We are delighted that you have chosen to continue your education at our College. We are committed to helping you develop your talents, realize your academic dreams, and establish a foundation for the fulfilling career that you deserve. Our college is more than classrooms; it is an academic environment centered on providing our students a high quality, career-oriented education. We offer degree programs in a number of industry-focused fields, taught by dedicated faculty, many of whom are current working professionals in the field in which they teach. Thus, you will not only have the opportunity to receive the technical knowledge that you desire, but also the real-world insights and guidance that can be critical to your ultimate success in today's competitive job market. You and your fellow students will have valuable outreach opportunities that can enrich your college experience, enhance your education, encourage industry connections and expand your career inspiration. Again, we welcome you, and pledge our commitment to assist you in your quest for a quality education in your chosen field of study.

Publication Date: January 2015

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Welcome

This catalog covers policies and other information for Sanford-Brown College (“Sanford-Brown”) and is current as of the time of publication. From time to time, it may be necessary or desirable for the College to make changes to this catalog due to the requirements and standards of the College’s accrediting agency, state licensing agency, or U.S. Department of Education, academic improvements, or other reasons. The College reserves the right to make changes at any time to any provision of this catalog, including the amount of tuition and fees, academic programs and courses, school policies and procedures, faculty and administrative staff, the College’s academic calendar and other dates, and other provisions. The College also reserves the right to make changes in equipment and instructional materials, to modify curriculum, and to combine or cancel classes.

PHOTOGRAPHS

While not all photographs in this publication were taken at the College, they do accurately represent the general type and quality of equipment and facilities found at the College. All photographs of the physical facilities of any of the colleges are captioned to identify the particular college depicted.
Advanced Placement Examination ......................................................... 23
Graduation Requirements ................................................................. 23
Leave of Absence ................................................................................ 23
Leave of Absence Conditions .............................................................. 23
Standard Period of Non-Enrollment (SPN) ............................................. 24
Military Leave During a Term ............................................................... 24
Transcripts .......................................................................................... 24
Transfer of Credit ................................................................................. 24
Withdrawal from the Institution ......................................................... 25

Financial Aid Information
Financial Assistance ............................................................................. 26
How to Apply ......................................................................................... 26
Disbursement of Title IV Credit Balance (Books) ................................. 26
Financial Aid Programs ....................................................................... 26
Other Funding ...................................................................................... 27
Eligible State Aid Programs ................................................................. 27
Veterans’ Educational Benefits ............................................................ 27
Institutional Grants & Scholarships ....................................................... 28
Cancellation and Refund Policies ......................................................... 29
Return of Title IV (R2T4) Funds .............................................................. 31
Withdrawal Date .................................................................................. 31
Exit Interview ...................................................................................... 32
Higher One Lost Card Replacement Fee ............................................. 32

Online Programs and Course Listings
Advertising Design, Bachelor of Fine Arts ....................................... 34
Animation Technology, Bachelor of Science ....................................... 36
Building Information Modeling, Associate of Science ....................... 38
Digital Media Production, Bachelor of Fine Arts ............................... 40
Fashion Merchandising, Bachelor of Fine Arts ................................. 42
Fashion Merchandising, Bachelor of Science .................................... 44
Game Production, Bachelor of Fine Arts ............................................ 46
Graphic Design, Associate of Science ................................................ 48
Graphic Design, Bachelor of Fine Arts ................................................. 50
Information Technology, Associate of Science ................................. 52
Information Technology, Bachelor of Science ................................... 54
Internet Marketing, Bachelor of Science ............................................. 56
Retail Merchandise Management, Associate of Science .................... 58
Retail Merchandise Management, Bachelor of Science ................. 60
Software Engineering, Bachelor of Science ................................... 62
Web Design and Development, Certificate ........................................ 64
Web Design and Development Associate of Science ....................... 66
Web Design and Development Bachelor of Science ......................... 68

Course Descriptions
Course Numbering Information ........................................................ 70
About the Institution

MISSION STATEMENT
The institution provides career-focused post-secondary educational opportunities to a diverse student population. Through outcomes oriented programs, convenient and supportive student services that accommodate students’ lives, and career assistance, the institution is committed to helping our students and graduates achieve their educational and professional goals.

OBJECTIVES
To accomplish this mission, the Institution is dedicated to:

• Fostering academic excellence,
• Providing theoretical and practical training,
• Employing qualified faculty who offer students personalized attention and professional expertise,
• Utilizing industry-standard curricula and technologies,
• Providing staff and faculty members who uphold the highest standards of service and quality, and
• Cultivating an environment that celebrates creativity and diversity

The College’s faculty, administration, and support services, diligently work to fulfill this mission.

ACCREDITATION AND LICENSURE
The College (Sanford-Brown) is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award Certificates, Associate degrees and Bachelor degrees.

ACICS is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation.

Accrediting Council for Independent Colleges and Schools (ACICS):
750 First St., N. E., Suite 980
Washington, D.C. 20002-4221
(202) 336-6780
www.acics.org

LICENSED AND APPROVAL
Sanford-Brown is licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at:

325 West Gaines Street, Suite 1414
Tallahassee, FL 32399-0400
(888) 224-6684 (toll-free)
The Online campus is approved for payment of Veterans’ Educational Benefits to eligible students by the applicable State Approving Agency for Veterans Affairs and participates in many Veterans’ Educational Benefit programs. Students interested in Veterans’ Educational Benefits should contact the Student Finance Office. Veterans who are unsure of their benefit eligibility or have additional eligibility questions should contact the Veterans Administration at (800) 827-1000, or 888-GI Bill-1 (888-442-4551), or go to http://www.gibill.va.gov/. Eligible students must maintain satisfactory academic progress and all applicable eligibility requirements to continue receiving Veterans’ Educational Benefits. The College is also approved for the training of eligible students for vocational rehabilitation assistance.

Sanford-Brown College Online is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation by minimum standards concerning the quality of education, ethical business practices, health and safety, and fiscal responsibility.

Sanford-Brown College Online is authorized by the Alabama Department of Postsecondary Education to operate a private school pursuant to the Alabama Private School License Law.

Sanford-Brown College Online is registered as a private institution with the Minnesota Office of Higher Education pursuant to sections 136A.61 to 136A.71. Registration is not an endorsement of the Institution. Credits earned at the Institution may not transfer to all other institutions.

Sanford-Brown College Online is authorized to offer educational programs and award degrees and diplomas in the State of Wisconsin by the:

**Educational Approval Board**
201 West Washington Avenue, 3rd Floor
Madison, WI 53703
(608) 266-1996

Sanford-Brown College Online is approved by the:

**Kansas Board of Regents**
1000 SW Jackson St., Ste. 520
Topeka, KS 66612
(785) 296-3421

Sanford-Brown College Online may only enroll residents from the State of Minnesota into the Bachelor of Science and the Bachelor of Fine Arts degree programs.

Sanford-Brown College Online is authorized by:

**The Indiana Board of Proprietary Education**
101 W. Ohio Street, Suite 670
Indianapolis, IN 46204-1984

Sanford-Brown College Online is not authorized to enroll residents from the State of Arkansas.

**AFFILIATIONS AND ARTICULATION AGREEMENTS**

**Affiliations**
Sanford-Brown is a member of the Association of Private Sector Colleges & Universities and the Florida Association of Private Schools and Colleges.

**Articulation Agreements**
Sanford-Brown currently has an Articulation Agreement with:

**American InterContinental University**
231 North Martingale Rd
Schaumburg, IL 60173
(877) 701-3800

This agreement is designed to facilitate the acceptance of applicants seeking admission to graduate programs at AIU who have earned a Bachelor’s degree from SBC (formerly IADT).

Sanford-Brown currently has an Articulation Agreement with:

**Colorado Technical University**
4435 N. Chestnut Street Suite E
Colorado Springs, CO 80907
(877) 640-7555

This agreement is designed to facilitate the process for the transfer of credit between the institutions, continue educational progress toward the completion of an approved degree program and to minimize or avoid the loss of credit previously earned by a student who transfers to another institution.

Sanford-Brown currently has Articulation Agreements with Penn Foster College, Scottsdale, AZ

This agreement is designed to facilitate the process for the transfer of credit between the institutions, continue the educational progress toward the completion of an approved degree program and to minimize or avoid the loss of credit previously earned by a student who transfers to another institution.
For more information regarding articulation agreements, please see the Director of Education.

**Consortium Agreements**
The following colleges have consortium agreements with Sanford-Brown College Online permitting their students to take a portion of their classes through Sanford-Brown College Online:

- Collins College
- Sanford-Brown College – Chicago
- International Academy of Design & Technology – Detroit
- Sanford-Brown College – Las Vegas
- International Academy of Design & Technology – Nashville
- Sanford-Brown College – Orlando
- International Academy of Design & Technology – Sacramento
- Sanford-Brown College – Seattle
- Sanford-Brown College – Tampa
- Sanford-Brown College – San Antonio

**FACILITIES AND EQUIPMENT FOR INSTRUCTION**
The administrative offices of Sanford-Brown College Online are located at:

7702 Woodland Center Blvd., Suite 100
Tampa FL 33614

All administrative and academic offices may be contacted at (888) 247-4238. Sanford-Brown utilizes a proprietary Learning Management System (LMS) known as the Virtual Campus.

