
ET102	Basic Electronics Workshop
ET106	Circuit Analysis
ET107	Circuit Analysis Laboratory
ET150	Introduction to Digital Systems
ET151	Digital Systems Laboratory

PROGRAMMING LANGUAGES

The Programming Languages certificate program prepares students to meet the strong market demand for programmers. Students who complete the Computer Programmer certificate are considered programmers who are ready to apply their knowledge and skills. In addition, students will be able to learn the Object-Oriented Programming (OOP) techniques when they decide to pursue the Object-Oriented Programming Language (OOPL) certificate.

COMPUTER PROGRAMMER

(32 credit hours)

Courses for the Certificate

CI101	Introduction to Computers
CI105	Web Page Design
CI111	Fundamentals of Programming
MT155	Intermediate Algebra

Any two courses from the following:

CI208	Introduction to Visual Basic.NET
CI209	Introduction to C++
CI215	Introduction to Java
CI216	Introduction to C#

Any one course from the following:

CI245	Advanced Java
CI246	Advanced C#
CI248	Advanced Visual Basic.NET
CI249	Advanced C++

Any one course from the following:

CI219	Information Ethics
CI320	Data Structures

OBJECT-ORIENTED PROGRAMMING LANGUAGE

(32 credit hours)

Courses for the Certificate

CI101	Introduction to Computers
CI105	Web Page Design
CI111	Fundamentals of Programming
CI209	Introduction to C++
CI215	Introduction to Java
CI245	Advanced Java
CI249	Advanced C++
MT155	Intermediate Algebra

GENERAL BUSINESS STUDIES

(24 credit hours)

Students enrolled in this certificate program will learn the foundations of the main functional areas of business. It will be especially helpful to students who hope to start their own business.

Courses for the Certificate

AC101	Financial Accounting I
BS101	Introduction to Business
EN151	Rhetoric and Style
MT155	Intermediate Algebra

Any two courses from the following:

EC201	Principles of Micro Economics
EC202	Principles of Macro Economics
FN201	Principles of Finance
MN201	Principles of Management
MR201	Principles of Marketing

ACCOUNTING

(24 credit hours)

Students enrolled in this certificate program will learn elementary and intermediate accounting principles. This will help students obtain an entry level position in the accounting field.

Courses for the Certificate

AC101	Financial Accounting I
AC102	Financial Accounting II
AC103	Computer-Aided Accounting
AC206	Managerial Accounting I

Any two accounting courses from the following:

AC303	Intermediate Accounting I
AC304	Intermediate Accounting II
AC305	Taxation
AC306	Managerial Accounting II
AC307	Principles of Cost and Managerial Accounting
AC315	Accounting Information Systems
AC401	Auditing Theory

MARKETING AND SALES

(24 credit hours)

The Marketing and Sales certificate program prepares students for a variety of entry level positions in sales, research, advertising, customer service, public relations, and retail merchandising. Marketing involves planning and developing products and services, pricing them, making them available through effective channels of distribution, and developing an effective promotional plan.

Courses for the Certificate

BS205	Business Communications
MR201	Principles of Marketing
MR310	Advertising
MR320	Consumer Behavior
MR325	Selling Techniques
MR326	Sales Management

HUMAN RESOURCE MANAGEMENT

24 Credit Hours

The Human Resource Management certificate program prepares students for a variety of challenging positions in the growing human resource field. These include entry level positions such as human resource assistant, benefits coordinator, payroll processor, health insurance administrator, labor relations clerk, and training assistant.

Courses for the Certificate

BS205	Business Communications
MN201	Principles of Management
MN310	Organizational Behavior
MN312	Human Resource Management
MN314	Wage and Benefits Administration
MN316	Current Issues in Labor and Management Laws



**Course
Descriptions**

ACCOUNTING

**AC101 • FALL/WINTER
FINANCIAL ACCOUNTING I**
4 CREDITS
COREQUISITE: MT155

This course presents accounting as an information system that produces summary financial statements, primarily for users external to a business or other enterprise. Students study the forms of business organization and the common transactions entered into by businesses. The emphasis is on understanding and applying basic accounting principles and other concepts that guide the reporting of the effect of transactions and other economic events on the financial condition and operating results of a business. How to analyze and interpret historical financial statements and the limitations of using these in making forward-looking business decisions is included. The primary content emphasis will be the accounting cycle, financial statements, cash, and receivables.

**AC102 • WINTER/SPRING
FINANCIAL ACCOUNTING II**
4 CREDITS
PREREQUISITE: AC101

A sequel to Accounting 101, this course continues the study of the fundamental principles and procedures of accounting. The course includes a study of inventories; property, plant, and equipment; intangible assets; current liabilities; corporations (including capital stock and dividends); long term liabilities (bonds and notes); the statement of cash flows, and financial statement analysis.

**AC103 • SPRING/EVEN YEAR
COMPUTER AIDED ACCOUNTING**
4 CREDITS
PREREQUISITE: AC101

Designed to familiarize students with computerized accounting procedures, this course offers five major accounting systems: general ledger, depreciation, accounts receivable, accounts payable, and payroll. A step-by-step instruction for each operating system is provided as well as an overview of how the systems interact with each other.

**AC206 • SPRING
MANAGERIAL ACCOUNTING I**
4 CREDITS
PREREQUISITE: AC101

This course presents accounting as a system of producing information for use in internally managing a business. The course emphasizes the identification, accumulation, and interpretation of information for planning, controlling, and evaluating the performance of the separate components of a business. Included is the identification and measurement of the costs of producing goods or services and how to analyze and control these costs. Decision models commonly used in making specific short- and long-term business decisions are also included. This course includes a study of job order costing, process costing, cost behavior, cost-volume profit analysis, variable costing, absorption costing, budgeting (including flexible budgets), variances from standards, and capital budgeting.

AC303 • WINTER
INTERMEDIATE ACCOUNTING I
4 CREDITS
PREREQUISITE: AC206

This course is a continuation of the study of accounting theory and practice as it relates to current assets, including monetary assets, receivables, and inventories. The standard setting process, the accrual process, and preparation of financial statements will also be examined. Class work builds on previous coursework, facilitating self-discovery of knowledge and the development of professional skills and attitudes. This course focuses on working through and resolving complex accounting problems in a professional manner.

AC304 • SPRING OR AS NEEDED
INTERMEDIATE ACCOUNTING II
4 CREDITS
PREREQUISITE: AC303

A sequel course to Accounting 303. The study of accounting theory and practice as it relates to property, plant, and equipment; intangibles; current and long term liabilities; stockholder's equity; earnings per share; investments; leases; and pensions. This course focuses on working through and resolving complex accounting problems in a professional manner.

AC305 • SPRING/EVEN YEAR
TAXATION
4 CREDITS
COREQUISITE: AC102 or consent of the instructor

A study of the theory and principles of federal income taxation for individuals, partnerships and corporations. The course reviews preparation of tax returns in accordance with the internal revenue code and other supplementary IRS rulings. Emphasis is given to real-life scenarios and cases. Students will prepare complex individual tax returns using a professional computer package.

AC306 • SPRING OR AS NEEDED
MANAGERIAL ACCOUNTING II
4 CREDITS
PREREQUISITE: AC206

A sequel to Accounting 206, this course continues the study of accounting as a system of producing information for use in internally managing a business. This course includes a study of centralized and decentralized organizations, responsibility accounting, transfer pricing, differential analysis, cost allocation, activity-based costing, and cost management for just-in-time environments.

AC307 • AS NEEDED
PRINCIPLES OF COST AND MANAGERIAL ACCOUNTING
4 CREDITS
PREREQUISITE: AC306

This course explores the principles of cost planning, reporting and control. Students learn the application of job order and process cost systems, as well as joint and product costing methods. Other areas include cost-volume-profit analysis, variance analysis, responsibility accounting and capital budgeting.

AC315 • SPRING/ODD YEAR
ACCOUNTING INFORMATION SYSTEMS
4 CREDITS
PREREQUISITES: AC102 and CI101

A study of internal control system concepts and techniques, data processing concepts, and accounting procedures and controls. The course focuses on typical accounting information systems rather than on the design of new systems. Students gain hands-on experience in financial planning and modeling using professional software.

AC320 • FALL OR AS NEEDED**FORENSIC ACCOUNTING**

4 CREDITS

PREREQUISITES: AC102 and consent of the instructor

This course provides an overview of the methodology of fraud examination which involves obtaining evidence, interviewing witnesses and suspects, testifying to findings, and forensic document examination. Students will apply prevention, detection, and investigative strategies to determine why and how accounting fraud is committed. Students will analyze practical real-life scenarios to identify criminal human behaviors and to identify ways in which to prevent these crimes from occurring.

AC401 • SPRING/ODD YEAR**AUDITING THEORY**

4 CREDITS

PREREQUISITES: AC102 and Junior standing

An examination of the accounting profession, professional ethics, auditors' legal responsibilities, and financial audits by external auditors. The course surveys the development of auditing standards: the generally accepted auditing standards, other standards and official pronouncements. Practical applications are presented as illustrative cases. The case coverage includes audit planning, internal control evaluation, substantive audits and audit reporting. Sarbanes-Oxley is also presented.

AC410 • AS NEEDED**ADVANCED ACCOUNTING TOPICS**

4 CREDITS

PREREQUISITE: Senior standing

This course covers a variety of advanced accounting topics based on student need. Subject matter could include: forensic accounting, governmental and non-profit accounting, and other advanced accounting topics.

ARABIC**AR101 • FALL****ELEMENTARY ARABIC**

4 CREDITS

PREREQUISITE: None

An aural-oral approach to the Arabic language, pronunciation and fundamental grammatical principles introduced through drill in the basic language. Special emphasis is placed on skills of listening and speaking, followed by practice in reading and writing.

AR102 • WINTER**ELEMENTARY ARABIC II**

4 CREDITS

PREREQUISITE: AR101 or equivalent

A continuation of Arabic 101.

AR103 • SPRING**ELEMENTARY ARABIC III**

4 CREDITS

PREREQUISITE: AR102 or equivalent

A continuation of Arabic 102.

AR201 • FALL**INTERMEDIATE ARABIC I**

4 CREDITS

PREREQUISITE: AR103

A course for students who have completed one year of Arabic; review of grammar with emphasis on the irregular verbs and syntax; practice in reading, composition and conversation based on matter relating to the Middle Eastern countries.

AR202 • WINTER**INTERMEDIATE ARABIC II**

4 CREDITS

PREREQUISITE: AR201

A continuation of Arabic 201.

AR203 • SPRING
INTERMEDIATE ARABIC III
4 CREDITS
PREREQUISITE: AR202

A continuation of Arabic 202.

AR310 • FALL
SURVEY OF ARABIC LITERATURE:
CLASSICAL PERIOD
4 CREDITS
PREREQUISITE: Junior standing

A study of pre-Islamic period to 1500 CE; the golden age of Arabic poetry; the rise of belletristic writings; prose style; folk literature; selected readings; narrative genres: sacred and profane.

AR311 • WINTER
SURVEY OF ARABIC LITERATURE:
MODERN PERIOD
4 CREDITS
PREREQUISITE: Junior standing

A review of the Revival Age: 1800 CE to the present. Includes revivalist and rejuvenative trends in poetry, the free verse movement, poets and themes, as well as the novel, novella, short stories and leading fiction and drama writers. The course includes selected readings in all literary genres.

AR312 • SPRING
BUSINESS ARABIC
4 CREDITS
PREREQUISITE: None

A course intended to familiarize students with the use of Arabic in the world of business and commerce.

BIOLOGY

BL101 • FALL
INTRODUCTION TO BIOLOGY:
LIFE AND INQUIRY
4 CREDITS
PREREQUISITE: Completion or placement out of EN123

An introductory science course covering the nature of science; the unity, diversity, and classification of lifeforms; and the evolution of life. Activities include videos, lectures, discussions, and special projects. (This course does not count toward the Biology Major.)

BL104 • SPRING
INTRODUCTORY BOTANY
4 CREDITS
PREREQUISITE: Completion or placement out of EN123

Plant structure beginning with cells, then covering general plant structures. Continues with a survey of important divisions of the plant Kingdom and brief comparisons to Fungi, Monera and Protista. Concludes with an overview of Biomes and Ecology. Integrated lab studies included (25%). (This course does not count toward the Biology Major)

BL106 • WINTER
BIOGEOGRAPHY
4 CREDITS
PREREQUISITE: BL111/112 or BL121/122

Biogeography is a synthetic science, related to geography, biology, soil science, geology, climatology, ecology and evolution. This course will focus on the relationships between geographic variation in biodiversity and the geological, ecological, and evolutionary processes that have produced them.

BL108 • EVERY QUARTER
NURSING ASSISTANT/CNA TRAINING
9 CREDITS
COREQUISITE: BL109

The Nursing Assistant Training Program is a certificate program designed to provide students with skills needed to give basic bedside and patient care in hospitals and nursing homes. This course includes instruction in basic anatomy, personal care of the patient, cardiopulmonary resuscitation (CPR), supportive care, safety, observing and recording vital clinical signs, and other vital techniques in patient care. Successful completion of this program, together with BL109, qualifies the student for the Illinois Basic Nursing Assistant Certificate, and to sit for the state approved Competency Test.

BL109 • EVERY QUARTER
NURSING ASSISTANT/CNA CLINICALS
3 CREDITS
COREQUISITE: BL108

Students will have clinicals in approved area locations like nursing homes, long-term care facilities, and hospitals under the supervision of a Certified Clinical Instructor. Successful completion of this program, together with BL108, qualifies the student for the Illinois Basic Nursing Assistant Certificate, and to sit for the state approved Competency Test.

BL111 • FALL
GENERAL BIOLOGY I: BIOLOGY OF THE CELL
4 CREDITS
PREREQUISITE: Completion or placement out of EN123
COREQUISITE: BL112

An exploration of the architecture of matter from the level of the atom through the level of the cell. The structure and bonding behavior of atoms and biological molecules, essentials of biochemistry, structure and functions of cell organelles, and reproduction and differentiation of cells are emphasized.

BL112 • FALL
GENERAL BIOLOGY I LABORATORY
2 CREDITS
PREREQUISITE: Completion or placement out of EN123
COREQUISITE: BL111

Demonstrations and experiments are performed which illustrate the principles of Biology 111. Also included are microscopy, videos, and special projects.

BL115 • FALL
INTRODUCTION TO PRE-NURSING
4 CREDITS
PREREQUISITE: Acceptance into the Pre-Nursing program or consent of the instructor

This course introduces the world and dimensions of the nursing profession to students. It explores the history of nursing as a profession, the current opportunities in the field, as well as the future of nursing. Audio-visual materials, lectures & seminars will be widely used in teaching.

BL117 • FALL
MEDICAL CAREER PLANNING
4 CREDITS
PREREQUISITE: Acceptance into the Pre-Med program or consent of the instructor

An introductory course for students preparing for medical school, veterinary school, or dental school. This course examines the challenges and rewards of the medical professions, and sets a clear strategy for achieving success in the Medical College Admission Test (MCAT), Veterinary College Admission Test (VCAT), and Dental Admissions Test (DAT). Lectures, seminars, symposia, and audiovisual materials will be utilized.

BL121 • WINTER
GENERAL BIOLOGY II:
BIOLOGY OF THE ORGANISM
4 CREDITS
COREQUISITE: BL122

The comparative anatomy and physiology of organisms are explored with the aim of understanding how life forms have evolved and how each life form is adapted to its respective niche. Emphasis is placed on plants and animals, selected aspects of human anatomy and physiology, and basic ecological principles.

BL122 • WINTER
GENERAL BIOLOGY II LABORATORY
2 CREDITS
COREQUISITE: BL121

Examination of the adaptive strategies of diverse organisms. Activities include field trips, experiments, videos, microscopy, dissections, use of anatomical models, and special projects that complement BL121.

BL130 • SPRING
HISTORY OF LIFE
4 CREDITS
PREREQUISITE: EN123

Survey of documented patterns of evolutionary change and the fossil record. Focus will be on understanding interactions between speciation and extinction in creating patterns of morphologic and taxonomic diversity.

BL131 • FALL
INTRODUCTION TO NATURE
4 CREDITS
PREREQUISITE: Completion or placement
out of EN123

Field trips, experiments, videos, and natural samples are used to illustrate and integrate basic principles of various natural sciences (Astronomy, Geography, Physics, Geology, Chemistry, Natural History, Evolution, and Ecology). The course emphasizes the regional environment of Chicago and its natural inhabitants. Students acquire skill in the use of globes, maps, field guides, and other equipment to identify and study planets and stars, rocks and minerals, landforms, and the flora and fauna of Chicagoland.

BL140 • SPRING
EARTH SCIENCE
4 CREDITS
PREREQUISITE: Completion or placement
out of EN123

Natural history and evolution of Planet Earth. Study of the geological structure of Earth and an introduction to plate tectonics: how ocean floor and continents form, break apart and reform and the physical sources of volcanoes and earthquakes. Interactions among the earth's solid surface, hydrosphere, atmosphere, and biosphere will be covered.

**BL161 • FALL
INTRODUCTORY EEG I**

4 CREDITS

PREREQUISITE: Completion or placement out of EN123 and MT123

COREQUISITE: BL162

The first of a course series designed to introduce the student to methods of measurement, notation, and methodology in a clinical laboratory. Essential mathematical concepts, the responsibilities and ethics of laboratory technologists, machine instrumentation, and preliminary interpretation of data are introduced. Electroencephalography (EEG) is utilized as a medical technology for illustrative and practical purposes. In conjunction with BL162, this course introduces students to laboratory technique.

**BL162 • FALL
INTRODUCTORY EEG I LABORATORY**

2 CREDITS

PREREQUISITE: Completion or placement out of EN123 and MT123

COREQUISITE: BL161

Measuring technique is emphasized. Students practice and gain proficiency in the 10-20 system of electrode placement.

**BL171 • WINTER
INTRODUCTORY EEG II**

4 CREDITS

PREREQUISITE: Grade of C or better in BL161 and BL162

COREQUISITE: BL172

The student is provided with a firm foundation in the theory and practice in a medically oriented laboratory. Instrumentation, activation procedures, and chart abstracting (as in EEG) are emphasized.

**BL172 • WINTER
INTRODUCTORY EEG II LABORATORY**

2 CREDITS

PREREQUISITE: Grade of C or better in BL161 and BL162

COREQUISITE: BL171

Instrument operation, recognition of artifacts, and performance of medical monitoring are introduced in a laboratory setting. Emphasis is placed on performance of routine EEG.

**BL180 • SPRING
ENDT INTERNSHIP I**

4 CREDITS

PREREQUISITE: Biology/ENDT major and consent of the instructor

A practical introduction with experience in a hospital setting where a student can observe the practice and application of a medical technology, including observation of and participation in diagnostic procedures under the direct supervision of a qualified technologist.

**BL190 • WINTER
PLANT KINGDOM**

4 CREDITS

PREREQUISITE: Completion or placement out of EN123

This course covers the lifecycles of plants and how they are essential for the life of other organisms. Topics include: structure and functions of parts of plants, cell division and genetics, plant propagation and biotechnology, evolution, classification, phylogenetic relationships, the diversity of organisms traditionally regarded as plants, useful and poisonous plants, flowering plants, agriculture and civilization, ecology, horticulture, cultivation and nutritional value of plants. Will include coverage of fungi, monera and protista.

**BL191 • WINTER
CURRENT TOPICS IN BIOLOGY**

4 CREDITS

PREREQUISITE: Completion or placement out of EN123

Seminar-style review and discussion of topics recently in the news relating to biology, including environmental and medical issues. Students will be expected to propose topics and be prepared to offer rational perspective on the issues presented.