Virtual classrooms are designed to facilitate learning and may be comprised of learning activities that include one or more of the following:

- Presentations: Multimedia presentations introduce new concepts and are accessed by students asynchronously.
- Discussion Forums: Topic-based discussions are facilitated asynchronously by the instructor. Discussion forums provide students with the opportunity to respond to the instructor as well as to other students. The instructor may focus the discussion, highlight critical insights made by students, challenge the critical thinking of students, and propose alternative perspectives on a topic.
- Chat Sessions: Twice each week, the instructor holds a one-hour live (synchronous) chat session. The instructor uses these chat sessions to deliver a structured presentation. Chat sessions are recorded and archived so that students who are unable to attend the session synchronously may access it at their convenience.
- Assignments: Each assignment allows students the opportunity to demonstrate their knowledge and gain feedback from the instructor.
- Group Projects: Students may have the opportunity to participate in group projects. Evaluation of the group projects will involve an analysis of the products as well as the group process.

A listing of minimum hardware and software requirements for all programs is contained in the addendum to the catalog.

**CAMPUS HISTORY**
The original International Academy of Design & Technology (IADT) in Chicago was founded in 1977 by a former Sears’s executive, Clem Stein, Jr., as a postsecondary institution focusing on merchandising and design. Over 25 years later, the College continues to respond to changes brought by technology through an expansion of its academic program offerings and campus locations in order to meet the needs of the design, technology, business, and allied health industries.

In 2014 IADT and Sanford Brown were merged to create a comprehensive higher education institution offering programs across multiple disciplines.
General Information

ACADEMIC CALENDAR
Academic terms and session start dates, as well as the holiday schedules, are listed in the academic calendar located in the catalog addendum.

CAMPUS SECURITY
Sanford-Brown publishes an annual security report that contains information concerning policies and programs relating to campus security, crimes and emergencies, the prevention of crimes and sexual offenses, drug and alcohol use, campus law enforcement, and access to campus facilities.

The Annual Security Report also includes statistics concerning the occurrence of specified types of crimes on campus, at certain off-campus locations, and on the public property surrounding the campus. This report is published annually by October 1, and contains statistics for the three most recent calendar years. A copy of the Annual Security Report is provided to all current students and employees. A copy of the most recent Annual Security Report may be obtained from the campus administration during regular business hours.

In addition to the Annual Security Report, Sanford-Brown maintains a crime log recording all reported crimes. The crime log is available for public inspection during regular business hours by contacting the campus administration. Sanford-Brown will report to the campus community, any occurrence of any crime, reportable in the Annual Security Report that is reported to campus security or local police, which is considered to be an immediate threat to students or employees.

VIRTUAL CAMPUS SECURITY
Students, faculty, and staff are assigned individual, unique usernames and passwords, which should be changed regularly, to securely access the Virtual Campus. The password students pick should comply with the following guidelines:

- At least 8 characters in length
- Not a word in any language, slang, dialect, jargon, etc.
- Not based on personal information, account name, names of family or pets, birthdays, etc.
- None of the above spelled backward, slightly misspelled, substituting a numeric or special character for one of the letters, or preceded or followed by a numeric or special character

Failure to comply with the password security specifications or intentional misuse of password security is a violation of the Conduct Policy. Passwords should not be shared.

HOURS OF OPERATION
The Academy administrative offices are open from 9:00 a.m. to 8:00 p.m., Monday through Thursday, and 9:00 a.m. to 6:00 p.m. on Friday and Saturday. Changes in hours of operation will be posted on the Virtual Campus.

CATALOG ADDENDUM
The catalog addendum includes the most current information related to the academic calendar, tuition and fees, updates to program offerings, full-time faculty members, administrative staff, and other updates. Students are responsible for referencing the addendum for the most current information.

STUDENT CONDUCT POLICY
All students are expected to respect the rights of others and are held responsible for conforming to the laws of the United States, local, and State governments. Students are expected to conduct themselves in a manner consistent with the best interests of Sanford-Brown and of the student body.

Sanford-Brown reserves the right to dismiss a student, or restrict a visitor, for any of the following reasons: possession of firearms on campus property; failure to maintain satisfactory academic progress (SAP); failure to pay institution fees and/or tuition by applicable deadlines; disruptive behavior (continued willful noncompliance, willful and persistent profanity or vulgarity, open and/or persistent defiance of authority, and/or persistent disrespect of personnel or students); posing a danger to the health or welfare of students or other members of the campus community; theft, on or off campus; any form of assault; State and Federal drug laws violations; electronic or social media violations; or failure to comply with the policies and procedures of Sanford-Brown. The
list of examples is not intended to be all-inclusive, and Sanford-Brown reserves the right to act in the best interest of the students, faculty, and staff and may deem actions committed by a student to be a conduct violation, although the action does not appear on a list of examples. Violation of the conduct policy is grounds for suspension of privileges, up to and including dismissal from Sanford-Brown. Students may be required to appear before the Academic Review Committee to respond to disciplinary charges. In extenuating circumstances, a senior manager may act on behalf of Sanford-Brown. Any unpaid balance for tuition, fees, and supplies becomes due and payable immediately upon a student’s dismissal. Sanford-Brown will also determine if any Title IV funds need to be returned (see the Financial Information section of this catalog).

**DRUG-FREE ENVIRONMENT**
As a matter of policy, Sanford-Brown prohibits the unlawful manufacture, possession, use, sale, dispensation, or distribution of controlled substances and the possession or use of alcohol by students and employees on its property and at any institutional activity.

Any violation of these policies will result in appropriate disciplinary actions, up to and including dismissal in the case of students and termination in the case of employees, even for a first offense. Violations of the law will also be referred to the appropriate law enforcement authorities. Students or employees may also be referred to abuse help centers. If such a referral is made, continued enrollment or employment will be subject to successful completion of any prescribed counseling or treatment program. Information on the school’s drug-free awareness program and drug and alcohol abuse prevention program may be obtained from the campus administration.

**FACULTY**
Faculty members are the cornerstone of Sanford-Brown’s academic success. Many faculty members have professional and industry experience, combined with appropriate academic credentials. Faculty members bring a high level of professionalism to the classroom, and are recognized by their academic and industry peers. Through the guidance of the faculty, theoretical, practical, and creative applications are addressed in the curricula and reinforced by interaction with professionals in the industries for which training is offered.

Faculty members are dedicated to students’ academic achievement, professional education, individual attention, and to the preparation of students for their chosen careers. It is through personal attention that students can reach their potential, and it is the dedicated faculty who will provide the individual guidance necessary to assure every student that his or her time in class is well spent. A listing of Sanford-Brown’s full-time faculty may be found in the addendum to this catalog.

**GRIEVANCE POLICY**
Many student complaints can be resolved through discussion with the appropriate instructor or staff member and the use of this grievance procedure, and we encourage students to make contact at the first indication of a problem or concern.

This section describes the steps the student should follow so that the problem can be fully and fairly investigated and addressed. The student will not be bound by any resolution unless the student agrees to accept it. If the student does not accept a proposed conclusion or resolution, then the student may pursue the matter in arbitration as provided for in the student’s Enrollment Agreement. However, the student must pursue his or her claim through this grievance procedure first.

*Please note:* This grievance procedure is intended for problems concerning a student’s recruitment, enrollment, attendance, education, financial aid assistance, or career service assistance, or the educational process or other school matters. It does not apply to student complaints or grievances regarding grades or sexual harassment, which are addressed in other sections of this catalog.

Sanford-Brown and the student agree to participate in good faith in this grievance procedure. We will receive all information submitted by the student concerning a grievance in strict confidence and we and the student agree to maintain confidentiality in the grievance procedures. No reprisals of any kind will be taken by any party of interest or by any member of Sanford-Brown administration against any party involved. We will investigate all complaints or grievances fully and promptly.

So long as the student pursues this grievance procedure to its conclusion, the period during which the student is pursuing this process will not count toward any statute of limitations relating to the student’s claims.

**Step 1** – Grievances or complaints involving an individual instructor or staff member should first be discussed with the individual involved. Grievances or complaints involving a policy or class should first be discussed with the individual enforcing that policy, the class instructor, or their supervisor. Alternatively, the student may submit the complaint to the Designated Academic Official.

**Step 2** – If the matter is not resolved to the student’s satisfaction in Step 1, the student may appeal to Sanford-Brown’s Academic Review Committee (ARC). To do so the student must submit to their Academic Advisor a written, dated, and signed statement of the grievance or complaint, with a detailed description of the actions that have taken place thus far. The student’s Academic Advisor will submit and present the appeal to the ARC. The ARC will evaluate the appeal, potentially
seek additional relevant information from the student, and assess the appeal’s merits based upon the evidence presented in a fair and equitable manner. The ARC will issue a decision in writing to the student within 10 days of receipt of all relevant evidence provided by the student. The ARC’s decision will be final. The student’s written complaint, together with ARC’s decision, will become a permanent part of the files of the parties involved.

General
This grievance procedure is designed to address problems promptly and without undue delay. In order to achieve that, the student must initiate Step 1 within ten (10) business days of the incident or circumstance(s) giving rise to the complaint, and must initiate each other Step within ten (10) business days after receiving a response or if more than twenty (20) business days have passed with no response. If the student fails to take any of the steps in this procedure within the required time frames, then the student will be deemed to have accepted the resolution last proposed by Sanford-Brown. If the school fails to act within the time frames described in this procedure, then the student may elect to forgo any further steps in the grievance procedure and choose to go directly to arbitration as provided in the student’s Enrollment Agreement. The time periods set forth in these procedures can be extended by mutual consent of Sanford-Brown and the student.