**BL195 • SPRING
ECOLOGY**

4 CREDITS

PREREQUISITE: Completion or placement out of EN123
COREQUISITE: BL196

A comprehensive course that explores the interrelationships of organisms to abiotic and biotic factors including human activities. Topics include: terrestrial and aquatic ecosystems; ecological effects of temperature, energy and nutrient distribution; population ecology, including genetics, distribution, dynamics, growth, behavioral and evolutionary factors; ecology of interactions including competition, exploitation, mutualism; community and ecosystem ecology including species abundance and diversity, food webs, primary production and energy flow, nutrient cycling and retention, succession and stability; and large scale ecology covering biomes and global ecology.

**BL196 • SPRING
ECOLOGY LABORATORY**

4 CREDITS

PREREQUISITE: Completion or placement out of EN123
COREQUISITE: BL195

Projects and studies are conducted using basic ecological equipment to illustrate and expand the concepts of BL195.

**BL201 • FALL
GENETICS AND EVOLUTION**

4 CREDITS

PREREQUISITES: EN151 and MT155

Classical Mendelian genetics and modern molecular biology of DNA regulation, Natural selection and evolutionary history. Special emphasis on human evolution. Activities include field trips and videos.

**BL202 • FALL
HUMAN ANATOMY AND PHYSIOLOGY I**

4 CREDITS

PREREQUISITE: BL111/112 or BL121/122
COREQUISITE: BL203

Investigation of the structure and function of the human body from cells through tissues, organs, and the various systems. Biomedical terminology is introduced. Numerous videos, computer software, and the internet are used to illustrate basic concepts of anatomy and physiology.

**BL203 • FALL
HUMAN ANATOMY AND PHYSIOLOGY I
LABORATORY**

2 CREDITS

PREREQUISITE: BL111/112 or BL121/122
COREQUISITE: BL202

The structure and function of the human body are explored through various activities: use of anatomical models, microscopy, demonstrations and experiments using basic medical instruments both illustrate and expand the topics of BL202.

**BL204 • WINTER
HUMAN ANATOMY AND PHYSIOLOGY II**

4 CREDITS

PREREQUISITES: BL202 and BL203
COREQUISITE: BL205

Continuation of BL 202. Endocrine, cardiovascular, lymphatic/immune, digestive, urinary and reproductive systems.

BL205 • WINTER
HUMAN ANATOMY AND PHYSIOLOGY II
LABORATORY
2 CREDITS
PREREQUISITES: BL202 and BL203
COREQUISITE: BL204

A continuation of BL 203. The structure and function of the human body are explored through various activities: use of anatomical models, microscopy, demonstrations and experiments using basic medical instruments both illustrate and expand the topics of BL203. Includes instruction in cardiopulmonary resuscitation and first aid.

BL210 • SPRING
MICROBIOLOGY
4 CREDITS
PREREQUISITES: BL111/112 and CH111/112
COREQUISITE: BL211

Biology of microorganisms such as bacteria including pathogens, viruses, fungi, protozoa are covered. Medical applications, antiseptic methods and sterilization techniques are taught.

BL211 • SPRING
MICROBIOLOGY LAB
2 CREDITS
PREREQUISITES: BL111/112 and CH111/112
COREQUISITE: BL210

Laboratory to accompany BL210. Safety, sterile technique, culture and identification of microorganisms will be emphasized. May include study of anaerobic pathogens.

BL222 • FALL/SPRING
REPRODUCTION AND SEXUALITY
4 CREDITS
PREREQUISITE: Completion or placement out of EN123

Reproductive strategies of diverse life forms are compared and contrasted with that of humans. The anatomy and physiology, neuroendocrinology, and development of the female and male reproductive systems, as well as human embryology, are emphasized. The biology of sex determination and sexual orientation and cultural factors that affect sexuality and gender roles are also considered. Special emphasis is placed on birth control, abortion, sexually transmitted diseases, and new reproductive technologies.

BL223 • WINTER
NUTRITION
4 CREDITS
PREREQUISITE: Completion or placement out of EN123

An exploration of both the established and hypothetical roles of macronutrients and micronutrients in human health with the goal of enabling the student to become a sophisticated consumer of nutrition information. Students learn how to evaluate their diet and improve their nutrition so as to increase the quantity and quality of life for themselves and their families.

BL227 • SPRING
BOTANY
4 CREDITS
PREREQUISITE: BL111/112 or BL121/122
COREQUISITE: BL228

An in-depth examination of plant structure and function, surveys various Phyla of the plant kingdom and touches on evolutionary and environmental issues.

BL228 • SPRING

BOTANY LAB

2 CREDITS

PREREQUISITE: BL111/112 or BL121/122

COREQUISITE: BL227

Laboratory studies to correlate with BL227. Lab topics involves microscopy, as well as live and preserved specimens. Field trips as appropriate.

BL231 • FALL

ZOOLOGY

4 CREDITS

PREREQUISITE: BL111/112 or BL121/122

COREQUISITE: BL232

Survey of the animal kingdom with focus on comparative anatomy and evolution. This course is based on a phylogenetic overview of the animal kingdom, examining selected classes of invertebrates and vertebrates to elucidate the evolution of the major organ systems, especially digestive, excretory, reproductive, and nervous systems.

BL232 • FALL

ZOOLOGY LAB

2 CREDITS

PREREQUISITE: BL111/112 or BL121/122

COREQUISITE: BL231

Laboratory studies to correlate with BL231. Lab topics involves preserved specimens, models, video and field trips as appropriate.

BL251 • FALL

MOLECULAR AND CELLULAR BIOLOGY

4 CREDITS

PREREQUISITES: BL111/BL112 or BL121/122

COREQUISITE: BL252

This course covers structural, functional, and genetic characteristics of prokaryotic and eukaryotic cells and selected viruses, macromolecular syntheses, regulation of gene expression, chromosome organization, and intracellular protein trafficking. The molecular basis of cellular ultrastructure, hormone action, signal transduction mechanisms, cell cycle control, proliferation, and differentiation will also be examined.

BL252 • FALL

MOLECULAR AND CELLULAR BIOLOGY LABORATORY

2 CREDITS

PREREQUISITES: BL111/BL112

COREQUISITE: BL251

Experimental techniques of molecular biology and molecular genetics designed to accompany the lectures in BL251 will form the core of his laboratory course.

BL261 • SPRING

INTERMEDIATE EEG

4 CREDITS

PREREQUISITE: Grade of C or better in BL171/BL172

COREQUISITE: BL262

Study of medical instrumentation and theory, including basics of analog and digital instrumentation, calibration, care and use of electrodes, electrical safety, activation procedures, artifacts, montages, and classification of wave activity. Emphasis on clinical correlations.

**BL262 • SPRING
INTERMEDIATE EEG LABORATORY**

2 CREDITS

PREREQUISITE: Grade of C or better in
BL171/BL172

COREQUISITE: BL261

A continuation of EEG wave pattern recognition and interpretation and the relationship between pattern recognition and diagnostic technique.

**BL271 • FALL
ADVANCED EEG**

4 CREDITS

PREREQUISITE: Grade of C or better in
BL261/BL262

EEG pattern interpretations in disorders such as seizures, headaches, brain tumors, cerebral vascular lesions, encephalitis, psychiatric disorders, premature birth, brain abscess, coma, chorea and drug intoxication. Laboratory work is integrated with lecture.

**BL280 • WINTER/SPRING
ENDT INTERNSHIP II**

4 CREDITS

PREREQUISITE: BL180

A continuation of BL180.

**BL295 • SPRING
ENVIRONMENTAL SCIENCE**

4 CREDITS

PREREQUISITE: Completion or placement
out of EN123

Study of the biological basis of environmental science and how humans are a powerful influence on the ecosystem. Emphasis on the biological interrelations between natural resources, energy, pollution and human-population dynamics.

**BL341 • WINTER
EVOKED POTENTIALS**

4 CREDITS

PREREQUISITE: Grade of C or better in BL271
or consent of the instructor

Recording techniques and basic data recognition of visual, auditory, and somatosensory evoked potentials.

**BL342 • FALL
NEUROSCIENCE I**

4 CREDITS

PREREQUISITE: Grade of C or better in
BL203/BL204 or consent of the instructor

COREQUISITE: BL343

In-depth examination of the structure and function of excitable cells. Emphasis is on a contemporary scientific understanding of how nerve cells and muscle cells work on the molecular and cellular levels. Topics include synaptic and action potentials, neurotransmitters and synaptic transmission, muscle contraction, and physiology of various muscle types. Computer software, internet, videos, and microscopy are used as instructional aids where appropriate.

**BL343 • FALL
NEUROSCIENCE I LABORATORY**

2 CREDITS

PREREQUISITE: Grade of C or better in
BL203/BL204 or consent of the instructor

COREQUISITE: BL342

Comprehensive exploration of the anatomy of the nervous system. Activities include dissection, microscopy, anatomy videos, and other media.

**BL344 • WINTER
NEUROSCIENCE II**

4 CREDITS

PREREQUISITE: Grade of C or better in BL343

Concepts from BL204/205, and BL342/343 are integrated to explore the major neural pathways and higher brain functions. Topics include: reflexes, anatomy and physiology of vision, hearing, vestibular function, general sensory pathways, motor pathways, consciousness, memory, language, and learning. Models and videos are used as learning aids. Emphasis is placed on sensory pathways tested with evoked potentials. This course provides the biological foundation for BL361.

**BL351 • WINTER
FOUNDATIONS OF POLYSOMNOGRAPHY**

2 CREDITS

PREREQUISITE: BL271 or consent of the instructor

PREREQUISITE: BL352

Examination of the neuroanatomy and neurophysiology of sleep, the pathophysiology and classification of sleep disorders, and parasomnias. Also, the anatomy and physiology of other systems monitored in polysomnography procedures – in particular, the respiratory and cardiovascular systems, including blood gases, hemoglobin oxygenation, and electrocardiography. Pharmacology for sleep technologists, and pediatric sleep included.

**BL352 • WINTER
POLYSOMNOGRAPHY I**

4 CREDITS

PREREQUISITE: Grade of C or better in BL271 or consent of the instructor

COREQUISITE: BL351

Students are prepared for the RPSGT registry exam given by the Board of Registered Polysomnographic Technologists. Topics include: history and overview of sleep medicine; ethics, and professional behavior of sleep technologists; instrumentation I, patient and equipment preparation procedures; monitoring techniques/documentation, therapeutic interventions, protocols for monitoring, patient safety and emergency protocols, and normal tracings. Intervention and scoring; event recognition and management (EKG); instrumentation II; scoring; patient safety and emergency protocols; and pediatric sleep.

**BL353 • SPRING
POLYSOMNOGRAPHY II**

4 CREDITS

PREREQUISITE: Grade of C or better in BL352 or consent of the instructor

Scoring event recognition and management, instrumentation II, multiple sleep latency testing, multiple wake testing, abnormal and pediatric sleep.

**BL361 • FALL/WINTER
FOUNDATIONS OF INTRAOPERATIVE
NEUROMONITORING**

2 CREDITS

PREREQUISITE: BL271 or BL342 or consent of the instructor

COREQUISITE: BL362

Basic review of comprehensive analysis of the anatomy and physiology of the central and peripheral nervous system, especially sensory and cranial nerves and motor pathways, necessary for understanding the procedures. Muscle function and location as relevant to the field of, and applications of, intraoperative neuromonitoring. Spinal column anatomy and physiology, as well as other anatomy and physiology. Course includes anesthesia basics and practical anesthesia, pharmacology of anesthetics, sedatives, muscle blockers, and other drugs. This course provides the biological foundation for BL362.

**BL362 • FALL/WINTER
INTRAOPERATIVE NEUROMONITORING**

4 CREDITS

COREQUISITE: BL361

Theory and performance of procedures used in intraoperative neuromonitoring, including: electronics/instrumentation, trouble shooting/instrumentation, surgical procedures, spinal MEP/SEP, pedicle screw stimulation/dermatomes, EEG, skull base procedures, cranial nerve monitoring, brain mapping, functional neurosurgery/deep brain stimulation, documentation/ethics/legal issues. Students are prepared for the Intra-Operative Neurophysiological Monitoring registry exam given by the American Board for the Registration of Electroneurodiagnostic Technologists Society of Neurophysiological Monitoring.

**BL371 • WINTER/SPRING
FOUNDATIONS OF NERVE CONDUCTION
STUDIES**

2 CREDITS

PREREQUISITE: BL342 or consent of the instructor

COREQUISITE: BL372

Rigorous exploration of the anatomy and physiology of neurons and muscles. Molecular mechanisms of electrical function of neuron and muscle and contractile function of skeletal, cardiac, and smooth muscle. Details relevant to performance of nerve conduction velocity testing and electromyography will be presented.

**BL372 • WINTER/SPRING
NERVE CONDUCTION STUDIES**

4 CREDITS

COREQUISITE: BL371

Theory, technique, and performance of nerve conduction velocity testing. These include motor and sensory nerve testing, F-responses, as well blink and H reflexes; also repetitive stimulation. Normal and abnormal tracings are studied, with clinical correlation, and electromyography. Students are prepared for the registry exam in nerve conduction study, velocity testing (NCSV) given by the American Association of Electrodiagnostic Technologists and for the registry exam in electromyography (EMG).

**BL381 • SPRING
NEONATAL EEG**

4 CREDITS

PREREQUISITE: Grade of C or better in BL271 or consent of the instructor

Advanced electroencephalography neurodiagnostics. Includes pattern recognition as appropriate to age, both normal and abnormal. Artifact recognition also covered as appropriate to neonatal EEG. Introduction to polysomnography and intraoperative monitoring. Preparation for the ABRET registration exams in electroencephalography.

**BL391 • WINTER
LONG TERM MONITORING**

4 CREDITS
PREREQUISITE: BL271 or consent of the instructor

Covers techniques of recording EEG with and without synchronous video/audio. Types of seizures and their clinical manifestations, plus pattern recognition as applied to creating condensed files for archiving of data is covered. Ambulatory EEG and Pentobarbital coma, as well as Wada testing and awake cortical stimulation are considered.

**BL491 • EVERY QUARTER
SEMINAR IN BIOLOGY**

2 CREDITS
PREREQUISITES: BL121 with B or better and coregistration or completion of at least one 200-level biology course

Students read scientific and technical articles and present seminars on a particular topic to be explored throughout the course.

**BL493 • EVERY QUARTER
READINGS IN BIOLOGY**

2-4 CREDITS
PREREQUISITES: BL121/122 with B or better and coregistration or completion of at least one 200-level biology course

A literature research course which involves reading of primary research papers in scientific and technical journals, assessment of the experimental designs, and interpretation of the data in these primary papers. Students present their findings in class presentations.

BUSINESS

**BS101 • FALL/WINTER/SPRING
INTRODUCTION TO BUSINESS**

4 CREDITS
COREQUISITES: EN151 and MT155

An examination and analysis of the basic structure and practices of the business community and their impact on economic, political and social institutions of the American society. This course will cover current business topics and students will present in oral and written format on these issues.

**BS201 • WINTER
ENTREPRENEURSHIP**

4 CREDITS
COREQUISITE: AC101

A fundamental approach to entrepreneurship and opening a small business. The course considers planning, capital procurement, profit analysis, regulatory requirements, management arts and business plan requirements. A final project consisting of a detailed business plan will be required.

**BS205 • FALL/SPRING
BUSINESS COMMUNICATIONS**

4 CREDITS
PREREQUISITES: BS101, EN152 and EN166

This course will assist students in developing the skills needed to communicate effectively in an increasingly diverse work environment. Communication theories and skills essential for success in management, with emphasis placed on research, organization, writing, and presentation of business communications will be examined. Topics integrated throughout the course include global communication, business ethics, and cultural differences in the business environment. Included are technological applications and ethical and cross-cultural considerations in the workplace.

BS210 • FALL
BUSINESS LAW
4 CREDITS
PREREQUISITE: BS101

A study of the concepts, principles and rules of law that apply to the practice of business in today's ever-changing world. The course includes legal and equitable principles related to business associations, partnerships and corporations. The student is exposed to the functions and responsibilities of how various business departments relate to a legal construct. A strong ethical responsibility theme is built throughout the class. Other concepts include diversity, employment law, cyber law and privacy, Equal Employment Opportunity issues, and constitutional theories related to these issues.

BS321 • FALL
INTERNATIONAL BUSINESS
4 CREDITS
PREREQUISITES: BS101 and Junior standing

An analysis of the international business environment and the role and behavior of multi-national corporations in today's ever-changing geopolitical landscape. The course considers the implications of sovereign states, economic blocks and world trade, monetary transactions, national cultural structures, political, social and ethical issues. Emphasis is placed on contemporary issues.

BS350 • WINTER
BUSINESS ETHICS
4 CREDITS
PREREQUISITES: BS101 and Junior standing

A study of contemporary moral standards and their relationship to professional ethics in business. Emphasis is on personal applications in all areas of business and management. Ethical dilemmas will be presented which will focus on the fact that "Following the Rules is Sometimes Not Enough."

BS421 • WINTER
CURRENT TOPICS IN INTERNATIONAL BUSINESS
4 CREDITS
PREREQUISITE: BS321

This course is a second course in International Business that is designed to follow BS 321. The course examines strategic management concepts as they relate to international business using one particular area of the world as a detailed example. The focus of this course will be on current events that affect the landscape of international business. This allows the student to apply his/her knowledge of international business to a particular region of the world with a strategic emphasis and to learn the impediments and opportunities for international commerce in that area in detail. The area of focus changes each time that the course is offered at the discretion of the Professor.

BS440 • WINTER
STRATEGIC MANAGEMENT AND POLICY I
4 CREDITS
PREREQUISITES: Senior standing and completion of all Business Core courses

In this course, the first of two that constitute the capstone seminars of the business administration program, the student takes models that have been learned in accounting, finance, management, management science, and marketing courses, along with newly acquired strategic management models and applies them to real situations in the form of cases in which problems addressed are those generally encountered by senior managers and take a long-term perspective. This course addresses outside environment and formulation issues and emphasizes the students' honing of analytical thinking, presentation, and writing skills.

BS441 • SPRING
STRATEGIC MANAGEMENT AND POLICY II
4 CREDITS
PREREQUISITE: BS440

This course, the second of the business administration capstone seminars, continues where BS440 concludes. Emphasis is on implementation and control issues. While this course utilizes some cases, most application centers around a computer business simulation game. This course is the final assessment seminar of the business administration curriculum.

BS493 • AS NEEDED
DIRECTED READING
4 CREDITS
PREREQUISITES: Senior standing and consent of the Program Director

This course allows students to pursue study with a faculty member in an area not offered in the business curriculum. It may be used to satisfy elective credit and may not be used as a substitute for a concentration course without the written permission of the Business Program Director.

BS494 • AS NEEDED
INDEPENDENT STUDY IN BUSINESS
4 CREDITS
PREREQUISITES: Senior standing and consent of the Program Director

This course allows the student to pursue an advanced research project under the direction of a full-time faculty member. It may be used to satisfy elective credit and may not be used as a substitute for a concentration course without the written permission of the Business Program Director.

CHEMISTRY

CH103 • FALL/WINTER/SPRING
WORLD OF CHEMISTRY
4 CREDITS
PREREQUISITES: EN123 and MT123

Survey course recommended for nonscience majors. Selected fundamentals of inorganic chemistry, organic chemistry, biochemistry, and molecular biology. Emphasis is placed on biological molecules, special topics, and chemistry in the news. Laboratory included.

CH111 • FALL
INORGANIC CHEMISTRY I
4 CREDITS
PREREQUISITES: EN123 and MT123
COREQUISITE: CH112

Basic concepts of atomic structure, the elements and periodic table, compound formation, chemical bonding, nomenclature, chemical equations, and the nature of chemical reactions. The student will learn analytical thinking and advance their problem solving skills.

CH112 • FALL
INORGANIC CHEMISTRY LABORATORY I
2 CREDITS
PREREQUISITES: EN123 and MT123
COREQUISITE: CH111

Fundamental laboratory procedures involving glassware, balances, and manipulations of materials are performed. Laboratory skills in observation and reporting are gained by hands-on experience.

**CH151 • WINTER
INORGANIC CHEMISTRY II**

4 CREDITS

PREREQUISITE: Grade of C or better in
CH111/CH112

COREQUISITE: CH152

A continuation of CH111 covering the study of solids, liquids, gases, solutions, acids, bases and neutralization. Application of physical chemical theory to inorganic chemistry is undertaken in forms of chemical equilibrium, chemical kinetics, solution theory, electrochemistry, as well as a brief introduction to the chemistry of carbon containing compounds with special emphasis towards biological systems.

**CH152 • WINTER
INORGANIC CHEMISTRY LABORATORY II**

2 CREDITS

PREREQUISITE: Grade of C or better
in CH111/CH112

COREQUISITE: CH151

Further development of laboratory techniques is emphasized; use of modern laboratory instruments is introduced; and qualitative analysis scheme, kinetic assays and equilibria are explored.

**CH211 • SPRING
ORGANIC CHEMISTRY**

4 CREDITS

PREREQUISITE: Grade of C or better in
CH151/CH152

COREQUISITE: CH212

Introduction to the chemistry of carbon containing compounds. The structure, nomenclature, types and reactions of the groups of organic compounds are learned. By building upon the concepts developed in previous chemistry courses the student will understand synthesis of organic compounds used in medicine, industry and commerce.

**CH212 • SPRING
ORGANIC CHEMISTRY LABORATORY**

2 CREDITS

PREREQUISITE: Grade of C or better in
CH151/CH152

COREQUISITE: CH211

The chemistry of living compounds is developed. Behavior, origins, and properties of the amino acids, proteins, nucleic acids and other compounds of life are covered. Special emphasis is given to enzymatic reactions.

**CH251 • FALL
BIOCHEMISTRY**

4 CREDITS

PREREQUISITE: Grade of C or better in
CH211/CH212

COREQUISITE: CH252

Chemistry of life is explored: carbohydrates, lipids, proteins, nucleic acids, organization of molecules into membrane structures and other organelles. Special emphasis on metabolism and enzymatic reactions.

**CH252 • FALL
BIOCHEMISTRY LABORATORY**

2 CREDITS

PREREQUISITE: Grade of C or better in
CH211/CH212

COREQUISITE: CH251

Exercises to enhance knowledge of biomolecular structure and function. Concepts of chromatography, electrophoresis, centrifugation, and enzyme characterizations are covered in this hands-on laboratory.

COMPUTER & INFORMATION SCIENCE

**CI101 • FALL/WINTER/SPRING
INTRODUCTION TO COMPUTERS**
4 CREDITS
PREREQUISITE: None

This course is a general introduction to hardware and software as they apply to personal computers. It is designed for students who have little or no experience with computers. It emphasizes the use of typical software packages including word-processing, spreadsheet, database and presentation. In addition, students will be introduced to programming, operating systems, the internet, data communication and management information systems (MIS). *Lab fee assessed.*

**CI/OA105 • FALL/WINTER/SPRING
WEB PAGE DESIGN**
4 CREDITS
PREREQUISITE: CI101

An introductory web design course that explains the fundamentals of how the Web works, including working knowledge of HTML and Web-authoring tools. Topics include how to create links, set font styles, create tables, align images, build frames, create rollovers, work with form objects, redefine HTML with style sheets and integrate images. *Lab fee assessed.*

**CI/OA106 • FALL/SPRING
MICROCOMPUTER DESKTOP PRESENTATION**
4 CREDITS
PREREQUISITE: CI101

Graphic application software will be used to create a professional presentation with media such as the computer screen, overhead projector transparencies, 35-mm slides or paper. The software will enable users to focus on the presentation content design, animation and sound effect features. An integration feature with word document, spreadsheet and database will also be covered in the topics. This course will prepare students to take Microsoft Office User Specialist (MOUS) PowerPoint Certification exam. *Lab fee assessed.*

**CI111 • FALL/WINTER/SPRING
FUNDAMENTALS OF PROGRAMMING**
4 CREDITS
PREREQUISITE: CI101
COREQUISITE: MT155

An introductory course to computer programming. Structured programming using the tools of hierarchy charts, program flowcharts, documentation, modularity and pseudocode will be introduced. This is a prerequisite course for all programming languages. Students must receive a grade of C or higher.

**CI120 • FALL
COMPUTERS FOR EDUCATORS**
4 CREDITS
PREREQUISITE: CI101

This course is designed for non-computer science major. It emphasizes the computer as a classroom tool. Students will learn how to utilize the current application package to design lecture presentation, spreadsheet, database and communication used in the classroom. *Lab fee assessed.*

**CI201 • SPRING
ASSEMBLER PROGRAMMING**
4 CREDITS
PREREQUISITE: CI111

This is an introductory course to assembler language. Write, debug, test and document programs using standard instruction set. File creation and maintenance using standard instruction set is stressed. *Lab fee assessed.*

CI205 • SPRING
ADVANCED WEB PAGE DESIGN
4 CREDITS
PREREQUISITE: CI105

This course is designed for students who are interested in web site development using Macromedia Dreamweaver MX. The students will be introduced to the creation and maintenance of web sites. By the end of the class, the students will understand how to pass data between pages; collect, process, and validate information entered by users; connect web site to a database; build search interfaces; and authenticate users. *Lab fee assessed.*

CI208 • FALL/WINTER
INTRODUCTION TO VISUAL BASIC.NET
4 CREDITS
PREREQUISITE: CI111

An introductory course to VISUAL BASIC.NET programming. It covers building an application, working with controls, functions and procedures. *Lab fee assessed.*

CI209 • FALL/WINTER
INTRODUCTION TO C++
4 CREDITS
PREREQUISITE: CI111

This is an introductory course of C++ programming. It covers C++ language syntax, functions and data storage, arrays and pointers. It also includes basic concepts of an object-oriented programming and the usage of class in C++. *Lab fee assessed.*

CI/OA213 • FALL/WINTER
MICROCOMPUTER SPREADSHEET
4 CREDITS
PREREQUISITE: CI101

A windows-based spreadsheet application will be used in this course. Topics include design, formatting, printing, formulas and functions, graphing and data analysis. This course will prepare students to take the Microsoft Office User Specialist (MOUS) Excel Certification exam. *Lab fee assessed.*

CI214/OA215 • WINTER/SPRING
MICROCOMPUTER DATABASE MANAGEMENT
4 CREDITS
PREREQUISITE: CI101

A windows-based database application will be introduced in this course. Topics include database design, database creation, database maintenance, creating tables, queries, forms and reports, and simple macros. This course will prepare students to take the Microsoft Office User Specialist (MOUS) Access Certification exam. *Lab fee assessed.*

CI215 • WINTER/SPRING
INTRODUCTION TO JAVA
4 CREDITS
PREREQUISITES: CI105 and CI111

This course teaches object-oriented programming in Java language. It covers the writing, compiling, executing and debugging of Java programs. Examples are drawn from the Java class library and build classes. *Lab fee assessed.*

CI216 • FALL
INTRODUCTION TO C#
4 CREDITS
PREREQUISITE: CI111

This is an introductory course of C#, an object-oriented programming language. It covers C# control structures, methods, arrays, object-oriented programming, and string. It is focused on building the foundation necessary to understand the capabilities of the C# programming language. *Lab fee assessed.*

CI219 • SPRING
INFORMATION ETHICS
4 CREDITS
PREREQUISITE: Sophomore standing

This course will introduce to the student the current patent, trademark, intellectual copyright law and code of ethics conducted in the information technology environment.

CI245 • FALL/SPRING
ADVANCED JAVA
4 CREDITS
PREREQUISITE: CI215

Build Java classes and Java applets for web programming. Design platform-independent Graphic User Interface using AWT and Swing. Establish network system using socket program with TCP/IP communication. *Lab fee assessed.*

CI246 • WINTER
ADVANCED C#
4 CREDITS
PREREQUISITE: CI216

Development of Web based client/server applications using the C# language. Emphasis is on applications involving graphics, files, streams and database access. *Lab fee assessed.*

CI248 • WINTER/SPRING
ADVANCED VISUAL BASIC.NET
4 CREDITS
PREREQUISITE: CI208

This course continues the CI208 course to cover designing class modules, menu, dialog, data control, and database access. *Lab fee assessed.*

CI249 • WINTER/SPRING
ADVANCED C++
4 CREDITS
PREREQUISITE: CI209

This course covers more advanced topics of C++ including standard I/O, overloading, using templates, class inheritance and virtual functions, and file management. It will also cover how to develop more structured and complicated applications using C++. *Lab fee assessed.*

CI250 • WINTER
COMPUTER ORGANIZATION
4 CREDITS
PREREQUISITE: CI101
COREQUISITE: MT156

This course covers numeric representation, logical gates, latches, adder design, architectural components, ALU, bus, I/O devices, memory organization, instruction set design and tradeoffs, addressing techniques.

CI255 • FALL/WINTER/SPRING
XHTML
4 CREDITS
PREREQUISITE: CI101

An introductory web design course that explains the family of current and future document types and modules that reproduce, subset, and extend HTML, reformulated in XML. Topics include how to create syntax and document, create tables and frames, design pages, use graphics, color, images and tools, use style sheets, and add multimedia and embedded objects. *Lab fee assessed.*

CI260 • FALL/WINTER
CLIENT SIDE SCRIPT
4 CREDITS
PREREQUISITE: CI255

This course is designed for students who are interested in web site development. The students will be introduced to basic principles of programming and client side script language. The course will use JavaScript to develop dynamic web pages. By the end of the class, the students will understand core JavaScript including language elements and client side JavaScript including objects that control the browser and its contents. *Lab fee assessed.*

CI265 • WINTER
SERVER SIDE SCRIPT
4 CREDITS
PREREQUISITES: CI214 and CI260

This course is designed for students who are interested in web site development. The students will be introduced to server side script language. The course will use PHP (Hypertext Preprocessor) to develop dynamic web pages. By the end of the class, the students will understand core PHP including language elements, client interaction, file processing, and database connectivity with MySQL. *Lab fee assessed.*

CI290 • SPRING
WINDOWS ARCHITECTURE AND SOLUTIONS
4 CREDITS
PREREQUISITE: CI250

An introductory course to address the fundamentals of Windows Application Architecture and Designing Solutions. It introduces architectures and design-level guidance for distributed application solutions and explores how software is developed using industry-standard methodologies in enterprise environments.

CI300 • SPRING
COMPUTER ARCHITECTURE
4 CREDITS
PREREQUISITE: CI250

This course covers computer systems analysis and design, interconnection structures, memory, I/O processors, machine instruction sets, microprogramming, CPU structures, control units, parallel processing and computer architecture systems.

CI301 • FALL
DATA COMMUNICATIONS
4 CREDITS
PREREQUISITE: CI300

Introduction to data communication concepts and facilities with an emphasis on protocols and interface specifications. It will cover terminology, common carriers, modes, codes used, application, and concepts of electronic communication systems.

CI310 • WINTER
PRINCIPLES OF DATABASE
4 CREDITS
PREREQUISITE: CI214

An introductory course to address the fundamentals of database modeling principles and the language provided by database management systems. Complete coverage of the relational model and an updated coverage of SQL plus an overview of network and hierarchical systems.

CI312 • WINTER
SYSTEMS ANALYSIS AND DESIGN
4 CREDITS
PREREQUISITES: BS101 and CI214

This course covers the process of systems analysis and design through solving real life case studies. It covers how to plan, determine and analyze requirements and design the information system. This course also covers file and database design, system architecture design, application development and system operation and technical support implementation.

CI320 • FALL
DATA STRUCTURES
4 CREDITS
PREREQUISITE: CI245, CI246 or CI249

Implementation and application of the essential data structures used in computer science. It covers basic data structures such as linked lists, stacks, queues, and trees. Particular emphasis is given to the use of object-oriented design and data abstraction in the creation and application of data structures. *Lab fee assessed.*

CI321 • WINTER
COMPUTER OPERATING SYSTEMS
4 CREDITS
PREREQUISITES: CI209, CI215 or
CI216, and CI250

Introduction to operating system concepts, including system organization for uniprocessors and multiprocessors, scheduling algorithms, process management, deadlocks, paging and segmentation, files and protection, and process coordination and communication.

CI325 • FALL
PC TROUBLESHOOTING AND CONFIGURATION
4 CREDITS
PREREQUISITE: CI250

This course covers the Windows hardware environment with emphasis on management and administration, database communication and utilization, diagnostic utilities, information backup, basic equipment servicing and replacement, and scanning and image processing. This course will prepare students to take the A+ certificate exam.

CI335 • FALL
E-COMMERCE I
4 CREDITS
PREREQUISITE: CI205

This course is designed for students who are interested in new breed of e-commerce. Students will be introduced to the technology infrastructure that forms the foundation for all e-commerce and the internet security and encryption. By the end of the class, students will understand the different types of e-commerce, concepts of business and revenue model, e-commerce infrastructure, e-commerce web site, security and encryption, and e-commerce payment systems.

CI340 • SPRING
ARTIFICIAL INTELLIGENCE
4 CREDITS
PREREQUISITE: CI320

This course covers concepts and application of Artificial Intelligence (AI). A fundamental logical model, knowledge base and rules will also be discussed. Some expert systems and Fuzzy logic will be introduced.

CI352 • FALL
**ORACLE DATABASE APPLICATIONS
DEVELOPMENT**
4 CREDITS
PREREQUISITE: CI214

This course covers writing code that interact with Oracle data by combining SQL statements with PL/SQL programming constructs. Students will learn how to declare and reference variables in PL/SQL and use cursors to process rows returned by a query. Practice writing conditional and looping structures to control the flow of statements within your PL/SQL blocks. Students also will learn to write procedures, functions, and packages that incorporate common programming constructs along with various SQL commands and functions. *Lab fee assessed.*

CI354 • SPRING
SQL SERVER DATABASE PROGRAMMING
4 CREDITS
PREREQUISITE: CI214

This course covers defining data storage, constructing simple and complex SQL queries, implementing primary key, domain and referential integrity, writing stored procedures and triggers. *Lab fee assessed.*

CI356 • FALL
OBJECT-ORIENTED PROGRAMMING
4 CREDITS
PREREQUISITE: CI215

This course covers Object-Oriented Designing and Programming. It includes basic concepts of object-oriented programming, object-oriented design, classes and functions, inheritance, static and dynamic binding. *Lab fee assessed.*

CI410 • SPRING/EVEN YEAR
ADVANCED DATABASE
4 CREDITS
PREREQUISITE: CI310

This course covers advanced database concepts, transaction management and concurrency control, object-oriented database, client/server system, data warehouse and database administration.

CI420 • WINTER/ODD YEAR
ALGORITHMS
4 CREDITS
PREREQUISITE: CI320

This course covers introduction to the design, behavior and analysis of computer algorithms and their relationship to the basic data structures. Searching, sorting and combinational algorithms are emphasized. Worst case and average bounds, on-time and space usage.

CI421 • SPRING/ODD YEAR
ADVANCED OPERATING SYSTEMS
4 CREDITS
PREREQUISITE: CI321

This course covers in detail the design and implementation of processes, interprocess communication, semaphores, monitors, message passing, remote procedure calls, scheduling algorithm, I/O, device drivers, memory management, file system design, network file servers, atomic transactions, security and protection mechanisms. The hardware-software interface is examined in detail.

CI431 • WINTER
TELECOMMUNICATIONS NETWORKS I
4 CREDITS
PREREQUISITE: CI301

Study of real-time and distributed processing computer networks including telecommunications and data transmission techniques. Design and implementation of typical systems.

CI432 • SPRING/EVEN YEAR
TELECOMMUNICATIONS NETWORKS II
4 CREDITS
PREREQUISITE: CI431

A continuation of CI431. Advanced topics in Telecommunications Networks I.

CI433 • FALL/ODD YEAR
CRYPTOGRAPHY AND NETWORK SECURITY
4 CREDITS
PREREQUISITE: CI301 or consent of instructor

This course provides an introduction to the theory and practice of cryptography and network security. It covers conventional and public-key cryptography, authentication and digital signatures. In addition, the practical network and security protocols are discussed.

CI435 • WINTER
E-COMMERCE II
4 CREDITS
PREREQUISITE: CI335

This course is designed for students who are interested in new breed of e-commerce. Students will be introduced to the business concepts and social-legal issues that surround the development of e-commerce and the real world e-commerce experience. By the end of class, students will understand the e-commerce marketing concepts and communication, ethical, social, and political issues on e-commerce, retail, services, business-to-business, auctions, portal, communities, and digital online media.

CI455 • SPRING
E-COMMERCE USER EXPERIENCE
8 CREDITS
PREREQUISITES: CI260 and CI265

This course is designed for students who are interested in designing usable web sites. The students will be introduced to the usability engineering lifecycle. By the end of the class, the students will understand how to design, develop, and evaluate web sites including guidelines, heuristic evaluation, and paper prototyping. Also, the students will design a simple web site. *Lab fee assessed.*

CI457 • FALL/EVEN YEAR
SOFTWARE DEVELOPMENT AND TESTING
4 CREDITS
PREREQUISITES: CI245, CI246, CI248 or CI249, and CI312

This is an introductory course to software development and testing. It covers the techniques of designing, developing and testing high quality software systems. Also covers the software testing strategies, designing test plans and test cases, design reviewing and inspections. *Lab fee assessed.*

CI460 • FALL
MANAGEMENT INFORMATION SYSTEMS
4 CREDITS
PREREQUISITE: CI312

This course covers information technology in two sectors: business (hardware, software, telecommunications, network, internet, intranet, data management) and management (interorganizational and international information systems). It also covers decision support, expert system and planning, acquisition and control of the information system.

CI492 • AS NEEDED
SENIOR PROJECT
4 CREDITS
PREREQUISITES: CI320 and Senior standing

Senior students need to present a practical project in any business field by using any programming language or website script language. *Lab fee assessed.*

CI493 • AS NEEDED
SPECIAL TOPICS IN CIS TECHNOLOGY
4 CREDITS
PREREQUISITE: Senior standing

The topics in this course will cover the most up-to-date technology in hardware or software development.

COOPERATIVE EDUCATION

CP300 • AS NEEDED
COOPERATIVE EDUCATION I
1-4 CREDITS
PREREQUISITE: Sophomore standing

Students apply what they have learned in their academic programs to the workplace under the supervision of both the employer and the University. Cooperative education objectives are particularized in accordance with demands of the workplace and career needs of the students.

CP301 • AS NEEDED
COOPERATIVE EDUCATION II
1-4 CREDITS
PREREQUISITE: CP300

Continuation of CP300. The course requires students to assume greater responsibility and achieve more complex objectives than in the previous course.