The student may also contact the:

Accrediting Council for Independent Colleges and Schools
750 First Street, NE, Suite 980
Washington, D.C. 20002-4241
(202) 336-6780

At any time, a student may also contact the state agency according to their location. State specific agencies are listed below.

Alabama
Department of Postsecondary Education http://www.accs.cc/complaintform.aspx

Florida
Commission for Independent Education
Florida Department of Education
325 West Gaines Street, Suite 1414
Tallahassee, FL 32399-0400
(850) 245-3200 (Phone)
(888) 224-6684 (Toll-free)
www.flode.org/cie/

Illinois
Illinois Board of Higher Education
431 East Adams, 2nd Floor
Springfield, IL 62701-1404
(217) 557-7359

Indiana
The Indiana Board of Proprietary Education
101 W. Ohio Street, Suite 670
Indianapolis, IN 46204-1984

Kansas
Kansas Board of Regents
1000 SW Jackson St., Suite 520
Topeka, KS 66612-1368
(785) 296-3421

Minnesota
Minnesota Office of Higher Education
1450 Energy Park Drive, Suite 350
St. Paul, MN 55108-5277
(651) 642-0567 (Phone)
(800) 657-3866 (Toll-free)

Tennessee
Tennessee Higher Education Commission
Parkway Towers, Suite 1900
Nashville, TN 37243-0830
(615) 741-5293

Wisconsin
Educational Approval Board
201 West Washington Avenue, 3rd Floor
Madison, WI 53703
(608) 266-1996

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT NOTICE

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution. These rights include:

1. The right to inspect and review the student’s education records within 45 days after the day Sanford-Brown receives a request for access. A student should obtain a Request to Inspect and Review Education Records form from the Registrar’s Office and submit to the Registrar’s
Parental access to a student's record will be allowed by the school if the student is under 21 years old; or (2) the student is a juvenile in a State correctional facility, or when notified of the right to a hearing.

If the student wishes to ask the school to amend a record, they should write the Registrar’s Office, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

The school discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Sanford-Brown in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Sanford-Brown who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of the education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Sanford-Brown.

Parental access to a student’s record will be allowed by Sanford-Brown without prior consent if: (1) the student has violated a law or Sanford-Brown’s rules or policies governing alcohol or other substances; or (2) the school determines that the student is an unemancipated child who is over 18 years old.

Below is a listing of the disclosures that postsecondary institutions may make without consent:

FERPA permits the disclosure of education records, without consent of the student, if the disclosure meets certain conditions found in the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, FERPA regulations requires Sanford-Brown to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose education records without obtaining prior written consent of the student in the following instances:

- To other school officials, including teachers, within Sanford-Brown whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or function.
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer.
- To authorized representatives of the U.S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising Sanford-Brown’s State-supported education programs. Disclosures under this provision may be made, in connection with an audit or evaluation of Federal or State supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on
their behalf. In connection with financial aid for which the student
has applied or which the student has received, if the information is
necessary to determine eligibility for the aid, determine the amount
of the aid, determine the conditions of the aid, or enforce the terms
and conditions of the aid.

- To organizations conducting studies for, or on behalf of, the school,
in order to: (a) develop, validate, or administer predictive tests; (b)
administer student aid programs; or (c) improve instruction. To
accrediting organizations to carry out their accrediting functions.
- To comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in connection with a health or safety
emergency.
- Information the school has designated as “directory information”
may be released at the school’s discretion. Sanford-Brown has
defined directory information as the student’s name, address(es),
telephone number(s), e-mail address, birth date and place, program
undertaken, dates of attendance, honors and awards, photographs,
student IDs and credential awarded. If a student does not want his or
her directory information to be released to third parties without the
student’s consent, the student must present such a request in writing
to the Registrar’s Office within 45 days of the student’s enrollment or
by such later date as the school may specify. Under no circumstance
may the student use the right to opt out to prevent the school from
disclosing that student’s name, electronic identifier, or institutional
e-mail address in a class in which the student is enrolled.
- To a victim of an alleged perpetrator of a crime of violence or a
non-forcible sex offense. The disclosure may only include the final
results of the disciplinary proceeding with respect to that alleged
crime or offense, regardless of the finding.
- To the general public, the final results of a disciplinary proceeding
if the school determines the student is an alleged perpetrator of a
crime of violence or non-forcible sex offense and the student has
committed a violation of the school’s rules or policies with respect
to the allegation made against him or her. To parents of a student
regarding the student’s violation of any Federal, State, or local law, or
of any rule or policy of the school, governing the use or possession
of alcohol or a controlled substance if the school determines the student
committed a disciplinary violation and the student is under the age of
twenty-one.

AMERICANS WITH DISABILITIES ACT/504
Sanford-Brown does not discriminate against individuals on the basis
of physical or mental disability and is fully committed to providing
reasonable accommodations, including appropriate auxiliary aids and
services, to qualified individuals with a disability, unless providing such
accommodations would result in an undue burden or fundamentally
alter the nature of the relevant program, benefit, or service provided
by the College. To request an auxiliary aid or service, please contact the
ADA/504 Coordinator.

Individuals requesting an auxiliary aid or service will need to complete
an Application for Auxiliary Aid. To enable the school to provide an
auxiliary aid or service, it is recommended that the Application for
Auxiliary Aid be submitted to the ADA/504 Coordinator six weeks
before the first day of classes, or as soon as practical. Disagreements
regarding an appropriate auxiliary aid and alleged violations of this
policy may be raised pursuant to Sanford-Brown’s grievance procedures.
It is the policy of Sanford-Brown to offer reasonable accommodations
to qualified students with disabilities, in accordance with the Americans
with Disabilities Act (ADA).

INSTITUTIONAL POLICIES
Students are expected to be familiar with the information presented
in this catalog, in any supplements and addenda to the catalog, and
with all college policies. By enrolling in Sanford-Brown, students agree
to accept and abide by the terms stated in this catalog and all school
policies. If there is any conflict between any statement in this catalog
and the enrollment agreement signed by the student, the provision in
the enrollment agreement controls and is binding.

TECHNOLOGY USE POLICY
Faculty, staff, and students are advised to use proper social and
professional etiquette when using the technology systems of Sanford-
Brown. Use of the network implies consent for monitoring of traffic
that is necessary for smooth administration of the resource. Sanford-
Brown does not condone the use of inappropriate language when
communicating to instructors, staff, or students. Any part of Sanford-
Brown’s technology resources must not be used to produce, view,
store, replicate, or transmit harassing, obscene, or offensive materials.
This includes, but is not limited to, material from the internet, screen
savers, etc. In addition, copies of such material, including those from
magazines, are not permitted to be distributed. Violations of this policy
by any student, faculty, or staff member may result in disciplinary action
up to and including dismissal.

Sanford-Brown’s technology resources should only be used to
accomplish college-specific tasks, goals, and learning objectives.
Sanford-Brown’s technological resources shall not be used for purposes
that could reasonably be expected to cause directly, or indirectly,
excessive strain on technology resources or unwarranted and unsolicited
interference with use of technology systems. Engaging in any use that
interferes with another student’s and/or employee’s work or disruption of the intended use of technology resources is prohibited. Students who violate the Technology Use Policy may be subject to disciplinary action.

**SEXUAL HARASSMENT POLICY**
Sanford-Brown is committed to the policy that all members of the school’s community, including its faculty, students, and staff, have the right to be free from sexual harassment by any other member of the school’s community. Sexual harassment refers to, among other things, sexual conduct that is unwelcome, offensive, or undesirable to the recipient, including unwanted sexual advances. All students and employees must be allowed to work and study in an environment free from unsolicited and unwelcome sexual overtures and advances. Sexual harassment will not be tolerated.

Should a student feel that he/she has been sexually harassed; the student should immediately inform the campus Director of Education (DOE). If the matter is not resolved to the student’s satisfaction, or the student is not comfortable in addressing the issue with the DOE, the student may elevate the issue to the campus President. If the matter is then not resolved to the student’s satisfaction, the student may reach out to a Career Education Corporation Corporate contact by calling (847) 781-3600, choosing option 6 for student concerns.
COURSE MATERIALS RETURN

If students drop a course or are withdrawn or dismissed from Sanford-Brown before the end of the Add/Drop period (generally, the first week of the session), they must return the books and supplies issued to them. The books and supplies must be returned in like-new condition, as determined by the college in its sole discretion.

Students taking online courses receive course materials from Words of Wisdom, LLC. Course materials must be returned to Words of Wisdom, LLC, using the Words of Wisdom Return Materials Authorization (RMA) number and Merchandise Return Label provided by Words of Wisdom, which may be obtained by contacting Words of Wisdom customer service at 1-866-969-4238 or at sbonlinebooks@wordsofwisdombooks.com. This label will allow the student to return the materials at no expense to them via USPS.

To be eligible for return credit, the following criteria must be met:

- The RMA must be requested prior to the end of the first week of the session
- The materials being returned must be for the current session only
- The materials being returned must be unused, undamaged, unmarked and in saleable condition
- The RMA number must be included with student's return

Failure to meet the above criteria or to include the RMA number will make the return ineligible for credit, and the materials will be returned to the student or discarded upon written direction from the student.