CRIMINAL JUSTICE

CJ201 • FALL/WINTER/SPRING
INTRODUCTION TO THE JUSTICE SYSTEM
4 CREDITS
COREQUISITE: EN151

The study of the evolution and contemporary operations of criminal justice agencies and how different parts of the system interrelate; major policy issues and problems facing the system, from policing through probation and parole and the use of discretion.

CJ202 • WINTER
ADMINISTRATION OF CRIMINAL JUSTICE SYSTEM
4 CREDITS
COREQUISITE: EN151

Justice administration in the United States including determinate sentencing laws and community policing and corrections; exploration of the roles and responsibilities of the police in society with special emphasis on leadership and community relations; legal, technical and administrative topics in justice administration.

CJ203 • FALL
ADMINISTRATION OF JUVENILE JUSTICE SYSTEM
4 CREDITS
COREQUISITE: EN151

Justice administration in the United States with particular emphasis on the juvenile justice system; a review of criminological theories, organizational decision-making, and a consideration of contemporary justice policies with specific attention to juveniles.

CJ220 • WINTER
CRIMINAL LAW AND PROCEDURE
4 CREDITS
PREREQUISITE: CJ201

Overview of the development of law and legal institutions from historical, comparative and contemporary perspectives; legal issues associated with the investigation of crime, collection of evidence, adjudication, sentencing and appellate rights.

CJ230 • SPRING
INTRODUCTION TO INVESTIGATION
4 CREDITS
PREREQUISITE: CJ201

Review and critique of methods used for reconstructing criminal acts using information derived from people, physical evidence and records; scientific, organizational and legal considerations in conducting such investigations.

CJ240 • FALL
POLICE ORGANIZATION AND MANAGEMENT
4 CREDITS
PREREQUISITE: CJ201

An exploration of the functions, management and organization of police and related investigative agencies; with special emphasis given to those on the local level, understanding the nature of the experience of being a police officer.

CJ250 • WINTER
PROFESSIONAL RESPONSIBILITY IN CRIMINAL JUSTICE
4 CREDITS
PREREQUISITE: CJ201

The historical evolution, philosophical justification and political context of human rights is explored. The balance between individual rights and social responsibility within the context of the contemporary criminal justice system is explored.

CJ260 • SPRING
CONSTITUTIONAL LAW
4 CREDITS
PREREQUISITE: CJ201

The development of United States constitutional law and legal institutions from historical and contemporary perspectives; interrelationships of law, custom, morality and social change; the legal profession is explored.

CJ270 • FALL
CRISIS INTERVENTION AND DEVIANT BEHAVIOR
4 CREDITS
PREREQUISITE: CJ201

The application of theories of multi-disciplinary approaches to planning for crisis intervention for incidents which threaten the safety and security of both the public and individuals; causes and consequences of social deviancy and its impact on the individual, group and society.

CJ280 • AS NEEDED
CRIMINAL JUSTICE INTERNSHIP
4 CREDITS
PREREQUISITES: CJ202 and CJ220

Observation and participation in the work of a criminal justice agency, public or private; work is supervised by a faculty member and management personnel of the agency.

ECONOMICS

EC201 • FALL/WINTER
PRINCIPLES OF MICROECONOMICS
4 CREDITS
PREREQUISITE: MT155 or consent of the instructor

A study of the theories of microeconomics including the relationship between supply and demand, price and production in perfectly competitive, monopolistic competitive and oligopoly, and monopolistic market structures. Emphasis and examples in class are related to current local, national, and international events which relate to microeconomic theory.

EC202 • WINTER/SPRING
PRINCIPLES OF MACROECONOMICS
4 CREDITS
PREREQUISITE: MT155 or consent of the instructor

A study of macroeconomic issues including factors of economic growth (productivity), unemployment and inflation. Government policy that attempts to balance economic, political and social considerations is examined with an emphasis on contemporary events.

EC311 • SPRING
COMPARATIVE ECONOMIC SYSTEMS
4 CREDITS
PREREQUISITE: EC202

A study of the historical development of economic theories of capitalism, fascism, socialism and communism. The relationship between economic theory and current global macroeconomic issues is examined with small group discussion and presentation.

EC431 • FALL
INTERNATIONAL ECONOMICS
4 CREDITS
PREREQUISITES: EC202 and Senior standing

An examination of global economic considerations including trade issues, international monetary policy, balance of payment issues and regional economic integration.

ELECTRONICS

ET101 • FALL/WINTER/SPRING
BASIC ELECTRONICS
4 CREDITS
PREREQUISITE: None

Areas of study include fundamentals of atomic structure, electronic configuration, SPDF levels, charge, EMF, power, resistors, capacitors, inductors, passive and active elements, construction of passive elements, frequency, sweep time, principles of various instruments such as D.C. power supply, function generator, oscilloscope and sweep generator.

**ET102 • FALL/WINTER/SPRING
BASIC ELECTRONICS WORKSHOP**
4 CREDITS
PREREQUISITE: ET101
COREQUISITE: MT155

Construction of simple circuits using resistors, inductors and capacitors with D.C. and A.C. power supplies. Hands-on training with D.C. power supply, function generator, oscilloscope, sweep generator and other test equipment.

**ET106 • WINTER/SPRING
CIRCUIT ANALYSIS**
4 CREDITS
PREREQUISITE: ET102
COREQUISITES: ET107 and MT156

Volt-ampere characteristics for circuit elements; independent and dependent sources; Kirchhoff's laws and circuit equations. Source transformations; Thevenin's and Norton's theorems; Millman's theorem and superposition theorem. Step response of 1st order (RC, RL) and 2nd order (RLC) circuits. Phasor analysis, impedance calculations, and computation of sinusoidal steady state responses. Instantaneous and average power, complex power, power factor correction, and maximum power transfer.

**ET107 • WINTER/SPRING
CIRCUIT ANALYSIS LABORATORY**
4 CREDITS
COREQUISITES: ET106 and MT156

Labs are conducted in the following areas: Series and parallel circuits using loop method, Thevenin's theorem, Norton's theorem, Superposition theorem, DELTA-WYE and vice-versa circuits, passive elements in phasor analysis, Rectangle to Polar coordinate circuits and phase angle verification for all passive elements.

**ET150 • FALL/WINTER/SPRING
INTRODUCTION TO DIGITAL SYSTEMS**
4 CREDITS
PREREQUISITE: ET106
COREQUISITES: ET151 and MT158

Areas of study include base conversions, base operations, complements, logic gates, Boolean algebra, proof by induction, SOP, POS, universal gates, combination circuits, K-maps, multiplexers, decoders, encoders, comparators, PLA, PLC, PAL, RAM, and ROM.

**ET151 • FALL/WINTER/SPRING
DIGITAL SYSTEMS LABORATORY**
4 CREDITS
COREQUISITES: ET150 and MT158

Labs are conducted using SSI, MSI, LSI, and VLSI chips to perform experiments in Logic gate verifications, Proving D'Morgans theorem, Decoder and Encoder circuits, Mux and Demux circuits, Real Time design and implementation of logics, PLA and PLCs, and Register circuits.

**ET155 • WINTER/SPRING
SOLID STATE DEVICES**
4 CREDITS
PREREQUISITE: ET106
COREQUISITE: ET156 and MT160

Introduces and explains terminology, models, properties, and concepts associated with semiconductor devices. Provides detailed insight into the internal workings of the "building-block" device structures such as the pn-junction diode, Schottky diode, BJT, MOS capacitor and MOSFET. Presents information about a wide variety of other devices including solar cells, LEDs, HBTs, and modern field-effect devices. Systematically develops the analytical tools needed to solve practical device problems.

ET156 • WINTER/SPRING
SOLID STATE DEVICES LABORATORY
4 CREDITS
COREQUISITES: ET155 and MT160

Lab experiments include designing, testing, and fabricating HW rectifiers, FW rectifiers, Biasing, BJT, UJT, MOSFET's, and small signal amplifiers.

ET206 • FALL/SPRING
COMMUNICATION ENGINEERING
4 CREDITS
PREREQUISITE: ET155
COREQUISITE: MT170

Continuous-time signals and spectra angle modulation, frequency division, multiplexing, sampling theory, quantization theory, digital line coding methods, digital signal, spectra, probability of error in digital communications. Emphasis on engineering applications of theory to communication system design. Introduces the use of engineering techniques in the design and testing of communication systems.

ET216 • WINTER/SPRING
VLSI TOOLS AND DESIGN
4 CREDITS
COREQUISITE: ET206

VLSI design is conducted by using CAD tools to obtain functional block and to fabricate devices involving various modeling. Design includes CMOS combinational and sequential circuits; designing arithmetic building blocks and memory structures; interconnection and timing issues; testing and verification; and system design considerations.

ET263 • WINTER/SPRING
RF COMMUNICATIONS
4 CREDITS
PREREQUISITE: ET216
COREQUISITE: MT202

Introduction to RF and wireless technology, Basic concepts in RF design, modulation and detection, multiple access techniques, wireless standards, transceiver architecture, low-noise amplifiers and mixers, oscillators, frequency synthesizers, and power amplifiers.

ET268 • WINTER/SPRING
DIGITAL AND CAD DESIGN
4 CREDITS
PREREQUISITE: ET216
COREQUISITE: MT202

Introduction to VHDL, combinational design using VHDL, sequential circuit design using VHDL, introduction to FPGAs, issues and tools tech. mapping for FPGA imp. Issues and tools in physical design for FPGA imp.

ET270 • FALL/SPRING
DIGITAL CIRCUITS I
4 CREDITS
PREREQUISITES: ET150 and MT203
COREQUISITE: ET271

Tri-state logic, latches, flip-flops and characteristics, counters, shift registers, sequential circuits, state table, state equation, state reduction and race problem.

ET271 • FALL/SPRING
DIGITAL CIRCUITS LABORATORY I
4 CREDITS
COREQUISITE: ET270

Practical lab experience with LSI, MSI chips are used to construct memory elements, counters, registers and various synchronous circuits. Micrologic software is used to simulate circuits.

ET282 • FALL
NETWORKS I
4 CREDITS
PREREQUISITE: ET216
COREQUISITES: ET283 and MT203

The study of analog signals, digital signals, twisted pairs, coaxial cable, electrical properties of cable, encoding, noise and distortion in networks, error control, multiplexers, SDM, FDM, TDM, STM, network growth, compatibility, delays and expansion, network protocols, classification of network, LAN, far network interface controller, serial network interface, the coaxial transfer and receiver interface and multiplexing satellite signals.

ET283 • FALL
NETWORKS LABORATORY I
4 CREDITS
COREQUISITES: ET282 and MT203

Through the use of simulation software students solve problems that engineers face. Students also use oscilloscopes, signal generators and high frequency counters to check electric signals. In addition students are engaged in checking the functions of error control, MUX and other modulation.

ET300 • WINTER/SPRING
FILTER DESIGN
4 CREDITS
PREREQUISITE: ET216
COREQUISITE: ET301

Solution to the filtering approximation problem via Butterworth and Chebyshev. Transfer function scaling and type transformations. Effects of A/D and D/A conversion. Digital filter design methods. Active filter design using operational amplifiers. Operation and design of switched capacitor filters.

ET301 • WINTER/SPRING
FILTER DESIGN LABORATORY
4 CREDITS
COREQUISITE: ET300

Laboratory experiments in the design, synthesis and testing of filter circuits involving Nth order VCVS, multi-stage circuits, notch filters and single source are conducted.

ET315 • WINTER/SPRING
INTEGRATED CIRCUITS
4 CREDITS
PREREQUISITE: ET268
COREQUISITE: ET316

Analysis, design and fabrication of silicon bipolar and MOSFET monolithic integrated circuits. Consideration of amplifier circuit design and fabrication techniques. Integrated operational amplifiers with different amplifiers, current sources, active loads, and voltage references. Design of IC analog circuit building blocks.

ET316 • WINTER/SPRING
INTEGRATED CIRCUITS LABORATORY
4 CREDITS
COREQUISITE: ET315

Circuit simulation using Spice-2 is strongly emphasized while designing and verifying integrated circuit layout, fabrication techniques and building monolithic integrated circuits.

ET370 • FALL/WINTER
DIGITAL CIRCUITS II
4 CREDITS
PREREQUISITE: ET270
COREQUISITE: ET371

The study of fault analysis, testing, fault detection, fault masking, error correction codes, D/A converter circuitry, DAC specification, DAC application, A/D converter circuitry, digital RAMP and A/D converter.

ET371 • FALL/WINTER
DIGITAL CIRCUITS LABORATORY II
4 CREDITS
COREQUISITE: ET370

Lab projects involving fault detection, D/A circuits, A/D circuits and fault-masking are demonstrated.

ET378 • FALL/SPRING
DIGITAL SIGNAL PROCESSING
4 CREDITS
PREREQUISITE: ET268
COREQUISITE: ET379

The study of discrete time signals and systems and properties, analysis of discrete time systems, frequency response, Z-transform and properties, stability and complete response, structures for discrete time systems, properties of analog filters and frequency transformations, design of finite impulse response digital filters, design of infinite impulse response, digital filters, discrete Fourier transform and fast Fourier transform algorithm and applications.

ET379 • FALL/SPRING
DIGITAL SIGNAL PROCESSING LABORATORY
4 CREDITS
COREQUISITE: ET378

Practical lab experiments are conducted to various frequency response of digital and analog filters. Micro logic software is used to simulate circuits.

ET382 • WINTER
NETWORKS II
4 CREDITS
PREREQUISITE: ET282
COREQUISITE: ET383

Introduction to typical end to end connection, optical interface layers, frame structure, STS-1, line rate, N-NC frame, multiplexing procedure, virtual tributary, payload pointers, frequency justification and new data flag, signal mapping, asynchronous mapping for DS3 payload, synchronization and timing.

ET383 • WINTER
NETWORKS LABORATORY II
4 CREDITS
COREQUISITE: ET382

Study of transport capability tests, payload pointer tests, embedded overhead tests, line interface tests and mapping testing and alarm reporting test.

ET420 • FALL/SPRING
FIBER OPTICS
4 CREDITS
PREREQUISITE: ET378

Optical energy, optical fibers, fiber optic light sources, fiber optic transmitter and receivers and fiber optic systems are covered.

ET470 • WINTER/SPRING
DIGITAL CIRCUITS III
4 CREDITS
PREREQUISITE: PH113
COREQUISITE: ET471

This course encompasses ASM chart, timing considerations, control implementation, design with multiplexers, PLA control, ASL design, reduction of state and flow tables, race free state assignments and hazards.

ET471 • WINTER/SPRING
DIGITAL CIRCUITS LABORATORY III
4 CREDITS
COREQUISITE: ET470

Clock-pulse generator, mix circuitry, SM circuits and ASL circuits are implemented, tested and verified.

**ET482 • SPRING
NETWORKS III**
4 CREDITS
PREREQUISITE: ET382
COREQUISITE: ET483

Single networks for all traffic types, voice, data, video, transportation of ATM over twisted pair, coaxial and fiber optics, requirements of signals and electrical parameters, simplified network management (SNM), access and trunk bandwidth, calculation of dedicated BW per connection and connection procedure are covered.

**ET483 • SPRING
NETWORKS LABORATORY III**
4 CREDITS
COREQUISITE: ET482

Using simulation software students are required to create ATM layered architecture allowing multiple services like voice, data and video to be mixed over the network.

**ET492 • FALL/WINTER/SPRING
SENIOR PROJECT**
4 CREDITS
PREREQUISITE: Senior standing or consent of instructor

Topics for senior project may involve analog circuits, communication, digital or network. Students are encouraged to design, implement and verify circuits based on an innovative and practical approach.

ENGLISH AS A SECOND LANGUAGE

**EN081 • AS NEEDED
ESL WRITING I**
4 CREDITS
PREREQUISITE: Placement

The course will help non-native speakers to write correct sentences and paragraphs in English. It will introduce the concepts of topic sentence, support and concluding sentence of a paragraph. By the end of the course students should be able to write short paragraphs about themselves, their families, their jobs, and their experiences in America. Credits do not count towards graduation.

**EN082 • AS NEEDED
ESL GRAMMAR I**
4 CREDITS
PREREQUISITE: Placement

The course will help non-native speakers create formally correct simple sentences and understand the meanings of different verb and noun forms. By the end of the class students should be able to recognize and use correctly such verb forms as Simple Present, Past and Future and Progressive Present, Past and Future. Credits do not count towards graduation.

**EN083 • AS NEEDED
ESL SPEAKING/LISTENING I**
4 CREDITS
PREREQUISITE: Placement

The course will help non-native speakers reduce their accent, practice talking in English with native speakers, make short presentations about themselves, their jobs, and their hobbies. The course will also involve listening to radio, TV and audiotapes. Credits do not count towards graduation.

EN084 • AS NEEDED
ESL READING I
4 CREDITS
PREREQUISITE: Placement

Non-native speakers will work on understanding printed texts in formal English, increase vocabulary, learn to read faster. Texts will include short narratives, poems, newspaper articles and other appropriate genres. Credits do not count towards graduation.

EN091 • AS NEEDED
ESL WRITING II
4 CREDITS
PREREQUISITE: Placement or EN081

The course will help non-native speakers express their ideas in written English. Students will write a 5-paragraph narrative and practice developing memos (e.g. field trip report), resumes, letters (e.g. a letter of complaint or a letter of recommendation). Students will also practice writing formal letters for academic and work-related purposes. Credits do not count towards graduation.

EN092 • AS NEEDED
ESL GRAMMAR II
4 CREDITS
PREREQUISITE: Placement or EN082

The course will help non-native speakers use and understand the meanings of most formal grammatical structures. By the end of the class students should be able to recognize and use correctly all verb forms and Conditional Infinitives, Modal Verbs for past events; attention will be given to academic patterns, such as the use of Passive. Emphasis on daily use in practical situations. Credits do not count towards graduation.

EN093 • AS NEEDED
ESL SPEAKING/LISTENING II
4 CREDITS
PREREQUISITE: Placement or EN083

The course will help non-native speakers reduce their accent, differentiate between similar sounding English words, make formal presentations on academic and cultural topics. The course will involve note-taking while listening to guest speakers and mass media. Conversation strategies will be discussed and practiced. Students will make presentations using PowerPoint and other media. Credits do not count towards graduation.

EN094 • AS NEEDED
ESL READING II
4 CREDITS
PREREQUISITE: Placement or EN084

Non-native speakers will work on their vocabulary and reading strategies. Texts will cover specific academic areas, mass media and fiction. Students will practice textual analysis and discuss their readings. Some TOEFL-preparation strategies will be used. Credits do not count towards graduation.

EN095 • AS NEEDED
ESL WRITING III
4 CREDITS
PREREQUISITE: Placement or EN091

Non-native speakers will express their ideas in formal academic English. Students will learn about the conventions of work-related documents, such as cover letters and reports, and academic prose, such as essays. Students will write a short research paper using MLA and/or APA style of citation; look at difference in style between newspaper articles, personal letters, fiction, creative non-fiction. Develop memo, further develop resume, cover letter. TOEFL-preparation strategies will be used. Upon completion students may transfer into EN151. Credits do not count towards graduation.

EN096 • AS NEEDED
ESL GRAMMAR III
4 CREDITS
PREREQUISITE: Placement or EN092

Non-native speakers will use and understand the meanings of complex grammatical structures, such as Conditional and Complex Subject, commonly used in formal English. The course will concentrate on real-life usage of formal structures, drawing examples from political speeches, respectable mass media outlets and academic lectures. Credits do not count towards graduation.