E-BOOK AGREEMENT

For students using e-books, the student agrees that by accessing e-books provided by Sanford-Brown, s/he will abide by the terms and conditions of the e-Book Agreement, which states that the student will not copy, alter, or reproduce the e-books in any form with the intent of distributing or selling any part of the content, directly or indirectly. By accessing e-books, the student understands that these are security requirements necessary to protect e-book copyrights.

CYBRARY/ONLINE LIBRARY

The Cybrary is an internet-accessible information center committed to facilitating the lifelong learning and achievement of the Career Education Corporation community. This “virtual library” contains a collection of full-text journals, books, and reference materials, links to websites relevant to each curricular area, instructional guides for using electronic library resources, and much more.
The virtual collection is carefully selected to support students as they advance through their programs of study and include quality, full-text, peer-reviewed articles from scholarly journals and full-text electronic books. Instructional materials for students and faculty are designed to enhance information literacy skills.

A staff of librarians works with the College in the selection and management of the Cybrary resources. Students have access to the Cybrary from any location where there is access to broadband internet service. Access to the Cybrary is password controlled. Students must use their Student Portal ID to access the Cybrary. Online students may access the Online Library through the Virtual Campus.

**STUDENT PORTAL/VIRTUAL CAMPUS SECURITY**

Students, faculty, and staff are assigned individual, unique usernames and passwords, which should be changed regularly, to securely access the Student Portal. The password students pick should comply with the following guidelines:

- At least 8 characters in length
- Not a word in any language, slang, dialect, jargon, etc.
- Not based on personal information, account name, names of family or pets, birthdays, etc.
- None of the above spelled backward, slightly misspelled, substituting a numeric or special character for one of the letters, or preceded or followed by a numeric or special character

Failure to comply with the password security specifications or intentional misuse of password security is a violation of the Conduct Policy. Passwords should not be shared.

**ACADEMIC ADVISING**

Students will be assigned an Advisor during their first term. Staff and faculty members are available to assist students in academic guidance concerning the student’s individual major and coursework, and may also provide referral services to external agencies as necessary.

**CAREER SERVICES**

During the admissions interview, prospective students are introduced to career paths that may be available to them upon graduation. The Career Services staff is the liaison between students and employers, and serves the students by promoting Sanford-Brown to prospective employers. Career Services provides students and graduates with resources for resume writing, interviewing skills, and professional networking techniques.

Several local and nationally recognized organizations employ our graduates. Some entrepreneurial graduates use their education and talents to start businesses of their own. Organizations that accept students or graduates, for internship or potential employment, may conduct a criminal and/or personal background check. Students with criminal records that include felonies or misdemeanors (including those that are drug related), or personal background issues such as bankruptcy might not be accepted by these organizations for internship or employment following completion of the program. Additionally, some organizations may require candidates to submit to a drug test. Some programs may require additional education, licensure, and/or certification for employment in some positions. Employment and internship decisions are outside the control of Sanford-Brown. Sanford-Brown does not guarantee employment or salary. Graduates may return to Sanford-Brown for assistance in advancing within their career paths.

The Office of Career Services maintains and provides resumes of graduates to prospective employers. Program success is evaluated through the Student Outcomes and Disclosures information located on the home page of Sanford-Brown’s web site. In addition, Sanford-Brown surveys graduates and employers to obtain educational and employment feedback and utilizes input from advisory boards, consisting of industry professionals, to improve educational programs and to update curriculum.

Sanford-Brown cannot guarantee employment or salary. Find disclosures on graduation rates, student financial obligations, and more at http://www.sanfordbrown.edu/disclosures.

**PLANS TO IMPROVE ACADEMIC PROGRAMS**

The College reviews the academic programs on a regular basis to ensure relevancy with current employment requirements and market needs. As deemed appropriate, Sanford-Brown may change, amend, alter or modify program offerings and schedules to reflect this feedback. If you have questions about this process or any plan to improve academic programs, contact the academic administration.

**STUDENT’S RIGHTS AND RESPONSIBILITIES**

All students have the right to know:

- The school’s accrediting and licensing agencies
- The school’s programs, facilities, and faculty
- The cost of attending Sanford-Brown
- The financial assistance available
- How the Financial Aid Office determines the student’s financial need
• Each type of aid to be received and how it will be disbursed
• How to submit appeals under various school policies
• The school’s method of determining satisfactory academic progress and how it affects the student’s financial aid eligibility
• Interest rates, repayment amounts, cancellation and deferment provisions for all loans borrowed by the student
• The criteria for continued eligibility for financial aid
• The terms of all loans borrowed by the student

All students have the following responsibilities:

• To review and consider all aspects of the School program before enrolling
• To complete financial aid applications accurately and truthfully
• To provide additional documentation, verification, correction, etc. as requested by the School or agency
• To read, understand, and keep copies of all forms received
• To notify the school of any change in their financial circumstances
• To notify the school and the lender of a name or address change
• To understand the school’s satisfactory academic progress policy
• To understand the school’s refund policies
• To sign all required certification statements
• To repay all loans according to the promissory note(s) signed, as detailed in the Student Rights and Responsibilities

CONTINUOUS EDUCATION BENEFIT AVAILABLE TO ALUMNI

Alumni are welcome to audit the courses from their original program(s) of study, provided class space exists. The audited courses must be part of the program from which they graduated.

There is no tuition cost to alumni who choose to audit one or more courses. Books, supplies, and fees are the responsibility of the alumnus. Alumni who wish to audit a course for non-credit must obtain an Audit Request Form from the Registrar’s Office. The audited course name and “AU” grade designation will be recorded on the official transcript. Financial aid is not available when courses are audited. Alumni with outstanding financial obligations to Sanford-Brown are not eligible to audit courses until such balances are paid in full.
PROOF OF GRADUATION
Acceptable documentation of high school graduation (called Proof of Graduation) must be received by the institution by the first day of the quarter or term immediately subsequent to the student’s first quarter or term of enrollment. It is the student’s responsibility to provide acceptable documentation of high school graduation or its equivalency. Students may be asked to provide additional documentation to support the validity of their high school transcript or other Proof of Graduation. Any student who does not provide documentation of high school graduation or high school graduation equivalency, or who submits documentation that is invalid or from an invalid high school or organization must have his or her enrollment canceled. Once a student’s enrollment is canceled, he or she will not receive credit for any academic work submitted or grades earned prior to the cancellation. No Federal Financial Aid funds will be disbursed to a student’s account until a valid proof of high school graduation or its equivalent is received, reviewed and confirmed.

TRANSFER STUDENTS
All transfer students follow the same admissions procedure as other students.

RESIDENCY REQUIREMENTS
A student must meet the minimum residency requirement of 25% of the degree program.

Sanford-Brown College Online will limit academic residency to 25% or less of the degree requirement for all degrees for active-duty service members and their adult family members (spouse and college age children). In addition, there are no “final year” or “final term” residency requirements for active-duty service members and their family members. Academic residency can be completed at any time while active-duty service members and their family members are enrolled. Reservist and National Guardsmen on active-duty are covered in the same manner.

NONDEGREE-SEEKING STUDENTS
A nondegree-seeking (NDS) student is one who wishes to enroll in courses for professional or personal development, but does not intend to pursue a degree at the time of application. Nondegree-seeking applicants will be subject to the same admissions requirements and procedures as degree-seeking students and must satisfy any prerequisite requirements of the course(s) they wish to schedule for. The college reserves the right to deny applicants if the required admissions documents and procedures are not successfully completed. Nondegree-seeking students are not eligible for financial aid.
ENGLISH PROFICIENCY AND ENGLISH AS A SECOND LANGUAGE

Students whose native language is not English may be required to take the Test of English as a Foreign Language (TOEFL), International English Language Testing System (IELTS), or demonstrate English proficiency through other acceptable measures established by the institution. A minimum TOEFL score of 500 on the paper version, or 173 on the computer-based test, or 61 on the internet-based version, or a minimum score of 5.5 on the IELTS is required. Students may also demonstrate English proficiency through successful completion of a college-level English course from an accredited college or university in the U.S. prior to enrollment in the institution.

DOCUMENT INTEGRITY

Any forged/altered academic document, foreign or domestic, submitted by a prospective student will be retained as property of the college and will not be returned to the prospective student. These students will not be considered for admission. If a student is currently attending, and the college becomes aware of a forged credential, the following applies:

• If the forged document was used to admit the student, and the absence of that credential would make the student inadmissible, the student will be dismissed from the Institution; or

• If the forged document was used to gain transfer credit, the student may be dismissed from the institution and any transfer credit already awarded from the forged credential will be removed.

RETURNING STUDENTS

Students seeking readmission to the college may be subject to the same admissions requirements and procedures as new applicants. Additional financial aid forms may also be required for those wishing to apply for financial aid.

All returning students will be charged the rate of tuition and fees in effect at the time of re-entry.
ACADEMIC INTEGRITY

All students are expected to adhere to the standards as set forth in the Student Code of Conduct and Academic Honesty Policy.

The following outlines criteria for the academic honesty policy. Students are expected to demonstrate academic integrity by completing their own work assignments and assessments. Effective planning and progress must be accomplished for students to be successful in their program of study. Submission of work from another person, whether it is from printed sources or someone other than the student, previously graded papers, papers submitted without proper source citation, or submitting the same paper to multiple courses without the knowledge of all instructors involved can result in a failing grade or be reported to your program administrator and/or Director of Education for appropriate sanctions or disciplinary actions.

Examples of academic dishonesty include, but are not limited to:

- **Cheating** – Cheating includes, but is not limited to, the following: using unauthorized notes, study aids, or electronic or other devices not authorized by the instructor; using or borrowing information from another person, or submitting someone else’s work as one’s own work; using work previously submitted for another purpose, without the instructor’s permission, is prohibited; and duplicated use of copyrighted material in violation of U.S. federal copyright laws will not be tolerated.

- **Plagiarism** – Submitting as one’s own work, in whole or in part, words, ideas, art, designs, text, drawings, etc. that were produced by another person without attributing that person as the rightful source of the work. Plagiarism also includes, but is not limited to: using words, word passages, pictures, etc. without acknowledgment; paraphrasing ideas without quotation marks or without citing the source; submitting work that resembles someone else’s beyond what would be considered a tolerable coincidence; ideas, conclusions, or information found on a student paper that the student cannot explain, amplify, or demonstrate knowledge of upon questioning.

- **Copyright Infringement** – The right to reproduce or distribute a copyrighted work is the exclusive right of the copyright owner. One must seek permission from the copyright owner to reproduce or distribute a copyrighted work. This applies to file-sharing as well. It is an infringement of copyright to download or upload substantial parts of copyrighted work without the authority of the copyright owner. (Section 106 of the Copyright Act, Title 17 of the United States Code)

- **Accessory to Dishonesty** – Knowingly and willfully supplying material or information to another person for the purpose of using the material or information improperly.

- **Falsification or Alteration of Records and Official Documents** – The following are examples of acts under this category, but the list is not exhaustive: altering academic records; forging a signature or authorization on an academic document; or falsifying information on official documents, grade reports, or any other document designed to attest to compliance with school regulation or to exempt from compliance.

- **Software Code of Ethics** – Unauthorized duplication of copyrighted computer software violates the law and is contrary to our Institution’s standards of conduct.

DISREGARD OF THE ACADEMIC HONESTY POLICY: PENALTIES AND PROCEDURES

- **1st offense:**
  - Student may resubmit the paper with a 50% penalty,
  - Student receives warning from the faculty,
  - Instructor notifies the program administrator of the first offense,
  - Instructor works with the student to make sure the student understands the citation and documentation requirements, and understands relevant copyright laws.

- **2nd offense:**
  - Student receives a zero for the assignment,
  - Instructor notifies the program administrator and Director of Education of the second offense, and
  - Student Advising Session is conducted by the program administrator to review, at a minimum, further consequences of any additional repeat offenses.

- **3rd offense:**
  Student automatically fails the course and Director of Education determines any further actions.
ACADEMIC HONORS
Each term, full time students enrolled in 12 credits or more who have achieved a grade point average (GPA) of 3.91 and above will be named to the President’s High Honor List. Students who have achieved a GPA of 3.50–3.90 will be named to the Dean’s Honor List. Only grades received before the academic honors list is compiled will be considered in determining eligibility.

Upon successful completion of Associate or Bachelor Degree requirements, a graduate with the following cumulative grade point average (CGPA) will be recognized with the following honors:

- Summa cum Laude: 3.90–4.00
- Magna cum Laude: 3.70–3.89
- Cum Laude: 3.50–3.69

Upon successful completion of Certificate program requirements, a graduate with the following cumulative grade point average (CGPA) will be recognized with the following honors:

- Highest Honors: 3.90 – 4.00
- Honors: 3.50 – 3.89

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)
All students must maintain satisfactory academic progress in order to remain enrolled at the school. Additionally, satisfactory academic progress must be maintained in order to maintain eligibility to receive financial assistance (e.g., federal and state aid). Satisfactory academic progress is determined by measuring the student’s cumulative grade point average (CGPA) and the student’s rate of progress toward completion of the academic program at the end of each grading period. The grading period for the purposes of Satisfactory Academic Progress (ROP) is defined as a 10 week term. Both the CGPA and ROP standards must be met in order to be considered to be making satisfactory academic progress. These are outlined below.

CGPA REQUIREMENTS
Students must meet minimum CGPA requirements at specific points throughout the program in order to be considered making satisfactory academic progress. These requirements are noted in the tables below. These will be reviewed at the end of each grading period after grades have been posted to determine if the student’s CGPA is in compliance. Once the student reaches a review point, the minimum CGPA for that level must be maintained until the next level of review.

STUDENT RECORD RETENTION
Sanford-Brown maintains student records at the campus for a minimum of five years. Student transcripts are retained indefinitely.
A student is not allowed to attempt more than 1.5 times, or 150%, of the number of credits in his/her program of study. The requirements for rate of progress are to assure that students are progressing at a rate at which they will complete their programs within the maximum timeframe.

**Program Changes**

Students wishing to apply to change programs must:

- Complete an application to transfer form;
- Receive approval from the designated academic official;
- Be in good academic standing;
- Be in good financial standing; and
- Complete a new enrollment agreement and Programmatic Disclosure form as applicable

Students who receive approval to change programs will remain at the same rate of tuition provided they have been in attendance at the time of the change.

**How Transfer Credits/Change of Program Affect SAP**

Credit that has been transferred into the institution by the student is included in the Rate of Progress calculation; however has no effect on the grade point average requirement for SAP. Transfer credit is also considered when computing the maximum timeframe allowed for a program of study. For example, a student transfers from institution A to institution B. The student is able to transfer 30 credits earned at institution A into a program at institution B. The program requires 180 credits to graduate. Thus, the maximum timeframe for this student’s new program at institution B will be one-and-a-half times (150%) x 180 = 270 credits. The 30 transfer hours will be added to the attempted and earned hours when the maximum timeframe and rate of progress are being calculated.

When a student elects to change a program or enroll at a higher credential at Sanford-Brown College Online the student’s attempted and earned credits and grades will be transferred into the new program as applicable, including transfer credit. Credits earned at the school in the original program of study that apply to the new program of study will be used when computing grade point average, rate of progress and maximum timeframe. Transfer credits from another institution that are applicable to the new program of study will not be calculated in the grade point average but will be considered as credits attempted and earned in the maximum timeframe and rate of progress calculations. For example, a student transfers from program A to program B. The student is able to transfer 30 external credits and 10 credits earned in program A into program B. Program B requires 180 credits to graduate. Thus, the maximum timeframe for this student’s new program will be one and half times (150%) x 180 = 270 credits. The 30 external transfer hours will be added to the attempted and earned hours when the maximum timeframe and rate of progress are being calculated. The 10 credits earned in program A will be included in the grade point average calculation as well as the maximum timeframe and rate of progress calculation.

**Warning and Probationary Periods**

At the end of each term after grades have been posted, each student’s CGPA and rate of progress is reviewed to determine whether the student is meeting the above requirements.

- A student will be placed on FA Warning immediately after the first term in which the CGPA or the rate of progress falls below the values specified in the tables above. At the end of the next term, the student will be removed from FA Warning and returned to SAP Met Status if the minimum standards are met or exceeded.
- A student who continues to fall below the specified values will be required to successfully appeal in order to maintain eligibility for financial assistance under a FA Probation status.
- A student who successfully appeals and is on FA Probation will be evaluated at the end of the next term or grading period.
- A student who meets or exceeds the minimum standards will be removed from FA Probation and returned to a SAP Met status. If the minimum CGPA and rate of progress requirements are not met at the
time of evaluation; the student will be placed of FA Dismissal Status and will be dismissed from school unless terms of the academic plan are met.

- A student receiving federal financial aid who does not meet the CGPA standards at the end of the second year will no longer be eligible for financial aid, may not be placed on probation, and must be dismissed, unless the student wishes to continue without being eligible for federal financial aid. However, a student not meeting the CGPA standards at the end of the second year may remain as an enrolled student who is eligible for federal financial aid if there are documented mitigating circumstances.

If at any point it can be determined that it is mathematically impossible for a student to meet the minimum requirements, the student will be dismissed from the school.

Notification of academic dismissal will be in writing. The Code of Conduct Policy section of this catalog describes other circumstances that could lead to student dismissal for non-academic reasons. A tuition refund may be due in accordance with the institution’s stated refund policy.

During the period of FA Warning, which lasts for one payment period only, the student may continue to receive financial aid. During a period of FA Probation, if an appeal is accepted by the institution, the student may also continue to receive financial aid.

A student on FA Warning and FA Probation must participate in academic advising as deemed necessary by the institution as a condition of academic monitoring. A student who fails to comply with these requirements may be subject to dismissal even though their CGPA or rate of progress may be above the dismissal levels.

**APPEAL**

A student who has been placed on FA Probation may appeal the determination if special or mitigating circumstances exist. If you are an active student, any appeal must be in writing and must be submitted to the Academic Review Committee within 5 days of receiving notification of his/her dismissal. The student must explain what type of circumstances contributed to the academic problem and what action is being implemented to overcome the mitigating circumstance in the future. The decision of Academic Review Committee is final and may not be further appealed.

For the appeal of non-academic dismissals, please refer to the grievance policy within this catalog.

**REINSTATEMENT**

A student who was previously academically dismissed may apply for reinstatement to the institution by submitting a written appeal to the Academic Review Committee. The appeal should be in the form of a letter explaining the reasons why the student should be readmitted. The decision regarding readmission will be based upon factors such as grades, attendance, student account balance, conduct, and the student’s commitment to complete the program. Dismissed students who are readmitted will sign a new Enrollment Agreement, will be charged tuition consistent with the existing published rate, and financial aid may be available to those who qualify.