EN097 • AS NEEDED
ESL SPEAKING/LISTENING III
4 CREDITS
PREREQUISITE: Placement or EN093

Non-native speakers will practice English intonation patterns, make formal presentations on academic and cultural topics, practice note-taking. Students will role-play work related and academic situations and use such conversation strategies as expressing disagreement, expressing support, changing subject, and introducing examples. The course will include watching and discussing video materials, listening to novels recorded by actors and listening to the news. Credits do not count towards graduation.

EN098 • AS NEEDED
ESL READING III
4 CREDITS
PREREQUISITE: Placement or EN094

Non-native speakers will prepare to read complex academic and business materials. TOEFL reading strategies and exercises will be used. Students will also read and discuss a novel, some of the texts required in American high schools, and materials of current interest. Credits do not count towards graduation.

ENGLISH & COMMUNICATIONS

EN121 • FALL/WINTER/SPRING
COLLEGE READING
4 CREDITS
PREREQUISITE: Placement

Study of reading, comprehension, vocabulary building and critical thinking. Credits do not count towards graduation.

EN123 • FALL/WINTER/SPRING
COLLEGE WRITING
4 CREDITS
PREREQUISITE: Placement

An introduction to the mechanics of essay writing. Grammar, drafting, revision, and appropriate college presentation are emphasized. Credits do not count towards graduation.

EN151 • FALL/WINTER/SPRING
RHETORIC AND STYLE
4 CREDITS
PREREQUISITE: EN123 or Placement

An introduction to the forms and conventions of essay writing. Emphasis is placed on audience analysis, the nature of the composition process, and summarizing. Writing and revising expressive, expository, and persuasive essays.

EN152 • FALL/WINTER/SPRING
WRITING FROM SOURCES
4 CREDITS
PREREQUISITE: EN151

Analysis of essays and synthesizing sources. Documented writing required.

EN153 • FALL
HONORS ENGLISH
4 CREDITS
PREREQUISITE: Placement

Summary, synthesis, and interpretation using representative literary texts. Study of the relation of conventions and genre to cultural practice. Research paper required.

**EN154 • FALL/WINTER/SPRING
TECHNICAL WRITING**
4 CREDITS
PREREQUISITE: EN152

Organization and design of standard documents common to business, science and technology, letters, memos, reports and resumes. Emphasis is placed on audience, purpose and style.

**EN155 • FALL/WINTER/SPRING
INTRODUCTION TO JOURNALISM**
4 CREDITS
PREREQUISITE: EN151

An introduction to print journalism. Emphasis is placed on the gathering of information and its accurate presentation. Critical evaluation of news reporting includes instruction and practice in the avoidance of faulty interpretation of facts and in the recognition of propaganda appeals and libel.

**EN166 • FALL/WINTER/SPRING
SPEECH**
4 CREDITS
PREREQUISITE: None

An introduction to public speaking. Requires oral presentations by students in a variety of public speaking situations. Emphasis is placed on diction, delivery, audience analysis, purpose and research.

**EN170 • FALL/WINTER/SPRING
WRITING FOR MULTIMEDIA**
4 CREDITS
PREREQUISITE: EN151

An introduction to the basic writing skills necessary to create messages for the multimedia environment, such as web-based and other digital formats, including text, audio, and still and moving images.

**EN180 • FALL/EVEN YEAR
INTRODUCTION TO BROADCASTING**
4 CREDITS
PREREQUISITE: EN151

Introductory course deals with the language and concepts of broadcasting. Students are introduced to broadcast history, station organization, present and past technologies, and terminology.

**EN205 • FALL/ODD YEAR
CREATIVE WRITING**
4 CREDITS
PREREQUISITE: EN152

A workshop for students interested in writing fiction and poetry. Basic techniques of story telling and description.

**EN210 • SPRING
INTRODUCTION TO FICTION**
4 CREDITS
PREREQUISITE: EN152

Study of individual stories in their cultural contexts. Emphasis on student's ability to recognize the conventions of fiction.

**EN211 • FALL
INTRODUCTION TO DRAMA**
4 CREDITS
PREREQUISITE: EN152

Study of individual plays in their cultural contexts. Emphasis on the student's ability to recognize the conventions of drama.

**EN212 • WINTER
INTRODUCTION TO POETRY**
4 CREDITS
PREREQUISITE: EN152

Study of individual poems in their cultural contexts. Emphasis on the student's ability to recognize the conventions of poetry.

**EN213 • WINTER/ODD YEAR
PERSUASION AND RESEARCH**
4 CREDITS
PREREQUISITE: EN152

Study of effective and ineffective persuasive techniques. Emphasis on the rhetorical analysis of arguments and the effective use of sources.

**EN214 • SPRING/ODD YEAR
LOGIC**
4 CREDITS
PREREQUISITE: EN152

Study of the relationship of language to logic. Emphasis on the logical analysis of arguments.

**EN215 • FALL/ODD YEAR
RHETORIC AND PUBLIC ISSUES**
4 CREDITS
PREREQUISITE: EN152

Role of public discourse and persuasive campaigns in selecting, structuring, and presenting versions of reality. Nature and impact of rhetoric in public controversy. Critical analysis of the effect of speeches, debates, editorials, and argumentative material.

**EN/MN228 • FALL/SPRING
DESKTOP PUBLISHING**
4 CREDITS
PREREQUISITES: EN152 and CI101

Principles and practices of gathering, evaluating, and presenting information for mass audiences, with attention to print and electronic media. Students will learn the latest publishing software. *Lab fee assessed.*

**EN230 • FALL/EVEN YEAR
BASIC NEWS WRITING**
4 CREDITS
PREREQUISITE: EN152

Principles and practices of gathering, evaluating, and presenting information for mass audiences, with attention to print and electronic media.

**EN/MM235 • WINTER
ADVANCED TOPICS IN DESKTOP PUBLISHING**
4 CREDITS
PREREQUISITE: EN225

This is the second course in the sequence of MM225. The graphics and text manipulation will be covered. *Lab fee assessed.*

**EN249 • SPRING
INTRODUCTION TO FILM**
4 CREDITS
PREREQUISITE: EN152

Study of the conventions of film. Presentation of major theoretical and critical perspectives for analysis of film.

**EN251 • FALL/ODD YEAR
LITERATURE FOR ADOLESCENTS**
4 CREDITS
PREREQUISITE: EN152

Poetry and prose that meets the interests and capabilities of adolescents. Both classical and recent literature is stressed. Discussion of how literature can be used in the classroom setting.

**EN260 • WINTER/ODD YEAR
APPLIED GRAMMAR**
4 CREDITS
PREREQUISITE: EN152

A study of the syntax of English as described by traditional grammarians with some attention to usage, the development of proofreading skills, and the descriptive principles of transformational grammar.

**EN262 • SPRING
INTRODUCTION TO THE TEACHING
OF READING**
4 CREDITS
PREREQUISITE: EN152

Approaches to the teaching of reading and practical applications. Focus on research and assessment.

EN270 • FALL/ODD YEAR
MYTHOLOGIES OF THE WORLD
4 CREDITS
PREREQUISITE: EN152

Myths from Africa, Asia, Europe, and the Americas. Study of the relation between myths and the cultures that create them.

Contemporary fiction influenced by the mythic tradition.

EN271 • FALL/EVEN YEAR
SCIENCE FICTION
4 CREDITS
PREREQUISITE: EN152

Discusses classic and modern science fiction literature and films. Identifies the appeal of the genre, its generic features, and the social issues it addresses.

EN301 • FALL/EVEN YEAR
ADVANCED COMPOSITION
4 CREDITS
PREREQUISITE: EN152

Involves studying response papers to academic essays employing specific expository patterns.

EN311 • FALL/EVEN YEAR
AMERICAN LITERATURE I
4 CREDITS
PREREQUISITE: EN210 or EN211 or EN212

Survey of American literature from early colonial period through the Civil War, including such authors as Emerson, Hawthorne, Poe, Thoreau, Melville, Whitman, and Dickinson.

EN312 • WINTER/EVEN YEAR
AMERICAN LITERATURE II
4 CREDITS
PREREQUISITE: EN210 or EN211 or EN212

Survey of American literature from the Civil War to World War II, including such authors as Twain, James, Chopin, Stevens, Eliot, Hemingway, Faulkner, Hurston, and Wright.

EN313 • SPRING/EVEN YEAR
CONTEMPORARY AMERICAN LITERATURE
4 CREDITS
PREREQUISITE: EN210 or EN211 or EN212

Survey of American literature since 1945, including such authors as Bellow, Rich, Plath, Morrison, Pynchon, and Ashbery.

EN321 • FALL/ODD YEAR
ENGLISH LITERATURE I
4 CREDITS
PREREQUISITE: EN210 or EN211 or EN212

Survey of British writers from Anglo-Saxon times through the 18th century in their historical, cultural, and literary environments.

EN322 • WINTER/ODD YEAR
ENGLISH LITERATURE II
4 CREDITS
PREREQUISITE: EN210 or EN211 or EN212

Survey of English writers in the 19th century in their historical, cultural, and literary environments.

EN323 • SPRING/ODD YEAR
ENGLISH LITERATURE III
4 CREDITS
PREREQUISITE: EN210 or EN211 or EN212

Survey of English writers in the 20th century in their historical, cultural, and literary environments.

EN331 • FALL/EVEN YEAR
ANCIENT WORLD LITERATURE
4 CREDITS
PREREQUISITE: EN210 or EN211 or EN212

Survey of world literature from its origins to the building of the civilizations of Rome, Persia, India, and China. Focus on epic poetry, drama, and scriptures. Discussion of literary genre and the relation of literature to culture.

EN332 • FALL/EVEN YEAR
WORLD LITERATURE FROM 100 TO 1450 CE
4 CREDITS
PREREQUISITE: EN210 or EN211 or EN212

Survey of world literature from 100 through 1450 CE. Focus on romance and the beginnings of prose stories. Discussion of literary genre and the relation of literature to culture.

EN333 • SPRING/EVEN YEAR
WORLD LITERATURE FROM 1450 TO 1650 CE
4 CREDITS
PREREQUISITE: EN210 or EN211 or EN212

Survey of world literature from 1450 to 1650 CE. Focus on the impact of the European exploration of the rest of the world and the dissolution of the feudal world. Discussion of literary genre and the relation of literature to culture.

EN334 • FALL/ODD YEAR
WORLD LITERATURE FROM 1650 TO 1800 CE
4 CREDITS
PREREQUISITE: EN210 or EN211 or EN212

Survey of world literature from 1650 to 1800 CE. Focus on the impact of the scientific revolution on literature and the conflict between tradition and innovation. Discussion of literary genre and the relation of literature to culture.

EN335 • WINTER/ODD YEAR
19th CENTURY WORLD LITERATURE
4 CREDITS
PREREQUISITE: EN210 or EN211 or EN212

Survey of 19th century world literature. Focus on the impact of industrialization and colonization, the development of prose fiction, romanticism, and realism. Discussion of literary genre and the relation of literature to culture.

EN336 • SPRING/ODD YEAR
20th CENTURY WORLD LITERATURE
4 CREDITS
PREREQUISITE: EN210 or EN211 or EN212

Survey of 20th century world literature. Focus on modernism as an international phenomenon, globalism, anti-colonialism, the impact of the mass media, and postmodernism. Discussion of literary genre and the relation of literature to culture.

EN341 • WINTER/ODD YEAR
AFRICAN-AMERICAN LITERATURE
4 CREDITS
PREREQUISITE: EN210 or EN211 or EN212

Major works of fiction, prose and poetry by African-American writers. A brief overview of the historical, social and political context of African-American literature.

EN342 • WINTER/ODD YEAR
LATIN AMERICAN LITERATURE
4 CREDITS
PREREQUISITE: EN210 or EN211 or EN212

Major works of fiction by Latin American writers. A brief overview of the historical, social and political context of Latin American literature.

EN350 • WINTER/ODD YEAR
THE TEACHING OF WRITING
4 CREDITS
PREREQUISITE: EN152

Approaches to the teaching of writing on the middle school and high school levels with a focus on the multicultural classroom.

EN370 • WINTER
GROUP DYNAMICS AND TEAM BUILDING
4 CREDITS
PREREQUISITE: EN152

Application of the principles of group dynamics to effective communication in a variety of contexts. Students examine the effects of group structure, collaboration, and decision-making on performance. Special emphasis on critical thinking and personal involvement in the group process. Students will work on a collaborative research project and will organize a symposium.

EN372 • WINTER/EVEN YEAR
FEATURE WRITING
4 CREDITS
PREREQUISITE: EN155 or consent of Instructor

Introduction to the principles and practices of gathering and reporting information for mass audiences with special attention to print and electronic media. Focus on writing news feature articles, interviews, headlines, and editorials. Students will also learn about the legal and ethical challenges involved with writing and reporting news to the public.

EN380 • SPRING/ODD YEAR
NEGOTIATION
4 CREDITS
PREREQUISITE: EN152

Negotiation theory and its application to the world of work. Topics covered include negotiating in multi-party situations; challenges of representing groups whether they are corporations, class parties, or families; the effect of intra-group and inter-group negotiations, barriers to dispute resolution; and the role of third parties in complex negotiations.

EN406 • WINTER/ODD YEAR
WILLIAM SHAKESPEARE
4 CREDITS
PREREQUISITE: EN211 or EN212

A study of the poems and plays of William Shakespeare, placing the texts in their historical and generic contexts.

EN411 • WINTER/ODD YEAR
COMMUNICATION THEORY
4 CREDITS
PREREQUISITE: Senior standing

A study of contemporary theories of intrapersonal, interpersonal and mediated communication processes through the examination of communication models and research literature.

EN412 • SPRING/ODD YEAR
MASS MEDIA AND SOCIETY
4 CREDITS
PREREQUISITE: Senior standing

A study of the nature of mass media and the formation of public opinion in a particular society.

EN432 • FALL/ODD YEAR
LANGUAGE AND MIND
4 CREDITS
PREREQUISITE: Senior standing

An introduction to psycholinguistics with emphasis on language acquisition and processing.

EN433 • WINTER/EVEN YEAR
LANGUAGE AND SOCIETY
4 CREDITS
PREREQUISITE: Senior standing

An introduction to sociolinguistics with emphasis on literacy and the relation of language to social stratification and cohesion.

EN434 • WINTER/ODD YEAR
HISTORY OF THE ENGLISH LANGUAGE
4 CREDITS
PREREQUISITE: EN152

Explores the sources of the English Language, its change from Old English to what it is today, and the process by which Standard English was codified. Particular emphasis on dialects and contemporary variations of English.

**EN440 • SPRING/EVEN YEAR
PERSUASION AND DEBATE**
4 CREDITS
PREREQUISITE: EN213 or EN215

Focus on improving critical thinking and argumentation skills. The student will develop the ability to apply those skills in a variety of communication situations (business, legal, personal issues). Students will research, analyze, and develop sound arguments on various relevant issues and apply the basic principles of argumentation to various forms of debate.

**EN451 • SPRING
INTRODUCTION TO LITERARY THEORY**
4 CREDITS
PREREQUISITE: EN210 or EN211 or EN212

Study of literary theory with focus on structuralism, deconstruction, psychoanalytical criticism, ideological criticism, feminist criticism, post-colonial criticism, and post modernism. Students study both the principles of theory and apply them to specific texts.

**EN491 • AS NEEDED
SENIOR SEMINAR**
4 CREDITS
PREREQUISITE: Senior standing

Capstone course to East-West University's general education program. Students explore a topic of contemporary interest. Course requires close textual explications, class presentations and a major research project. Required for all graduating seniors.

**EN493 • AS NEEDED
READING IN ENGLISH AND COMMUNICATIONS**
4 CREDITS
PREREQUISITE: Senior standing

An intensive study of a major writer or issue of current interest.

FINANCE

**FN201 • WINTER/SPRING
PRINCIPLES OF FINANCE**
4 CREDITS
PREREQUISITE: BS101

A study of the role of financial managers in long-term investment decision-making, procurement of financing and the management of everyday financial activities pertaining to receivables, payables and capital investments.

**FN302 • FALL
THE STOCK MARKET AND INVESTMENTS**
4 CREDITS
PREREQUISITE: BS101

Introduction to the securities markets and how they function. This course covers the interpretation of market changes, capital building through stock investments, factors influencing stock market prices, sources of investment information, strategies and theories of investing. Real life scenarios and stock market games are covered.

**FN305 • FALL/WINTER
PERSONAL FINANCIAL PLANNING**
4 CREDITS
PREREQUISITE: BS101

This course includes basics of personal financial planning for different objectives, based upon the risk tolerance and financial position of the individual investor. Portfolio planning and asset allocation, retirement planning, housing and its financing, estate planning, and elder issues are included. Students will gain an understanding of personal financial planning and develop the skills necessary to make informed decisions about personal finance. Information related to the CFP (Certified Financial Planner) examination will be presented.

**FN340 • SPRING/ODD YEAR
CURRENT TOPICS IN INTERNATIONAL
TRADE AND FINANCE**

4 CREDITS

PREREQUISITES: FN201 and any economics course

Theory of comparative advantage and modern theories of international trade. The course covers how international trade and finance is best applied in light of today's geopolitical environment. Includes discussion of trade barriers and arguments for the use of embargos and other governmental initiatives to achieve a diplomatic edge. European Economic Community and trade with other countries are also discussed.

**FN341 • SPRING/EVEN YEAR
INTERNATIONAL FINANCE**

4 CREDITS

PREREQUISITE: FN201 and any economics course

This course covers theory and description of foreign exchange markets, interaction between national income and balance of payments, and the evaluation and reform of international monetary institutions.

**FN493 • AS NEEDED
SPECIAL TOPICS IN FINANCE**

4 CREDITS

PREREQUISITE: Senior standing

Special contemporary topics in finance will be identified and presented with emphasis on application and implications of management techniques.

HISTORY

**HS119 • FALL
WORLD HISTORY**

4 CREDITS

PREREQUISITE: EN121 or Placement

An introduction to the concept and applicability of world history through examination of select historical developments, cross-cultural contacts, and political, social and cultural events in different modern civilizations.

**HS122 • FALL/WINTER
UNITED STATES HISTORY SINCE 1865**

4 CREDITS

PREREQUISITE: Placement or EN121

A historical survey of the social, economic, political and intellectual development of the United States from the end of the Civil War to the present time.

**HS241 • WINTER
SURVEY OF LATIN AMERICAN CIVILIZATION**

4 CREDITS

PREREQUISITE: Sophomore standing

A survey of the development of Latin American civilization from its origins to the present time. The course gives an overview of the political, social, economic, cultural, and intellectual developments of Latin America with emphasis on the traditions of indigenous people, the nature and impact of European intrusions, colonial institutions, the evolution of the modern nation states, and current challenges.

HS251 • SPRING
SURVEY OF MIDDLE EASTERN CIVILIZATION
4 CREDITS
PREREQUISITE: Sophomore standing

A survey of the development of Middle Eastern civilization from its origins to the present time. This course gives an overview of the political, social, economic, cultural, and intellectual developments of the Middle East with a view of the traditions of indigenous people, the cultural and political impact on regional and world history, imperial expansions and invasions, the evolution of the modern states and movements, and current challenges.

HS326 • WINTER
CONTEMPORARY AMERICA
4 CREDITS
PREREQUISITE: HS122 and Junior standing

A description and critical analysis of contemporary America, including social, cultural, economic, intellectual and political conditions and changes of the United States since 1945 and challenges for the 21st century.

HS331 • FALL
AFRICAN HISTORY
4 CREDITS
PREREQUISITE: Sophomore standing

A survey of African civilization from precolonial through the modern period of emerging independent nations. Select countries will be used to illustrate the varying patterns of colonialism and nation building in Africa.