**ATTENDANCE POLICY**

Class attendance, preparation, and participation are integral components to a student’s academic success. In an online course, engagement with the course content, with the instructor, and with other students characterizes “attendance.” Attendance becomes part of the student’s permanent record, contributes to academic success, and is the basis for the proper administration of financial aid. Students are strongly encouraged to engage with the course content for purposes of completing assignments and knowledge checks and for knowledgeably contributing to online discussions with their instructor and with their peers. Failure to engage with course content, with the instructor and/or with peers may adversely impact student academic success. Students who fail to meet the requirements for posting attendance in all scheduled online courses for more than 14 consecutive calendar days may be administratively withdrawn from the Institution. Absences of five days or more have been correlated with increased risk of not successfully completing a course.

Students are expected to participate in academic-related activities during each week. Additionally, students are expected to participate in classes and labs, engage in the online environment, review required reading materials, use the library and other resources, view videos, and complete other academically related activities supporting learning. Specifically, completion of the following activities constitutes attendance in the online learning environment:

- Submission of an assignment
- Submission to the course gallery
- Completion of a knowledge check/quiz/exam/adaptive learning module
- Participation in a discussion board

Each recorded attendance will have a grade associated with the activity.
Students receiving VA education benefits must maintain satisfactory attendance. If a VA student fails to meet the requirements for attendance, by not attending a class for more than 14 days, their VA education benefits will be terminated effective their last day of attendance for the class.

ADD/DROP PERIOD AND COURSE WITHDRAWALS
During the start of each session, students are allowed to make modifications to their schedules without incurring any academic or financial penalty. Students may add courses through the fourth day or drop courses through the seventh day. No record of the dropped course(s) will be recorded on the transcript. Requests to drop or add a course may be facilitated via e-mail or phone with the Office of Student Services. Nonattendance in a course, by the end of the add/drop period, may result in the student being unregistered from the course. Any change in enrollment status may impact financial aid eligibility. Students are responsible for coursework missed during the add/drop period.

A “W” Grade indicates that a student has been withdrawn from a course. Students who withdraw from a course during the add/drop period will be unregistered from the course. Students who withdraw from a course after the add/drop period but before the last calendar week of the scheduled course will receive a grade of “W”. Students who withdraw during the last scheduled calendar week of the class, and have a date of attendance (LDA) for the class during the last calendar week of the scheduled course, will receive the grade earned calculated as a final grade.

GRADE APPEALS
A student who disagrees with a grade he or she has received should contact the course Instructor immediately to discuss the concern. If the dispute is unresolved, the student must follow the Grievance Policy procedure found elsewhere in this catalog.

DEFINITION OF A CREDIT HOUR
For each quarter credit hour awarded for directed engagement in an online course, the average student will spend a minimum of 30 hours interacting with learning resource materials, multimedia activities, simulation exercises and practice drills as well as with the instructor and/or other students.

Determination of the amount of time that a student should expect to spend engaged in learning activities shall be based upon faculty judgment regarding the average student. The amount of time spent engaged in learning activities is expected to vary among students, based upon previous knowledge of the content, learning style, learning ability, difficulty of the course, and student motivation. Grading criteria and contribution toward the final course grade for completion of learning activities will be described in the syllabus.

GRADING SYSTEM
Grade reports are electronically accessible to students through the Student Portal or Virtual Campus at the completion of each term of study. Grades are based on the quality of work as shown by written tests, laboratory work, term papers, and projects as indicated on the course syllabus. Earned quality points are calculated for each course by multiplying the quality point value for the grade received for the course times the credit hour value of the course. For example, a 4.0 credit course with a grade of “B” would earn 12.0 quality points [the credit value of course (4) multiplied by the quality point value of “B” (3)]. The Cumulative Grade Point Average (CGPA) is calculated by dividing the total earned quality points by the total credits attempted. Please refer to course syllabi for course-specific grading requirements.

* For courses that require more than one term to complete, an “IP” grade may be assigned.

APPLICATION OF GRADES AND CREDITS
The chart on the following page describes the impact of each grade on a student’s academic progress. For calculating rate of progress (see below), grades of “F” (failure), “NP” (not pass), and “W” (withdrawn) are counted as hours attempted, but are not counted as hours successfully completed. The student must repeat any required course in which a grade of “F”, “NP”, or “W” is received. Students in allied health programs must also repeat all Core Requirements courses in which a grade of “D” is received.

“TC” and “PR” credits are included in the maximum time in which to complete and the rate of progress calculation, but are not counted in the CGPA.

REPEATED COURSES
The student must repeat any required course in which a grade of “F”, “NP”, or “W” is received. Students in allied health programs must also repeat all Core Requirements courses in which a grade of “D” is received. A student who receives a “D”, “F”, “NP”, or “W” grade in a course may attempt the same course up to two times. If there are circumstances where it is appropriate for a student to attempt the course a third time, the student must provide a written appeal to the Director of Education, stating what circumstances have changed that will now allow the student to successfully complete the course or courses in question. The better of the two grades is calculated into the CGPA. The lower grade will include a double asterisk indicating that the course has been repeated. Both
Sanford-Brown neither implies, nor guarantees, that PR credits will be accepted by other institutions. Instead, PR credit demonstrates that students are proficient in the specific course requirement for the respective degree program of study.

COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP)
The CLEP is a national program of credit by examination to obtain recognition of college-level achievement.

The College awards proficiency credit for comparable coursework based on CLEP examination scores as recommended by American Council on Education for the respective requirements. Students must submit an official CLEP score report to be evaluated for this proficiency credit award. A fee is not charged for the evaluation or the awarding of proficiency credit for the CLEP. Students should consult http://www.collegeboard.com to find CLEP examination centers in their areas.

DANTES SUBJECT STANDARDIZED TEST (DSST)
DSST provides another option for students to demonstrate competencies for learning in nontraditional ways. Originally designed for military service members, DSST examinations are now available to both military and civilian learners. More information on study guides and examination options is available at http://www.getcollegecredit.com.

Proficiency credit is awarded for passing scores according to the American Council on Education recommendations for the respective course requirements. Students must submit an official DSST transcript to be evaluated for this proficiency credit award. A fee is not charged for the evaluation or the awarding of proficiency credit for the DSST.

MILITARY CREDIT
To meet the needs of active servicemen, servicewomen, and veterans, prior military credit is accepted by the Institution for comparable courses including Military Training courses, Military Occupational Specialty (MOS), and Service Colleges. The ACE Guide to the Evaluation of Educational Experiences in the Armed Services is the basis used for evaluating military training and experience. Official military transcripts are the only acceptable documentation for military credit. A DD214 is considered acceptable for those who are retired from the military or whose service predates the military transcript system.
GRADUATION REQUIREMENTS
To graduate, a student must have earned a minimum of a 2.0 Cumulative Grade Point Average and must have successfully completed all required credits within the maximum credits that may be attempted. Students must also be current on all financial obligations to receive official transcripts. The actual credential and official transcript will not be issued until all final credits are completed and graduation requirements have been fulfilled. All graduates must complete a graduation application and an exit interview with Career Services and Financial Aid. Students should contact the Office of the Registrar for a graduation application.

LEAVE OF ABSENCE
An approved Leave of Absence (LOA) is a temporary interruption in a student’s academic attendance for a specific period of time in an ongoing program.

LEAVE OF ABSENCE CONDITIONS
A student may be eligible for a Leave of Absence if one of the following conditions applies:

• Medical Leave (including pregnancy)
• Family Care (childcare issues, loss of family member, or medical care of family)
• Military Duty
• Jury Duty

The following requirements apply:
A student may be granted a Leave of Absence (LOA) if:

• A signed LOA request that includes the reason for the request is submitted in writing within 5 calendar days of the student’s last date of attendance.
• If extenuating circumstances prevent the student from providing a written request within 5 calendar days of the student’s last day of attendance, the institution may still be able to grant the student’s request. A signed LOA request must be provided by the last day in the school’s attendance policy (see attendance policy section) along with documentation explaining the extenuating circumstance(s) that prevented submitting the request within 5 calendar days of the last date of attendance. Extenuating circumstances are typically unexpected events, such as premature delivery of a child, illness, a medical condition that deteriorates, an accident or injury or a sudden change in childcare arrangements. Students may request multiple LOAs, but the total number of days the student remains on LOA may not exceed 180 days during a consecutive 12-month timeframe.

ADVANCED PLACEMENT EXAMINATION
Advanced Placement (AP) Examination provides students with the opportunity to complete college-level coursework while in high school. If a student achieves a qualifying score of a 3 or higher on the respective AP Examination for comparable coursework, proficiency credit may be awarded. Credit is awarded according to the American Council on Education recommendations for the respective course requirements.

Students must submit an official AP transcript for evaluation. Students should contact their high school for direction on obtaining official transcripts that would include AP scores. A fee is not charged for the evaluation or the awarding of proficiency credit for AP Credit.

For additional assistance regarding military transcripts, please contact the following:

Army
U.S. Army Human Resources Command
1600 Spearhead Division Avenue, Dept. 410
Fort Knox, Kentucky 40122
Attn: AARTS
http://aarts.army.mil/

Navy and Marines
Center for Personal and Professional Development CPPD
Attn: Virtual Education Center
1905 Regulus Ave., Suite #324
Virginia Beach, VA 23461-2009
(877) 838-1659 (Toll-Free)
(757) 492-5095 (Fax)
https://www.navycollege.navy.mil/smart_info.cfm

Air Force (Mail only)
Community College of the Air Force CAF/DESS
100 South Turner Blvd.
Gunter Annex, AL 36114-3011

Coast Guard (Mail only)
Commanding Officer (ve)
USCG Institute
5900 SW 64th Street, Room 228
Oklahoma City, OK 73169-6991
http://www.uscg.mil/hr/cgi/ro/official_transcript.asp Advanced
Transcript requests are fulfilled through Parchment, a leading company in the processing of secure transcripts. A transcript fee is assessed regardless of transcript hold status. Official transcripts may also be requested through the College by contacting the Office of the Registrar. The College reserves the right to withhold a transcript if a student's financial account is in arrears. Additional information on the electronic transcript service can be found on the student portal or Virtual Campus.

$5 – Transcripts (electronic or paper) requested electronically through Parchment
$10 – Transcripts ordered through the campus
$30 – Overnight/U.S. Mail delivery

TRANSFER OF CREDIT

Transfer of Credit to the Institution
Students who previously attended an accredited college or university recognized by the U.S. Department of Education may be granted transfer credit, at the sole discretion of the College. Courses taken previously must be determined to be sufficiently equivalent to courses offered at the College. In addition, those courses must be applicable to their program of study. Only courses in which the student earned a grade of “C” or above will be considered for transfer. Core/technical courses must have been completed within the last five (5) years.

Students seeking to transfer credit are responsible for having official transcripts forwarded from the granting institution for review prior to the beginning of the term in which the transfer credit will be applied. A student must petition for transfer credit with the Office of the Registrar as soon as possible after acceptance. Transfer credit or a refund will not be granted for a class that has already been started. Students may also be required to submit a college catalog and/or course syllabus.

Transfer of Credit to Other Institutions
The transferability of credits that a student may earn at the Institute is at the complete discretion of the institution to which they may seek to transfer. Acceptance of the degree or diploma they earn in their program listed in the student’s Enrollment Agreement is also at the complete discretion of the institution to which they may seek to transfer. If the credits or credential earned at this Institution are not accepted at the Institution to which the student seeks to transfer, the student may be required to repeat some or all of the coursework at that institution. Sanford-Brown does not make any representation or guarantee that coursework completed at another institution will transfer to Sanford-Brown. Additionally, Sanford-Brown does not imply, promise or guarantee that any credits earned at Sanford-Brown will transfer to or

STANDARD PERIOD OF NON-ENROLLMENT (SPN)

Students who are unable to complete a session or term may be allowed to take a short Standard Period of Non-Enrollment (SPN). In order to remain in an active status, a written confirmation must be received from the student stating the student’s intention to return in a future session or term. Please contact the financial aid office for more information about the impact of a SPN on financial aid.

MILITARY LEAVE DURING A TERM

Students will be granted a military leave from the Institution without penalty if the student is called for active military duty. Students will receive a 100% tuition refund (any financial aid which may have been received for the term) upon presenting a copy of their military orders for active duty to the Office of Financial Aid.

Alternatively, make up work and grade changes with no tuition refund may be more appropriate when the call for active military duty comes near the end of the term. These decisions will be made pending a review by the Designated Academic Official.

TRANSCRIPTS

An official transcript is maintained for each student. The transcript provides a complete record of all course grades and credits earned. The College will supply official transcripts to whomever the student or graduate designates.
be accepted by any other institution. Credits earned at Sanford-Brown are usually not transferable to public or private non-profit colleges or universities. It is the student’s responsibility to find out in advance of enrollment whether a receiving institution will recognize a course of study or accept credits earned at Sanford-Brown.

Transfer Between Campuses

The opportunity for education is enhanced by the option for students to transfer among Sanford-Brown campuses. To begin the process of transferring to another campus, students must contact the Student Services Office. To transfer to another campus in order to take courses that are in academic programs equal to the program the student was admitted to, a student must do the following:

- Have all credits attempted at the previous campus location reviewed for satisfactory academic progress
- Be in good academic standing with the Institution
- Have met all financial obligations at the campus location from which they plan to transfer

Students transferring to the same program at another Sanford-Brown campus are considered to have met the entrance requirements. Students changing programs will be subject to the entrance requirements.

WITHDRAWAL FROM THE INSTITUTION

All students requesting withdrawal from the Institution must notify verbally or in writing to academic administration. All balances become due at the time of the withdrawal. A student who submits a completed official withdrawal form or verbally communicates the intent to withdraw but who continues to attend classes will not be considered to have officially withdrawn from school.
Financial Aid Information

FINANCIAL ASSISTANCE
Financial Aid is available for those who qualify. The Institution participates in a variety of financial aid programs for the benefit of students. Students must meet the eligibility requirements of these programs to participate. The Institution administers its financial aid programs in accordance with prevailing federal and state laws and its own institutional policies. Students are responsible for providing all requested documentation in a timely manner. Failure to do so could jeopardize the student’s financial aid eligibility. To remain eligible for financial aid, a student must maintain satisfactory academic progress as defined in this catalog.

It is recommended that students apply for financial aid as early as possible to allow sufficient time for application processing. Financial aid must be approved, and all necessary documentation completed, before the aid can be applied toward tuition and fees. Financial aid is awarded on an award year basis; therefore, depending on the length of the program it may be necessary to reapply for aid for each award year. Students may have to apply for financial aid more than once during the calendar year, depending on their date of enrollment. Students who need additional information and guidance should contact the Office of Financial Aid.

HOW TO APPLY
Students who want to apply for federal aid must complete a Free Application for Federal Student Aid (FAFSA) each year. This application is available online at [http://fafsa.ed.gov](http://fafsa.ed.gov). The FAFSA applications are processed through the Department of Education and all information is confidential.

Students may have estimates prior to enrollment but must be accepted before financial aid is packaged and processed.

DISBURSEMENT OF TITLE IV CREDIT BALANCE (BOOKS)
Regulations require that certain Pell Grant-eligible students be provided by the seventh (7th) day of classes a means to obtain or purchase required books and supplies. This provision is available only to students who have submitted all required Title IV financial aid paperwork at least 10 days before the beginning of classes and who are anticipated to have a credit balance, and is subject to certain other conditions. The amount advanced (or books provided) to eligible students for such purchases is the lesser of: the standard estimated book costs used in the institution’s Cost of Attendance, or the student’s anticipated Title IV credit balance for the term (excluding Stafford Loans for first year, first time borrowers). Determination of delivery of books or of the credit balance is determined by the college.

Students may opt out of using the way the college has chosen to fulfill this requirement, by simply not accepting the books or credit balance. However, keep in mind that opting out does not require the institution to provide the student with an alternative delivery method.

Books and supplies will be mailed or provided electronically prior to the start of classes to registered students who have submitted all financial aid paperwork.

FINANCIAL AID PROGRAMS

Federal Pell Grant
This grant program is designed to assist needy undergraduate students who desire to continue their education beyond high school. Every student is entitled to apply for a Federal Pell Grant. Eligibility is determined by a standard federal formula, which takes into consideration family size, income, and resources to determine need. The actual amount of the award is based upon the cost of attendance, enrollment status, and the amount of money appropriated by Congress to fund the program. The Federal Pell Grant makes it possible to provide a foundation of financial aid to help defray the cost of a postsecondary education. Unlike loans, the Federal Pell Grant does not usually have to be paid back.

Federal Supplemental Educational Opportunity Grant (FSEOG)
The FSEOG is a grant program for undergraduate students with exceptional need with priority given to students with Federal Pell Grant eligibility. The federal government allocates FSEOG funds to participating schools. This is a limited pool of funds and the school will determine to whom and how much it will award based on federal guidelines. Often, due to limited funding, FSEOG award resources are exhausted early in the year.
Florida Bright Futures Scholarship Program

Through Bright Futures, a portion of tuition and fees are paid for a qualified high school graduate who enters an eligible Florida university, community college, or certified vocational/technical program. Profits from the state-run lottery program fund the scholarship program. Within the Bright Futures Scholarship program, there are three types of awards with different criteria: the Florida Academic Scholars Award, the Florida Medallion Scholars Award, and the Florida Gold Seal Vocational Scholars Award. Students receiving these scholarships must meet specific academic requirements upon graduation from high school and continue to maintain specific grades and earned hours while in college. Scholarship amounts are determined by the state and are based on credit hour course load. Students are to contact their Florida high school counselor or Student Finance representative for more information. Awards are disbursed during the fall, winter, and spring terms only.

VETERANS’ EDUCATIONAL BENEFITS

The college is approved by the applicable State Approving Agency for Veterans Affairs and participates in many Veterans’ Educational Benefit programs. Students interested in Veterans’ Educational Benefits should contact either the campus certifying official or the Office of Student Finance. Veterans who are unsure of their benefit eligibility or have additional eligibility questions should contact the Veterans Administration (VA) at (800) 827-1000, or 888-GI Bill-1 (1-888-442-4551), or go to http://www.gibill.va.gov/ Eligible students must maintain satisfactory academic progress and all applicable eligibility requirements to continue receiving Veterans’ Educational Benefits.