HS336 • FALL/WINTER
AFRICAN-AMERICAN HISTORY
4 CREDITS
PREREQUISITE: Sophomore standing

A survey of African-American history from its African background until modern times. The evolution and legacy of slavery, the significance of Reconstruction and its opposition, the rise of discrimination, self-help organizing by African-Americans, two World Wars and major northward migrations, and the civil rights and nationalist movements will be analyzed.

HS491 • SPRING
TOWARD A GLOBAL COMMUNITY
4 CREDITS
PREREQUISITE: One 300-level course in history

A description and analysis of contemporary world history with emphasis on a global perspective. This course focuses on the interaction, interpretation and interdependence of contemporary civilizations particularly of the time since 1945.

HS493 • AS NEEDED
READINGS IN HISTORY
4 CREDITS
PREREQUISITES: 12 hours in History, senior standing and consent of instructor

Directed intensive reading with focus on a selected topic. This course is intended to familiarize the student with a specified historical subject matter, and to become acquainted with its associated complexities and interpretations.

HS494 • AS NEEDED
TOPICS IN AMERICAN HISTORY
4 CREDITS
PREREQUISITES: One 300-level course in history and consent of instructor

Critical study of select topics concerning specific aspects of American history. Emphasis will be placed on the use of primary sources. The topics will vary. Illustrative examples are: American Reconstruction historiography; Johnson and the Great Society; Gender issues and Progressivism; New Deal and social engineering; Immigration and public policy since 1960.

HUMANITIES

**HM100 • FALL/WINTER/SPRING
FRESHMAN SEMINAR**
2 CREDITS
PREREQUISITE: None

This course aids first-year students with the academic and social transition to the University. The seminar focuses on identifying and strengthening the foundational skills students need in order to succeed at the college level and to take ownership of their college careers. It teaches critical thinking habits which help students become effective learners. Emphasis is on logical reasoning, close reading, and careful listening as well as study techniques suited to each individual student. Work includes writing and discussion.

**HM101 • FALL
HUMANITIES I**
4 CREDITS
COREQUISITE: EN151

An analysis of the artistic and philosophical creations of a specific culture and the relationships of those creations to that culture's historical situation, social institutions and technological capabilities.

**HM102 • WINTER
HUMANITIES II**
4 CREDITS
COREQUISITE: EN151

An analysis of how ideas develop as they pass from one culture to another adapting to changing world views and different artistic media in the process.

**HM103 • SPRING
HUMANITIES III**
4 CREDITS
COREQUISITE: EN151

An analysis of one contemporary issue as it is presented in both discursive and artistic form with particular emphasis on its historical origin and the languages and ideologies through which it is characteristically represented.

**HM111 • SPRING
INTRODUCTION TO ART**
4 CREDITS
COREQUISITE: EN151

Analysis of the visual arts with emphasis both on composition and cultural and social influences.

**HM120 • FALL
INTRODUCTION TO MUSIC**
4 CREDITS
COREQUISITE: EN151

Study of music fundamentals, rhythmic structure and form together with listening lessons to illustrate different forms of music.

**HM210 • WINTER
INTRODUCTION TO PHILOSOPHY**
4 CREDITS
PREREQUISITE: EN152

A survey of the fundamental questions about self, society, and the universe. Focus is on metaphysics, ethics, aesthetics, theories of knowledge as well as philosophical concepts and methodologies.

**HM211 • SPRING
ETHICS AND SOCIETY**
4 CREDITS
PREREQUISITE: EN152

A study of contemporary moral standards and their relationship to society. Emphasis is on discussions concerning modern ethical systems as they influence personal, professional and public conduct. Topics include the nature of human personality with its rights and duties, the individual's relation to the family and society and the nature of social justice.

**HM279 • FALL/WINTER/SPRING
EAST-WEST SIGNATURE COURSE**

4 CREDITS

PREREQUISITE: EN152 and Sophomore standing

An interdisciplinary examination of the challenges and opportunities created by the development of technology and contact of different cultural groups. Required for all graduating students.

**HM310 • FALL
RELIGIONS OF THE WORLD**

4 CREDITS

PREREQUISITE: Junior standing

This course surveys the historical, philosophical and theological aspects of ten of the world's great religions. Judaism, Shintoism, Confucianism, Taoism, Hinduism, Buddhism, Jainism, Zoroastrianism, Christianity and Islam are examined as expressions of faith at different times and places. The commonalities and differences of these religions are explored.

**HM414 • SPRING
CONTEMPORARY ISSUES OF THE
QUALITY OF HUMAN LIFE**

4 CREDITS

PREREQUISITE: Senior standing

An overview of current debate over the quality of life and its relationship with the economy, political systems, education, media, philosophy, religion and various patterns of social organization.

ISLAMIC STUDIES

**IS111 •
INTRODUCTION TO ISLAM AND
MUSLIM CIVILIZATION**

4 CREDITS

PREREQUISITE: EN151

An interdisciplinary course on religions of man and civilization with special reference to Islam; philosophical issues of reality, knowledge and values; Islamic system of beliefs, worships and values derived from the Quran and Sunnah; the nature of Muslim society and its social, political and economic dimensions; a review of Muslim history since 610 CE; Muslim contributions to civilization, culture, sciences and the arts; and the issues and concerns of Muslims of the modern era.

**IS112 •
KNOWLEDGE AND HUMANITY:
THE ISLAMIC PERSPECTIVE**

4 CREDITS

PREREQUISITE: EN151

A general survey of the important areas of knowledge impacting human life. Preliminary facts, concepts, theories and generalizations concerning matter and energy, the earth, life on earth, human life, human society, art, technology, religion and history are reviewed. Basic beliefs and commandments of Islam about knowledge and humanity are discussed. The course is intended to help students develop their own self-concept, worldview and philosophy of life and understand the perennial questions of why some communities and nations rise and others fall in various time-space contexts and what role religion plays in this process.

IS221 •
THE CONTEMPORARY MUSLIM WORLD
4 CREDITS
PREREQUISITE: EN151

A geographical, demographic and socio-economic survey of the contemporary Muslim world; religious unity and socio-cultural/linguistic diversity of the Muslims of Asia, Africa and the Western world; the 'Ummah' consciousness; Muslim revivalist and reform movements; orientalism and its critique; Islam as an ideology and complete way of life; aspirations and struggles of the present day Muslims; contemporary Muslim organizations; Muslim minorities in the contemporary world; and planning for the future of Muslims.

IS222 •
**FUNDAMENTALS OF RELIGION:
FOCUS ON ISLAM**
4 CREDITS
PREREQUISITE: EN151

An interdisciplinary course on religions of man, focussing on Judaism, Hinduism, Buddhism, Christianity and Islam. Basic beliefs, commandments and institutions of each religion are studied in historical perspective and with reference to contemporary realities. The present day world of Islam is discussed in relation to the believers of other principal faiths. The ideal and real impact of each religion on the individual human being and on the economic, social and political dimensions of the society is investigated.

IS331 •
BASIC SOURCES OF ISLAMIC THOUGHT
4 CREDITS
PREREQUISITE: EN151

The course has three main topics: The Quran and Tafsir, nature of revelation, compilation and preservation of the Quran, its structure, content and major themes, its inimitability and uniqueness and its translations and major commentaries. Sunnah and Hadith: the Prophet's life and traditions, transmission and methodology of Hadith, principles of authenticity and credibility, major compilations of Hadith and the role and relevance of Hadith to determine Islamic injunctions. Fiqh and Shariah: the Islamic law and jurisprudence, legislative functions of the Quran and Sunnah, constitutional, criminal, civil and family laws of Islam, major schools of Islamic law and their distinguishing features.

IS441 •
THE CONTEMPORARY MUSLIM THOUGHT
4 CREDITS
PREREQUISITE: EN151

A study of Islamic thought relating to the experience and challenges of modern man, Muslim theology, eschatology and the principles of justice, law and freedom. Muslim thinkers of the last two centuries and their major thoughts, the Islamization debate, Muslim economic and political thought, Muslim philosophy of science and sociology, Muslim universities and educational endeavors, and the futures of Muslim thought.

MANAGEMENT

MN201 • FALL/WINTER
PRINCIPLES OF MANAGEMENT
4 CREDITS
PREREQUISITE: BS101

A study of the function and underlying social and motivational issues that affect managers and supervisors in today's complex and diverse business environment. Emphasis is on the practical applications of management principles in existing and emerging businesses rather than on management theory. This course considers leadership theory, decision making issues, communication issues and motivational theory.

MN310 • WINTER
ORGANIZATIONAL BEHAVIORAL
4 CREDITS
PREREQUISITE: MN201

A study of the elements of organizational behavior that focus on human behavior, diversification and global awareness. Elements of quality, technology, ethics, organizational design, performance, conflict, leadership and behavior modification are examined.

MN312 • FALL
HUMAN RESOURCE MANAGEMENT
4 CREDITS
PREREQUISITE: MN201 or consent of the instructor

Human Resource Management is a course of the Human Resource (HR) function in today's multicultural, diverse and changing business environment. The purpose of the approach is to expose the student to the functions and responsibilities of the modern HR department with a strong ethical responsibility theme built throughout the curriculum. Individual and group presentations as well as role-plays are included.

MN314 • WINTER
WAGE AND BENEFITS ADMINISTRATION
4 CREDITS
PREREQUISITE: MN201 or consent of the instructor

This course covers the administration and execution of compensation and benefits in the modern firm. Compensation models and theory are included as well as monetary and non-monetary benefits. These will include: job sharing, flex-time, cafeteria plans and domestic partner benefits and rights.

MN316 • SPRING
CURRENT ISSUES IN LABOR AND MANAGEMENT LAW
4 CREDITS
PREREQUISITE: Consent of Program Director

This course focuses on the growth and development of employee-sensitive organizations and unions. The course considers labor laws, equal employment opportunity, collective bargaining techniques, negotiation techniques, grievance procedures and government participation in labor/management processes. Emphasis is given to current events in the area of employment.

MN317 • AS NEEDED
BASICS OF MANAGEMENT SCIENCE
4 CREDITS
PREREQUISITES: MT221 and Junior standing

An introduction to the application of mathematical models in the management decision making processes. Topics such as linear transformation, matrices, mathematical models, constraint optimization, linear programming and formulation solution are studied.

MN319 • AS NEEDED
PRODUCTION AND OPERATIONS
MANAGEMENT
4 CREDITS
PREREQUISITE: MN317

This course focuses on the management of operations in manufacturing and service organizations. The principles of production management are applied to such problems as product design, objectives, policies, plant location and design, scheduling, maintenance, inventory, quality control, performance evaluation and cost control.

MN325 • FALL AND AS NEEDED
CONTEMPORARY ISSUES IN SPORTS
AND ENTERTAINMENT MANAGEMENT
4 CREDITS
PREREQUISITES: MN201, Junior standing,
and consent of the Program Director

This course is a survey course and is designed to provide students with an overview of the basic organizational and business structure of the sport, fitness, and leisure industries. The content areas include Professional, Olympic, Intercollegiate, and the fitness promotion business sector as well as an introduction to the management of a signed artist in the entertainment sector. The course introduces students to a variety of managerial topics that are unique to the S&E industry. Topics covered will include marketing, management, finance, facility operations, and legal aspects.

MN340 • AS NEEDED
PROJECT MANAGEMENT
4 CREDITS
PREREQUISITES: MN201 and Junior standing

This course focuses on the art of project management. Project design, controlling techniques, systems theory and analysis, stochastic planning and simulation are studied. Application of PERT/CPM techniques, decision trees and contemporary management processes are considered.

MN341 • SPRING AND AS NEEDED
ETHICAL LEADERSHIP AND CORPORATE
SOCIAL RESPONSIBILITY
4 CREDITS
PREREQUISITE: MN201 or consent of the
instructor

This course examines the ethical dilemmas of leadership, the foundations and context of moral choice, the moral implication of decision making within public organizations and the impact upon staff, morale, personal integrity and citizens. The purpose is to make visible the ethical challenges and decisions criteria facing leaders, to explore the leadership role in sharing the organization's ethical culture, and to examine governmental alternatives in a post-Enron world.

MN421 • SPRING
CURRENT TOPICS IN MANAGEMENT
4 CREDITS
PREREQUISITES: MN201 and Senior standing

This course is a seminar on current topics in management. The topics include, but are not limited to, a critical evaluation of crisis management and corporate crisis communication, polarity management, change management, diversity management and engaging with various local, state and federal political entities in a business environment. Activities involving lobbying will also be included.

MN493 • AS NEEDED
SPECIAL TOPICS IN MANAGEMENT
4 CREDITS
PREREQUISITE: Senior standing

Special contemporary topics in management will be identified and presented with emphasis on application and implications of management techniques.

MARKETING

MR201 • FALL/WINTER
PRINCIPLES OF MARKETING
4 CREDITS
PREREQUISITE: BS101

An introduction to marketing using a managerial approach. Topics include product development, pricing methodology, promotional strategies and product distribution. The course also analyzes marketing strategy's social, environmental and ethical impact on society.

MR310 • FALL/EVEN YEAR OR AS NEEDED
ADVERTISING
4 CREDITS
PREREQUISITE: MR201 or consent of the instructor

This course defines the principles, processes and deployment of advertising and sales promotion functions for both profit and non-profit organizations. Major advertising media such as print, display, and radio, television and internet methodology are considered. An extensive final group project is required.

MR311 • WINTER/EVEN YEAR OR AS NEEDED
PUBLIC RELATIONS
4 CREDITS
PREREQUISITE: MR201 or consent of the instructor

This course emphasizes the communication and the presentation elements of the public relations function. The course introduces strategic issues and effective practices of communication between organizations and their constituencies. Includes the study of public opinion research, media relations, public communication campaigns, consumer identity, and representational ethics. Students gain practical experience in writing news releases, conducting surveys, and designing integrated campaigns. Oral and written group and individual presentations are required.

MR320 • FALL
CONSUMER BEHAVIOR
4 CREDITS
PREREQUISITES: MR201 and Junior standing

This course is an analysis of the environmental, social and psychological factors that influence consumer product decisions. Buyer theory, purchasing models and presentation techniques are considered.

MR325 • WINTER/ODD YEAR
SELLING TECHNIQUES
4 CREDITS
PREREQUISITES: MR201 and Junior standing

This course covers sales and selling methods, the integration of the art of selling into the total marketing processes and programs, and the value of establishing appropriate communication between sellers and buyers. Ethical and social factors are also studied.

MR326 • SPRING/ODD YEAR
SALES MANAGEMENT
4 CREDITS
PREREQUISITE: MR201

This course studies problems and solutions related to recruiting, selecting, training, developing and managing a sales force in a contemporary business organization. Various quantitative and qualitative sales forecasting strategies are considered.

MR340 • SPRING
MARKETING RESEARCH
4 CREDITS
PREREQUISITES: MR201 and Junior standing

This course is an introduction to the techniques of marketing research. The emphasis is on systematic research design and the accumulation and interpretation of information for marketing decision-making.

**MR350 • WINTER
MARKETING CHANNELS**

4 CREDITS

PREREQUISITES: MR201 and Junior standing

Marketing channels are analyzed as systems of interrelated and interdependent organizations engaged in making goods and services available for consumption by industrial, institutional and household consumers. This course emphasizes the means by which effective and efficient distribution networks (comprising of manufacturers, wholesalers, retailers, transportation firms and other actors in the distribution process) can be constructed. Particular attention is given to examining the behavioral dimensions of channel relations, the roles of channel members, their use of power, the conflicts that arise among them and their communication procedures. Government and other constraints on channel activities are also examined. Cases are used for illustrative and analytical purposes.

**MR355 • WINTER
INTERNATIONAL MARKETING STRATEGIES**

4 CREDITS

PREREQUISITE: MR201

The objective of this course is to introduce students to the environment and basic principles underlying the design and implementation of marketing strategies across countries and within foreign countries. Topics will cover the global market environment, and the decision issues and problems faced by international marketers in planning and conducting their activities on product, distribution, promotion and pricing. Students will concentrate on a particular country or region and will use this country as a source for their final project and presentation.

**MR360 • SPRING OR AS NEEDED
SPORTS AND ENTERTAINMENT MARKETING**

4 CREDITS

PREREQUISITES: MR201 and Junior standing

This course will compare and contrast the field of sports and entertainment marketing with the practices and applications of mainstream marketing. Coursework will include a historical overview of sports marketing and will examine the application of marketing principles to collegiate and professional sports organizations and the entertainment industry, and the professional sport enterprise in general. Course content will be a combination of lecture, guest speakers, assigned readings, videos, case studies, research assignments and special projects.

**MR420 • AS NEEDED
SPECIAL TOPICS IN MARKETING**

4 CREDITS

PREREQUISITE: Senior standing

Special and contemporary topics in marketing will be identified and presented with emphasis on application and implications of management techniques.

**MR440 • SPRING
STRATEGIC MARKETING PROBLEMS**

4 CREDITS

PREREQUISITES: MR201 and Senior standing

This course is a presentation of concepts, principles and case studies of strategic problems in product and service development. The primary emphasis is on pricing tactics, consumer reaction and market impact in relation to the product life cycle. This is the capstone course for the marketing concentration.

MATHEMATICS

**MT121 • FALL/WINTER/SPRING
COLLEGE-PREPARATORY MATHEMATICS**
4 CREDITS
PREREQUISITE: Placement

This course covers whole number operations, fractions, decimals, percentages, signed numbers and order of operations. Credits do not count towards graduation.

**MT123 • FALL/WINTER/SPRING
INTRODUCTION TO ALGEBRA**
4 CREDITS
PREREQUISITE: MT121 or Placement

This course covers graphs and tables, the number line, laws of exponents, polynomial operations, linear equations and linear inequalities, and word problems. Credits do not count towards graduation.

**MT155 • FALL/WINTER/SPRING
INTERMEDIATE ALGEBRA**
4 CREDITS
PREREQUISITE: MT123 or Placement

This course covers factoring, rational expressions and equations, functions and their graphs, system of equations in two variables, equations of a straight line, word problems, linear equations with two variables, and quadratic equations and formulas.

**MT156 • FALL/WINTER/SPRING
GENERAL EDUCATION MATH**
4 CREDITS
PREREQUISITE: MT155

This course covers sets, operations on sets, Venn diagrams, symbolic logic, truth tables; arithmetic in different number bases, especially binary, octal and hexadecimal; consumer mathematics, geometry, combinations and permutations and basic concepts of probability.

**MT158 • FALL/WINTER/SPRING
COLLEGE ALGEBRA**
4 CREDITS
PREREQUISITE: MT155 with "C" grade or higher

This course covers graphing polynomial and rational functions; synthetic division, solution of quadratic equations and higher degree polynomial equations; exponential and logarithmic functions; matrix algebra, determinants and solutions of linear systems of equations.

**MT160 • WINTER/SPRING
ELEMENTARY PLANE TRIGONOMETRY**
4 CREDITS
PREREQUISITE: MT158

Topics include definition of trigonometric functions; radian and degree measures; identities, solutions of triangles and applications; laws of sines and cosines; graphs of trigonometric functions; inverse trigonometric functions; multiple and half-angle identities.

**MT170 • FALL/SPRING
FINITE MATHEMATICS**
4 CREDITS
PREREQUISITE: MT156

This course covers solutions of systems of linear equations; solutions of systems of linear inequalities by graphical and simplex methods; introduction to matrix algebra; solving linear programming problems; sets, Venn diagrams and counting methods; probability and applications.

**MT200 • FALL/WINTER/SPRING
BUSINESS CALCULUS**
4 CREDITS
PREREQUISITE: MT156

An elementary treatment of functions and their graphs; exponential and logarithmic functions and introduction to differentiation and integration with emphasis on business oriented applications; mathematics of finance including compound interest, present and future values of annuities; and elasticity.

**MT201 • FALL/SPRING
CALCULUS I**
4 CREDITS
PREREQUISITE: MT160

A first course in calculus intended primarily for science and engineering students. Topics include limits, continuity, derivatives, techniques of differentiation and applications, solutions of related rate problems and higher-order derivatives, and L' Hopital's Rule.

**MT202 • FALL/WINTER
CALCULUS II**
4 CREDITS
PREREQUISITE: MT201

Continuation of MT201. Topics include anti-derivatives; the definite integral; the fundamental theorem of calculus; integration of logarithmic, exponential, trigonometric and inverse trigonometric functions; hyperbolic functions and applications.

**MT203 • SPRING
CALCULUS III**
4 CREDITS
PREREQUISITE: MT202

Continuation of MT202. Topics include techniques of integration, integration of rational functions, partial fraction methods, evaluation of improper integrals, infinite series, differentiation and integration of power series and Taylor and Mc Lauren series expansion.

**MT210 • FALL
ELEMENTARY DIFFERENTIAL EQUATIONS**
4 CREDITS
PREREQUISITE: MT203

Introduction to solving first and second-order linear and non-linear differential equations, power series methods and applications in the physical sciences and engineering.

**MT221 • FALL/WINTER/SPRING
FUNDAMENTALS OF STATISTICS**
4 CREDITS
PREREQUISITE: MT156

Basic concepts of descriptive statistics; measures of central tendency: mean, median and mode; measures of dispersion: standard deviation variance and range; binomial and normal distributions; normal approximation to binomial distributions; and sampling theory.

**MT222 • WINTER/SPRING
STATISTICS II**
4 CREDITS
PREREQUISITE: MT221

A continuation of MT221. Hypothesis testing, confidence intervals, chi-squared and other common distributions comparing populations, regression, and correlation, analysis of variance, experimental design, contingency tables and goodness-of-fit tests. The emphasis will be on business and behavioral science applications.

**MT301 • FALL
ADVANCED CALCULUS I**
4 CREDITS
PREREQUISITE: MT203

This course covers multiple integral and applications, differentiation and integration of vector fields and vector functions, line and surface integrals, Green's theorem, Stoke's theorem, divergence and curl and applications.

**MT302 • WINTER
ADVANCED CALCULUS II**
4 CREDITS
PREREQUISITE: MT301

A continuation of MT301. Topics include multivariable differentiation, differentials, extremal problems, Lagrange multipliers, chain rule, mean value theorem, Taylor series in multivariate case, implicit and inverse mapping theorems, Jacobian and Laplace transforms.

MT311 • FALL
ABSTRACT ALGEBRA
4 CREDITS
PREREQUISITE: MT203

Introduction to modern algebra. Topics include elements of axiomatic set theory, group theory, ring and field theory, permutation groups, subgroups, cosets and Lagrange's theorem.

MT340 • WINTER
ELEMENTS OF APPLIED MATHEMATICS
4 CREDITS
PREREQUISITES: MT210 and MT301

Introduction to functions of complex variables, Fourier series, Storm-Liouville theory, power series solutions and Laplace transforms, and partial differential equations.

MT411 • SPRING
INTRODUCTION TO REAL ANALYSIS
4 CREDITS
PREREQUISITE: MT301

Topics include Reimann-Stiltjes integral, measure theory, topological properties, sequences, convergence, continuity, Cauchy sequences, differentiability and integrability.

MEDICAL OFFICE TECHNOLOGY

MD115 • AS NEEDED
INTRODUCTION TO MEDICAL BILLING
4 CREDITS
PREREQUISITE: Certificate program or consent of the Program Director

Introduction to procedures and processes of medical billing. Areas covered include the professional environments such as medical office, government, insurance carrier, hospitals; types of health insurance, claims, contracts, payment plans and options, forms, legal issues.

MD117 • AS NEEDED
MEDICAL TERMINOLOGY
4 CREDITS
PREREQUISITE: Certificate program or consent of the Program Director

This course provides an overview of the range of medical terminology (anatomic, diagnostic, systematic, operative) commonly used in pharmaceutical, medical, orthopedic and rehabilitation, occupational and physical therapy, allied health fields. Word formation, roots, prefixes and suffixes, standard abbreviations. Emphasis is placed on appropriate selection of available reference materials, and correct and accurate usage.

MD120 • AS NEEDED
MEDICAL TRANSCRIPTION
4 CREDITS
PREREQUISITE: Certificate program or consent of the Program Director

An introduction to the field of medical transcription; familiarization with the work environment, ethical and legal responsibilities. Emphasis is placed on building skills to transcribe with speed and accuracy, basic transcription guidelines, and preparation of medical documents. Areas covered include the integumentary, respiratory, cardiovascular, digestive and endocrine systems, urinary, reproductive, musculoskeletal, and nervous systems.

MD125 • AS NEEDED
MEDICAL BILLING II
4 CREDITS
PREREQUISITE: MD115

Continuation of MD115. Preparing claims with using major insurance carriers: Blue Cross/Blue Shield, Medicare and Medicaid, Champus. This course prepares students for certification in medical billing. Correlation of health information with billing processes and electronic claims.

MD126 • AS NEEDED
HUMAN ANATOMY AND PHYSIOLOGY FOR
MEDICAL OFFICE SUPPORT STAFF
4 CREDITS

PREREQUISITE: Certificate program or consent of the Program Director

This course investigates the structure and function of the human body from cells through tissues, organs and the various systems. Basic concepts of anatomy and physiology.

MD136 • AS NEEDED
INTRODUCTION TO HUMAN DISEASES FOR
MEDICAL OFFICE SUPPORT STAFF
4 CREDITS

PREREQUISITE: Certificate program or consent of the Program Director

This course covers etiology of the human pathologic process. Various diseases will be studied encompassing the basic human functions such as cerebrovascular, neurological, cardiovascular, gastro-intestinal, and post-mortem analysis of trauma and surgical-related incidents. Emphasis will be placed on vocabulary proficiencies.

MD200 • AS NEEDED
INTRODUCTION TO MEDICAL CODING
4 CREDITS

PREREQUISITE: Certificate program or consent of the Program Director

This course prepares the student for medical coding and data entry of medical information. Included are such topics as ICD-9-CM classification, HCFA-1500 form, diseases tabular list and diseases alphabetic index; coding processes, procedural coding, symbols and conventions, primary and secondary statements.

MD203 • AS NEEDED
MEDICAL CODING II
4 CREDITS

PREREQUISITE: MD200

A continuation of MD200.

MD234 • AS NEEDED
MEDICAL OFFICE MANAGEMENT AND
SIMULATION
4 CREDITS

PREREQUISITE: Certificate program or consent of the Program Director

This course covers general office procedures in a medical environment and setting. Topics include awareness of responsibilities in communications and human relations, basic rules of organization and maintenance of various kinds of records, office management with emphasis on administrative functions, cost control, personnel, standard current information technology and system options, office systems, and confidentiality and security issues. Overview of general health information data and sources, health and health-related agencies and organizations will also be discussed.

MUTIMEDIA

MM220 • FALL
INTRODUCTION TO DIGITAL FILM
4 CREDITS

PREREQUISITE: None

Introduction to video production. Includes screenwriting, lighting, camera work, and video and sound editing. Final project an approximately five minute film. *Lab fee assessed.*

MM/EN225 • FALL/SPRING
DESKTOP PUBLISHING
4 CREDITS

PREREQUISITE: CI101 or consent of the instructor

Principles and practices of gathering, evaluating, and presenting information for mass audiences, with attention to print and electronic media. Students will learn the latest publishing software. *Lab fee assessed.*

MM/EN235 • WINTER
ADVANCED TOPICS IN DESKTOP PUBLISHING
4 CREDITS
PREREQUISITE: EN225

This is the second course in the sequence of MM225. The graphics and text manipulation will be covered. *Lab fee assessed.*

MM260 • WINTER/SPRING
DIGITAL IMAGING I: ADOBE PHOTOSHOP
4 CREDITS
PREREQUISITE: CI101 or consent of the instructor

This course introduces the photographic capabilities of computers and provides instruction in scanning color and black-and-white images. Using Adobe Photoshop software, students learn to perform complex image manipulations and practice experimenting with aspects of image making that are possible only on a computer. *Lab fee assessed.*

MM265 • SPRING/FALL
DIGITAL IMAGING II: ADOBE PHOTOSHOP
4 CREDITS
PREREQUISITE: MM260

This is the second course in the sequence that enhances the student's knowledge of the use of Adobe Photoshop software. Various image rotation, editing, and enhancement techniques will be covered. *Lab fee assessed.*

MM 280 • FALL/SPRING
DIGITAL PHOTOGRAPHY
4 CREDITS
PREREQUISITE: None

Theory and practice of digital photography. Focus on composition, lighting, and software enhancements. *Lab fee assessed.*

MM285 • FALL/WINTER
ANIMATION FOR THE WEB: FLASH I
4 CREDITS
PREREQUISITE: CI101 or consent of the instructor

This course introduces students to Macromedia Flash, a leading drawing and animation tool for creating dynamic, low bandwidth vector-based animation for multimedia and the web. *Lab fee assessed.*

MM290 • WINTER
DIGITAL VIDEO PRODUCTION
4 CREDITS
PREREQUISITE: CI101 or consent of the instructor

Focus on film narration and editing. Particular emphasis on working with large audio and image files. *Lab fee assessed.*

MM295 • WINTER
DIGITAL AUDIO PRODUCTION
4 CREDITS
PREREQUISITE: CI101 or consent of the instructor

This course acquaints the student with the theory and techniques of sound recording as applied to film and video. Professional digital sound creation and editing software will be introduced. This course will also examine how the artist uses the techniques of multi-track sound recording principles to achieve the goal of integrating audio and visual imagery. *Lab fee assessed.*

MM300 • AS NEEDED
INTEGRATED CAPSTONE WEB AND PRINT MEDIA
4 CREDITS
PREREQUISITES: CI101 or consent of the instructor and MM235 or MM265 or MM285

Cooperative education and/or practical field experience.

MM305 • WINTER/SPRING
ANIMATIONS FOR THE WEB: FLASH II
4 CREDITS
PREREQUISITE: MM285

This second course in the Flash series introduces the students to advanced authoring capabilities of the program while simultaneously introducing the latest professional techniques for creating cutting edge productions. *Lab fee assessed.*

MM320 • SPRING
DIGITAL VIDEO/AUDIO PRODUCTION
4 CREDITS
PREREQUISITES: MM290 and MM295

This course integrates digital video and audio productions. It includes a comprehensive project using all the technologies covered in MM290 and MM295. Final project an approximately twenty-minute film. *Lab fee assessed.*

MM360 • FALL
COMPUTER GRAPHICS DESIGN
4 CREDITS
PREREQUISITES: CI101 and Sophomore standing

The visualization of graphic design problems is explored. This course will concentrate on the application of design elements in graphic designs. Attention to detail and rendering techniques will be emphasized and refined. *Lab fee assessed.*

MM370 • WINTER
3D ANIMATION DESIGN
4 CREDITS
PREREQUISITES: CI101 and Sophomore standing

The course covers computer-based 3D animation techniques, and incorporating the use of drawn, vector, and bitmapped formats as a means of generating animated sequences. This course will integrate the features of Photoshop with the concepts and practices of animation. *Lab fee assessed.*

MM375 • FALL
COMPUTER GAME DESIGN
4 CREDITS
PREREQUISITES: Sophomore standing and consent of the instructor

This course takes students through the creative game-making process from theory to project completion. Students will use software to create a complex, realistic video game. *Lab fee assessed.*

MM377 • WINTER
3D GAME DESIGN
4 CREDITS
PREREQUISITES: Sophomore standing and consent of the instructor

Creation of fully integrated 3D games. This course offers the chance for students to immerse themselves in a 3D world. Students will create complex virtual 3D landscapes, work with existing models and skins, design levels, assign character actions, and create lighting and shadow effects. *Lab fee assessed.*

MM380 • SPRING
VIDEO SPECIAL EFFECTS DESIGN
4 CREDITS
PREREQUISITES: CI101 and Sophomore standing

The student will manipulate text, computer animation, and motion graphics to create visual effects seen in commercial video. Students will practice timing, rhythm, and movement while exploring their design implications. Students learn about composition, rendering, lighting direction, and time management. *Lab fee assessed.*

MM490 • AS NEEDED
MULTIMEDIA PORTFOLIO PRODUCTION
4 CREDITS
PREREQUISITES: MM265 and MM305 and Senior standing

This course requires senior students to finish a comprehensive project using all the technologies covered in the previous courses. The project will include print and web design components.

OFFICE ADMINISTRATION

OA101 • FALL/WINTER
KEYBOARDING I
4 CREDITS
PREREQUISITE: None

This course covers techniques of keyboarding and the fundamental skills of typing, mastering stroke control, building speed and accuracy. The student will learn the basic format for letters, manuscripts, tabulations and other simple communications and will achieve a minimum speed of 25 words per minute.

OA/CI105 • FALL/WINTER/SPRING
WEB PAGE DESIGN
4 CREDITS
PREREQUISITE: OA101

An introductory web design course that explains the fundamentals of how the Web works, including working knowledge of HTML and Web-authoring tools. Topics include how to create links, set font styles, create tables, align images, build frames, create rollovers, work with form objects, redefine HTML with style sheets and integrate images. *Lab fee assessed.*

OA/CI106 • FALL/SPRING
MICROCOMPUTER DESKTOP PRESENTATION
4 CREDITS
PREREQUISITE: OA101

Graphic application software will be used to create a professional presentation using media such as the computer screen, overhead projector transparencies, 35-mm slides or paper. The software will enable users to focus on the presentation content design, animation and sound effect features. An integration feature with word document, spreadsheet and database will also be covered in the topics. This course will prepare students to take Microsoft Office User Specialist (MOUS) PowerPoint Certification exam. *Lab fee assessed.*

OA109 • FALL
MICROSOFT SUITE: WINDOWS, WORD, EXCEL
4 CREDITS
COREQUISITE: OA101

This is the first of two courses in the principles and practices of the Microsoft Office program. This course covers theoretical and practical applications of the Windows operating system, Microsoft Word and Microsoft Excel. Special emphasis is placed on the integration of the programs.

OA110 • WINTER
MICROSOFT SUITE: ACCESS, POWERPOINT, OUTLOOK
4 CREDITS
PREREQUISITE: OA109 or consent of the instructor

This second course in the operations of the Microsoft Office program covers the elements of the Access database, the presentation techniques of PowerPoint, and the basic features of the Outlook mail program. Emphasis is placed on using all the programs of the suite in an integrative fashion.

OA/CI213 • FALL/WINTER
MICROCOMPUTER SPREADSHEET
4 CREDITS
PREREQUISITE: CI101

A windows-based spreadsheet application will be used in this course. Topics include design, formatting, printing, formulas and functions, graphing and data analysis. This course will prepare students to take the Microsoft Office User Specialist (MOUS) Excel Certification exam. *Lab fee assessed.*

**OA214 • WINTER
BUSINESS WRITING**
4 CREDITS
PREREQUISITE: OA101

This course offers basic letter and memo writing principles, presenting models for composing effective correspondence. Emphasis is placed on preparing correspondence aimed at specific goals such as job applications, inquiries, acknowledgements and formal reports. It also reviews the rules of English mechanics and usage and teaches editing for grammar as well as stylistic and total consistency.

**OA215/CI214 • WINTER/SPRING
MICROCOMPUTER DATABASE MANAGEMENT**
4 CREDITS
PREREQUISITE: OA101

A windows-based database application will be introduced in this course. Topics include database design, database creation, database maintenance, creating tables, queries, forms and reports, and simple macros. This course will prepare students to take the Microsoft Office User Specialist (MOUS) Access Certification exam. *Lab fee assessed.*

**OA231 • SPRING
ADVANCED SKILLS IN OFFICE TECHNOLOGY**
4 CREDITS
PREREQUISITE: OA109 or consent of the instructor

This course provides intensive instruction in a specific skill relevant to aspects in the field of Office Administration and technology. Content focus may vary.

**OA240 • AS NEEDED
SPECIAL PROJECTS IN OFFICE
ADMINISTRATION**
4 CREDITS
PREREQUISITE: Sophomore standing

This course is the capstone course to be taken at or near the end of the Office Administration program. Appropriate internships will be provided when applicable.

PHYSICS

**PH105 • WINTER/SPRING
GENERAL PHYSICS**
4 CREDITS
PREREQUISITES: EN123 and MT123 or placement

Fundamental definitions of atom, molecule, electronic configuration, Coulomb's Law, ampere, voltage, EMF, potential difference, DC and AC signals. Calculations of peak, peak-to-peak, average value, RMS value, and DC value of a given signal. ESD concepts, study of Oscilloscope including calibration, calculation and custom set-up. Velocity, acceleration, momentum, force, impulse, friction, density and viscosity. Study of terminologies in sound, optics, hydraulics and heat.

**PH106 • WINTER/SPRING
GENERAL PHYSICS LABORATORY**
4 CREDITS
COREQUISITE: PH105 or consent of the instructor

Basic labs in physics encompassing electricity, such as measurement of current, voltage, calculations and measurements of various signals, DC & AC values are covered. Labs are also conducted in the areas of mechanics and optics.

**PH110 • FALL
COLLEGE PHYSICS I**
4 CREDITS
PREREQUISITE: MT160

Measurement and the metric system; Motion; Force in one dimension; vectors and trigonometry; concurrent forces; work and energy; matter; fluids; temperature and heat; gas laws; wave motion and sound; electricity (Relevant to pre-med students); DC and AC systems; magnetism; light; reflection & refraction; polarization; diffraction; magnification; utilization of microscope & spectroscopy; relevant topics in modern physics.

PH111 • FALL
COLLEGE PHYSICS LABORATORY I
4 CREDITS
COREQUISITE: PH110 or consent of the instructor

Labs in mechanics, hydraulics, sound, electricity, and optics are conducted pertaining to the theory covered in PH110.

PH120 • WINTER
COLLEGE PHYSICS II
4 CREDITS
PREREQUISITE: PH110 or consent of the instructor

Motion in one, two and three dimensions; kinematics equations and problem solving; Newton's laws and applications; work, power, and energy; impulse; momentum; center of mass; circular motion; gravity; solids and fluids; heat and temperature; laws of thermodynamics; thermal properties and processes; heat calculations and production of energy through solar panels; adiabatic and isothermal properties of alternate fuel source.

PH121 • WINTER
COLLEGE PHYSICS LABORATORY II
4 CREDITS
COREQUISITE: PH120 or consent of the instructor

Engineering based labs are conducted in kinematics, kinetic and potential energies, simple machines and circular motion. Labs also include thermal properties and solar energy verifications.

PH130 • SPRING
COLLEGE PHYSICS III
4 CREDITS
PREREQUISITE: PH120

Introduction to hydraulics, calculation of forces inside the fluids; hydraulic system design and applications, mechanical advantages, Bernoulli's equation, tapering sections, center of gravity and meta-centric heights, buoyancy and specific gravity. Introduction to sound; transverse waves, longitudinal waves and calculations of SHM and wave length; resonance and calculations of the velocity of sound and frequencies of wave trains; ultra and super sonic waves; Doppler's principle and applications.

PH131 • SPRING
COLLEGE PHYSICS LABORATORY III
4 CREDITS
COREQUISITE: PH130 or consent of the instructor

Labs are conducted in hydraulics and sound. All labs complement the theory taught in PH130.

PH140 • FALL
COLLEGE PHYSICS IV
4 CREDITS
PREREQUISITE: PH130

Introduction to optics; light as a communication carrier; fiber optics material; refractive index; refraction, reflection, polarization, diffraction, deviation and minimum deviation; wave and rectilinear propagation of light; graded cables; concave and convex mirrors; concave and convex lenses; magnification and applications in compound microscopes; Introduction to modern physics; quantum mechanics; theory of relativity; radioactive materials and principles of nuclear energy; prevention of nuclear waste and environment protection.

PH141 • FALL
COLLEGE PHYSICS LABORATORY IV
4 CREDITS
COREQUISITE: PH140 or consent of the instructor

Labs in optics including fiber optics are conducted involving spectroscope for various measurements in reflection, refraction, polarization, diffraction, graded index fiber optics cables, lenses, and magnification.

POLITICAL SCIENCE

PL101 • FALL/WINTER/SPRING
INTRODUCTION TO AMERICAN GOVERNMENT
4 CREDITS
PREREQUISITE or COREQUISITE: EN151

General survey of the constitutional bases, organization and functioning of the American national government: recent and current trends.

PL103 • WINTER
STATE AND LOCAL GOVERNMENT: POLITICS AND POLICIES
4 CREDITS
PREREQUISITE or COREQUISITE: EN151

This course covers structure and characteristics of state and local governments, revenue generating methods to maintain state and municipal solvency, and problems caused by such federal policies as revenue sharing and income tax.

PL310 • WINTER
DEVELOPMENT OF POLITICAL THOUGHT
4 CREDITS
PREREQUISITES: PL101 and Junior standing

A study of the major political theories such as of Plato, Ibn Khaldun, Machiavelli, Hobbes, Locke, French revolutionaries, John Stuart Mill, Thomas Jefferson, Andrew Jackson, Marx, Lenin and Mao.

PL311 • WINTER
WORLD POLITICAL SYSTEMS: IDEAL AND ACTUAL
4 CREDITS
PREREQUISITES: PL101 and junior standing

A study of the geo-political and socio-economic characteristics of world political ideologies and systems such as democracy, capitalism, socialism, absolute and constitutional monarchy, theocratic and secular states, fascism, and dictatorship.

PL313 • FALL/WINTER
POLITICS OF AMERICAN MINORITIES
4 CREDITS
PREREQUISITES: PL101 and Junior standing

A survey and critique of sociopolitical activities of American minorities with special emphasis on the African-American, Hispanic American and similar ethnic and social minority communities.

PL381 • SPRING
INTERNATIONAL RELATIONS
4 CREDITS
PREREQUISITES: PL101 and Junior standing

An in-depth study of selected topics related to international affairs and diplomacy, political power relations among big and small countries of the world, their foreign and defense policies, and the role of international organizations.

PL493 • AS NEEDED
READINGS IN POLITICAL SCIENCE
4 CREDITS
PREREQUISITES: Senior standing, 12 hours in political science and consent of the instructor

Directed intensive readings with focus on a selected topic.

PSYCHOLOGY

PS101 • FALL/WINTER/SPRING
INTRODUCTION TO PSYCHOLOGY
4 CREDITS
PREREQUISITE or COREQUISITE: EN151

Analysis and description of the structure and content of psychology, the application of scientific method in the study of human beings as a biological organism.

PS201 • FALL/SPRING
DEVELOPMENTAL PSYCHOLOGY
4 CREDITS
PREREQUISITE: PS101

A general introduction to physical, intellectual, emotional, social and personality development through early adulthood.

PS202 • WINTER/SPRING
EDUCATIONAL PSYCHOLOGY
4 CREDITS
PREREQUISITE: PS101

This course covers conditions and factors of learning as described in the basic theories, growth and development of the learner, and the issues of retention and transfer of learning.

PS203 • FALL/WINTER/SPRING
PSYCHOLOGY OF THE AFRICAN-AMERICAN EXPERIENCE
4 CREDITS
PREREQUISITE: PS101

A study of the socio-psychological and residual cultural influences of slave Americans. A review and critique of major contemporary research which evaluates discrimination both for and against various minority groups.

PS310 • SPRING
URBAN PSYCHOLOGY
4 CREDITS
PREREQUISITES: PS101 and Junior standing

The application of psychological concepts and data gathering techniques in the study of urban problems.

PS311 • WINTER
LIFE SPAN DEVELOPMENT
4 CREDITS
PREREQUISITES: PS101 and Junior standing

The study of physical, mental and psychosocial development and health considerations throughout the life span will be covered.

PS321 • WINTER
SOCIAL PSYCHOLOGY
4 CREDITS
PREREQUISITES: PS101 and Junior standing

Survey of research and theory in representative areas of social psychology including verbal and non-verbal communication, conformity, attitude development and change.

PS330 • FALL
ABNORMAL PSYCHOLOGY
4 CREDITS
PREREQUISITES: PS101 and Junior standing

The study of human behavior is considered on a continuum ranging from normal to abnormal. Description, treatment and prevention of adult behavior abnormalities including character disorders, neuroses, psychoses, organic disorders, and psycho-physiologic, autonomic and visceral disorders are covered.

PS341 • FALL/SPRING
THEORIES OF PERSONALITY
4 CREDITS
PREREQUISITES: PS101 and Junior standing

An analysis of major humanistic, behavioristic and psychoanalytic theories of personality. This course focuses on the study of personality development over the life cycle including principles of personality assessment.

PS346 • FALL
MOTIVATION
4 CREDITS
PREREQUISITES: PS101 and junior standing

This course covers the methods, results and interpretation of experimental studies of basic motivational processes in animal and human subjects and behavior modification.

PS350 •
PHYSIOLOGICAL PSYCHOLOGY
4 CREDITS
PREREQUISITES: PS101 and Junior standing

This course studies the biological events - such as genetic, neural, and endocrine - that underlie human thoughts, feelings, and actions. It will investigate research in this area and focus on the relationship between bio-physiological processes and human behavior.

PS410 • FALL
EXPERIMENTAL PSYCHOLOGY
4 CREDITS
PREREQUISITES: PS101, MT221 and Junior standing

This course covers the design, conduct and interpretation of experiments in varied areas of psychology, experience in laboratory procedures and statistical analysis.

PS412 • SPRING
PSYCHOLOGICAL TESTING
4 CREDITS
PREREQUISITES: PS202, MT221 and Junior standing

A survey of representative techniques of psychological testing; emphasis is placed on the concepts of objectivity, validity and reliability.

PS491 • AS NEEDED
CONTEMPORARY ISSUES IN PSYCHOLOGY
4 CREDITS
PREREQUISITES: Senior standing, 12 hours in psychology, and consent of the instructor

Contemporary issues in psychology will be presented and discussed.

PS493 • AS NEEDED
READINGS IN PSYCHOLOGY
4 CREDITS
PREREQUISITES: Senior standing, 12 hours in psychology and consent of the instructor

Directed intensive readings with focus on a selected topic.

SOCIOLOGY

SC101 • FALL/WINTER/SPRING
INTRODUCTION TO SOCIOLOGY
4 CREDITS
PREREQUISITE or COREQUISITE: EN151

This course covers major concepts and theories about human social behavior, its interrelationship to social change, social institutions and values.

SC201 • WINTER/SPRING
SOCIALIZATION
4 CREDITS
PREREQUISITE: SC101

An interdisciplinary approach to socialization; the interrelated effects of maturity and understanding; the role of culture, peer, family and reference groups.

SC202 • SPRING
GROUP PROCESSES
4 CREDITS
PREREQUISITE: SC101

A participation approach to basic group contacts, understanding the individual's role as a group member, leadership roles and styles, effectiveness and strategies for encouraging group involvement and achievement of group goals.

SC212 • WINTER
INTRODUCTION TO ANTHROPOLOGY
4 CREDITS
PREREQUISITE: SC101

The study of man, evolution of human beings, physical differences in races, cultural development and selected topics are covered.

SC301 • WINTER
HISTORY OF SOCIOLOGICAL THOUGHT
4 CREDITS
PREREQUISITES: SC101 and Junior standing

Critical analysis and interpretation of sociological theories and writings with emphasis on those which have had a strong impact on contemporary sociological thought to illustrate both the breadth of ideas as well as contemporary controversies. Readings and discussions of representative sociological works with emphasis on 19th and 20th centuries.

SC311 • SPRING
POPULATION AND HUMAN ECOLOGY
4 CREDITS
PREREQUISITES: SC101 and Junior standing

The interdependence of population, environment, technology and patterns of social organization; interrelationship of human, natural and man-created resources; and a consideration of current theories, problems, issues and possible solutions, trends in population dynamics, fertility, mortality and migration are discussed.

SC312 • FALL/WINTER
HUMAN RELATIONS
4 CREDITS
PREREQUISITES: SC101 and Junior standing

A study of the interaction of people in the business and industrial complex. Emphasis is placed on the necessity for a cooperative environment to satisfy individual needs as well as to increase production efficiency.

SC313 • FALL
ENVIRONMENT OF THE COMMUNITY
4 CREDITS
PREREQUISITES: SC101 and Junior standing

The technological and ecological systems in the urban community; the interrelated effects of socio-political actions, conflicts and programs; changes in the urban environment; the environment as a conditioning agent in human life; and an analysis of the relationship of mental health and social well-being to urban systems are discussed.

SC320 • FALL/WINTER
INTRODUCTION TO SOCIAL WORK
4 CREDITS
PREREQUISITES: SC101 and Junior standing

This course is an introduction to the social work profession through an identification of the major human problems in society and the role of both society and social service in response to such problems. Students will have the opportunity to critique the management and operations of a social service agency and evaluate current ways in which agencies interpret problems and administer services.

SC322 • WINTER
CRIME AND SOCIETY
4 CREDITS
PREREQUISITES: SC101 and Junior standing

An evaluation of the current philosophical framework on crime, characteristics and patterns of crime, types and frequencies of crimes, the adult and juvenile offender and an overview of current programs for rehabilitation and prevention.

SC333 • FALL/SPRING
SOCIAL PROBLEM SOLVING
4 CREDITS
PREREQUISITES: SC101 and Junior standing

Theories of interpersonal, group and social conflict, analysis of communication patterns and diffusion processes, sources of conflicts, agents of change and applied intervention strategies are covered.

SC335 • SPRING
SOCIAL RESEARCH METHODS
4 CREDITS
PREREQUISITE: SC101
COREQUISITE: MT221

An overview of basic data collection, research design and analysis techniques as they pertain to the major forms of social research. A pilot study project is required to familiarize the student with research design techniques and subsequent statistical and/ or related options for data analysis.

**SC363 • WINTER/SPRING
THE FAMILY**

4 CREDITS
PREREQUISITES: SC101 and Junior standing

An interdisciplinary, cross-cultural focus on the family as a social, psychological, political and economic unit; patterns of communication and respect; roles and adjustments of members; parent and child relationships; and the effects of culture and urban stress on family units.

**SC371 • FALL/SPRING
WOMEN IN SOCIETY**

4 CREDITS
PREREQUISITES: 12 hours in sociology and Junior standing

A sociological inquiry into the status, problems and prospects of women in contemporary society. Explores the feminist political activities and women power resources.

**SC384 • WINTER
SOCIETY AND CULTURE**

4 CREDITS
PREREQUISITES: SC101 and Junior standing

A multidisciplinary, multicultural overview of the nature of ethnic and racial groups, their characteristics and cultures, theories of immigration, assimilation and adjustment, social and cultural pluralism, and implications for using racial and cultural values for planning social programs.

**SC424 • FALL/WINTER
ISSUES IN WELFARE**

4 CREDITS
PREREQUISITE: SC320

A general overview of welfare programs from historical time to the present and legislative proposals presently under consideration by the federal government. Includes an in-depth study of federal policy process, program planning, budgeting, design and implementation of social welfare programs.

**SC430 • FALL/WINTER
SOCIAL WORK PRACTICE I**

4 CREDITS
PREREQUISITE: SC320
COREQUISITE: SC424

This course provides students with a structured practice experience in a social agency setting. Theory from classroom is used and integrated with beginning practice skills.

**SC431 • SPRING
SOCIAL WORK PRACTICE II**

4 CREDITS
PREREQUISITE: SC430

Builds on the practice experience acquired in SC430. There is continued emphasis on integration and use of classroom theory.

**SC493 • AS NEEDED
READINGS IN SOCIOLOGY**

4 CREDITS
PREREQUISITES: 12 hours in sociology, senior standing and consent of the instructor

Directed intensive readings with focus on a selected topic.

SPANISH

**SP101 • FALL
ELEMENTARY SPANISH I**

4 CREDITS
PREREQUISITE: None

An aural-oral approach to the Spanish language. Pronunciation and fundamental grammatical principles are introduced through drill and basic language. Special emphasis is placed on skills of listening and speaking followed by practice in reading and writing.

**SP102 • WINTER
ELEMENTARY SPANISH II**

4 CREDITS
PREREQUISITE: SP101 or consent of the instructor

A continuation of SP101.

SP103 • SPRING
ELEMENTARY SPANISH III
4 CREDITS
PREREQUISITE: SP101 or consent of the instructor

A continuation of SP102.

SP201 • FALL
INTERMEDIATE SPANISH I
4 CREDITS
PREREQUISITE: SP101 or consent of the instructor

A course for students who have completed one year of Spanish; review of grammar with emphasis on the irregular verb and syntax, practice in reading, composition and conversation based on matters relating to Latin American countries.

SP202 • WINTER
INTERMEDIATE SPANISH II
4 CREDITS
PREREQUISITE: SP101 or consent of the instructor

A continuation of SP201.

SP203 • SPRING
INTERMEDIATE SPANISH III
4 CREDITS
PREREQUISITE: SP101 or consent of the instructor

A continuation of SP202.

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and University Relations and
Director of Publications

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Director of Development

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Glossary of Terms

Academic Probation

A student whose cumulative grade point average falls below 2.00 is placed on academic probation. A student whose cumulative grade point average falls below 2.00 for three consecutive quarters is subject to dismissal from the University.

Academic Status Committee

A committee comprised of selected faculty, staff and student members to which a student may appeal for reinstatement after academic or any other suspension.

Administration

Officials of the University who direct and supervise the activities of the institution.

Application for Admission

A form provided by the University on which the student enters identifying data and requests admission to a specific quarter or session. A student may not register and enroll in classes until the application has been accepted.

Assessment Examination

Mandatory examination administered at East-West University to test the graduating students' competency in an entire program area.

Associate Degree (AA, AAS)

A degree granted by a college or university which recognizes a student's satisfactory completion of an organized program of study consisting of 60 to 65 semester credits or 90 to 96 quarter credits, normally taking two years of full-time study.

Bachelor's Degree (BA, BS)

A degree granted by a college or university which recognizes a student's satisfactory completion of an organized program of study

consisting of 120 to 130 semester credits or 180 to 195 quarter credits, normally taking four years of full-time study.

Community Outreach

Designed to assist with public awareness of the University.

Continuing Student

A student registering for classes who attended the University during the previous quarters. A student registering for the fall quarter is a continuing student if he or she attended the University previously.

Corequisite

A requirement that must be satisfied at the same time a particular course is taken; usually a corequisite requires a concurrent enrollment in another course.

Counseling

Guidance provided by counselors in collegiate, vocational, social and personal matters.

Course

A particular portion of a subject selected for study. A course is identified by a subject title and course number with the prior two letters of the subject, for example: ACcounting 101.

Course Title

A phrase descriptive of the course content, for example the course title of AC 101 is "Principles of Financial Accounting I."

Credit

The amount of college credit earned by satisfactory completion of a specific course taken for one quarter. Each credit represents one hour per week of lecture or recitation, or a longer time in laboratory or other exercises not including preparation.

Credit by Examination

Course or unit credit granted for demonstrated proficiency through testing.

Credits Attempted

Total number of credits in which the student is enrolled at the end of the non-penalty drop period, which is the total number of credits for all courses appearing on the student's transcript.

Credits Completed

Total number of credits in the courses for which a student received a grade of A, B, C, D, or P.

Dismissal

A student on academic or progress probation for three consecutive quarters may be dismissed from the University. Once dismissed, the student may not attend classes for a specified period and must petition for readmission at the end of that period of time.

Educational Program

A planned sequence of credit courses leading to a defined educational objective such as an Associate or a Bachelor's degree.

Electives

Courses which a student may choose without the restriction of a particular major program area.

Enrollment

That part of the registration process during which students select classes.

Full-Time Student

A student may be verified as a full-time student if he/she is enrolled and active in 12 or more credits during a term.

General Education Core Requirements

A group of courses selected from

several disciplines which are required for graduation regardless of the program major.

Grade Points

The numerical value of a college letter grade: A-4, B-3, C-2, D-1, F-0.

Grade Point Average

A measure of academic achievement used in decisions on probation, graduation and transfer. The GPA is determined by dividing the total grade points earned by the number of attempted credit hours.

Grade Points Earned

Grade points times the number of credit hours for a class.

I- Incomplete

The administrative symbol "I" is recorded on the student's permanent record in situations where the student has not been able to complete a course due to circumstances beyond his/her control. The student must complete the course within the following quarter or the "I" becomes a letter grade determined by the instructor. Courses in which the student has received an Incomplete ("I") may not be repeated unless the "I" is removed and has been replaced by a letter grade.

Lower Division

Courses at the freshman and sophomore levels of the University.

Major

A planned series of courses and activities selected by a student for special area of concentration which are designed to teach certain knowledge and skills.

Minor

The subject field of study which a student chooses for secondary emphasis.

Placement Tests

Tests given prior to admission which are used to determine the student's assignment to the most appropriate class level.

Prerequisite

A requirement that must be satisfied before enrolling in a particular course, usually a previous course, a test score or consent of the appropriate department.

Proficiency Examination

An examination by which a student demonstrates sufficient knowledge of a particular course.

Quarter

One-third of the academic year, usually 11 weeks.

Records Office

The office and staff that certifies a student's legal record of college work; also provides legal statistical data for the University.

Registration

The process whereby a student whose application has been accepted formally enters the University for a specific quarter and receives a Registration/Fee Receipt. The student may enroll in open classes as part of the registration process.

Satisfactory Academic Progress

Student maintaining a cumulative grade point average of 2.0 or better.

Schedule of Classes

A publication used during registration giving the Subject Title, Course Number, Course Title, Credits, Time, Instructor, and Location of all classes offered in a quarter.

Student Government Association

An organization to which all currently enrolled East-West University students are eligible to join in order to serve their interests and to provide appropriate activities for them.

Subject

A division into which knowledge customarily is assembled for study, such as Mathematics or Psychology.

Subject Deficiency

Lack of credit for a course or courses required for some particular objective, such as graduation or acceptance by another institution.

Transcript

An official list of all courses taken at a college or university showing the final grade received for each course.

Transfer

Changing from one collegiate institution to another after having met the requirements for admission to the second institution.

Transferable Credits

College units earned through satisfactory completion of courses which have been articulated with other institutions.

Transfer Courses

Courses completed in another institution and accepted for credit by the University in lieu of equivalent courses offered by the University.

Upper Division

Courses at the junior and senior levels of the University.

W

An administrative symbol assigned to a student's permanent record for all classes which a student has dropped.

Withdrawal

The action a student takes in dropping all classes during any quarter.



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