Yellow Ribbon Grant

In accordance with the VA – Yellow Ribbon Program, a provision of the Post-9/11 Veterans Educational Assistance Act of 2008, some schools have established a Yellow Ribbon Grant. Eligibility and amounts are determined on an annual basis and are subject to change.

To be eligible for the grant, a candidate must be accepted for admission to the Institution, be eligible for Chapter 33 Post 9/11 veterans benefits at the 100% rate, as determined by the Department of Veterans Affairs, complete the appropriate institution attestation form and allow for the verification of their Chapter 33 Post-9/11 eligibility via a DD-214 Member-4, Certificate of Eligibility, or comparable government document. The conditions are listed here:

- Candidates must be either an eligible veteran or a dependent of an eligible veteran who meets the Chapter 33 Post-9/11 GI Bill Transferability requirements (www.gibill.va.gov).
Candidates must apply and be accepted for admission to the Institution to be eligible.

The Yellow Ribbon Grants are applied as a credit to the student’s account and no cash payments will be awarded to the student.

The Yellow Ribbon Grant is used exclusively toward prior or current program charges.

The Yellow Ribbon grant is awarded for each period in the program that the student is determined eligible and where the grant is needed.

The Yellow Ribbon Grant is non-transferable and non-substitutable and cannot be combined with any other institutional grant at the Institution.

The college is committed to assisting military students in determining the best options available to them. To receive additional information on veterans’ educational benefits eligibility, please contact the Veterans Administration at (800) 827-1000 or 1-888-GI Bill-1 (1-888-442-4551). You may also visit the VA website at http://www.gibill.va.gov.

INSTITUTIONAL GRANTS & SCHOLARSHIPS
The college offers tuition scholarship awards to encourage the pursuit of higher education. The availability of the different grants and scholarships is based on the campus location and available funding. Applicants must submit a separate application form for each scholarship and/or grant for which they wish to apply. Applicants must be enrolled full-time in the Institution and in active attendance. Scholarship and Grant application forms are available from the Office of Student Finance. Withdrawal from the Institution nullifies any unused scholarship funds. Applicants for need-based scholarships and/or grants must have a Free Application for Federal Student Aid (FAFSA) on file for scholarship or grant consideration when applicable. Selection of awards will be made by the Scholarship Committee based on the eligibility requirements. At no time will grant or scholarship awards be transferred to another individual, school, be received as cash, or will result in excess funding over direct educational costs. CEC employees are not eligible for these programs.

Art & Design Grant
The Art & Design Grant ranges from $200 to $16,500 and is subject to the program eligibility limits below. Students will be considered for the grant upon completion of the admissions application process including the completion of the Enrollment Agreement and the financial aid application process. In addition to completing an Art & Design Grant Application, the student must have established an In-School Payment Plan (IPP). The Art & Design Grant Application must be submitted prior to the end of the add/drop period of the applicant’s first term or payment period.

For Grant eligibility beyond one academic year, the student must re-apply for the Grant before the end of the add/drop period of each subsequent academic year. To maintain eligibility, students must remain continuously enrolled, meet satisfactory academic progress, and attend at least 12 credits per academic term.

The Art & Design Grant Application and supporting documentation will be reviewed by the Grant Committee to determine eligibility. The Art & Design Grant will be disbursed in equal installments at the end of each term or payment period within the academic year. If the Art & Design Grant is awarded in conjunction with other Institutional Grants, the Art & Design Grant when combined with the other aid resources may not exceed the direct cost of attendance (tuition, books and fees) and cannot be received as cash.

The institution makes available a limited amount of money each year for such grants. Once available funding is exhausted, the Art & Design Grants will not be available to otherwise eligible students.

The Art & Design Grant Program limits are:

- Associate Programs – $11,000
- Bachelor Programs – $16,500

The Sanford-Brown Grant
The College offers grants to students who are enrolled in the programs specified below, who have exhausted all federal and state student aid for which they are eligible, and have a remaining outstanding tuition balance.

The Sanford-Brown Grant ranges from $10 to $10,000 and is subject to the program eligibility limits listed below. Students will be considered for the grant upon completion of the admissions application process including the completion of the Enrollment Agreement and the financial aid application process. In addition to completing a Sanford-Brown Grant Application, the student must have established an In-School Payment Plan (IPP). The Sanford-Brown Grant Application must be submitted prior to the end of the school’s add/drop period of the applicant’s first term or payment period.

For Grant eligibility beyond one academic year, the student must re-apply for the Grant before the end of the add/drop period of each subsequent academic year. To maintain eligibility for the Sanford-Brown Grant, students must remain continuously enrolled and maintain satisfactory academic progress.
The Sanford-Brown Grant Application and supporting documentation will be reviewed by the Grant Committee for determination of eligibility. The Sanford-Brown Grant will be disbursed in equal installments at the end of each term or payment period within the academic year. If the Sanford-Brown Grant is awarded in conjunction with other collegial grants, the Sanford Brown Grant when combined with other aid resources may not exceed the direct cost of attendance (tuition, books and fees) and cannot be received as cash.

The college makes available a limited amount of money each year for such grants. Once available funding has been exhausted, the Sanford-Brown Grants will not be available to otherwise eligible students.

The Sanford-Brown Grant Program limits are:
Certificate/Diploma programs – $3,100

Alumni Scholarship
The Alumni Scholarship has been established to assist Sanford-Brown alumni who have successfully achieved degree completion and intend to pursue another degree at Sanford-Brown. Alumni enrolled in a baccalaureate program who have previously completed an associate degree with the previously listed institutions will be eligible for a scholarship award of $1,500 per academic year based upon the criteria listed below. Applicants must meet all conditions of the application process, which are:
- Previous academic performance (cumulative GPA of 3.0 – 4.0);
- Completed scholarship application;
- Two-page essay detailing how completion of the baccalaureate program will enhance career goals; and
- Continued academic performance cumulative GPA of 3.0 – 4.0 throughout enrollment at Sanford-Brown.

Scholarship awards will be renewed automatically each academic year if the student remains enrolled, maintains satisfactory academic progress and maintains a cumulative GPA of 3.0 – 4.0. Awards will be disbursed in equal installments during each term of attendance. Scholarships cannot be transferred to another individual or school and, at no time, will awards be paid in cash. Applications must be submitted to the Office of Student Finance by the term start date and recipients will be selected by the Scholarship Review Committee. No more than 80 scholarship awards may be awarded each calendar year per campus.

Presidential Scholarship
The Presidential Scholarship has been established to assist students who are committed to maintaining satisfactory academic progress while studying at the Institution and who demonstrate a financial need. Scholarships are awarded based on the student’s response to an essay and application submission. Applications must be submitted to the Student Finance Department by the end of the Add /Drop period. Awards will range from $500 to $3,000 for each scholarship recipient payable during the first term of attendance after the award is granted. There are a limited number of awards given each term. At no time will grant or scholarship awards be transferred to another individual, school, be received as cash, or will result in excess funding over direct educational costs.

Liberty Grant
Sanford-Brown offers the Liberty Grant to first-time students, reentering students or students who have re-enrolled, who are active duty, veteran, reserve, or National Guard military personnel serving in the U.S. Armed Services, and their immediate family members*. Liberty Grants are offered in all academic programs with a grant amount of $2,500 per financial aid award year. All grants are prorated over the length of each financial aid award year. A student must remain enrolled and maintain satisfactory academic progress to remain eligible for the grant. For students to be considered for the grant, the student must complete the admissions application process (enroll with the college) and allow for verification of his or her military status. Immediate family members* will be required to verify marital status and spouse’s military service. The institution reserves the right to request additional documentation in order to verify individual eligibility for the grant. Deadlines to award the Liberty Grant are at the end of the drop/add period.

The institution makes available a limited amount of money each year for the Liberty Grant. Once available funding has been exhausted, Liberty Grants will not be awarded to otherwise eligible students.

- Immediate family members: Spouse (life partner) or dependent children only. Siblings, cousins, etc. are not considered an immediate family member.

CANCELLATION AND REFUND POLICIES
Cancellation
A student who cancels the Enrollment Agreement prior to the student’s first day of class attendance will receive a refund of all monies paid. If the Agreement is not accepted by SBO or if SBO cancels this Agreement prior to the first day of class attendance, all monies will be refunded. All requests for cancellation by the student should be made in writing.
Refund

After the last day of the drop and add period for each term, as stated on the academic calendar, no refunds or adjustments will be made to a student who drops individual classes but is otherwise enrolled at the Institution. Refunds are made for a student who withdraws or is withdrawn from the Institution prior to the completion of his or her program and is based on the tuition billed for the term in which the student withdraws according to the schedules set forth below. Completed courses receiving a passing grade are not subject to institutional refund calculations. If a student withdraws from classes during the term’s Add/Drop period, tuition charges will be reversed for the term. There are no individual course refunds, partial or in full, to any student who has withdrawn past the Add/Drop Period.

Refunds will be based on the total charge incurred by the student at the time of withdrawal, not the amount the student has actually paid. Tuition and fees attributable to any term beyond the term of withdrawal will be refunded in full.

Any books, equipment, and/or uniforms or software that have been issued are nonrefundable. When a student withdraws from the Institution, he/she should complete a student withdrawal form with the Student Services Office. The date from which refunds will be determined is the last date of recorded attendance. Refunds will be made within 30 calendar days of the notification of an official withdrawal, or date of determination of withdrawal by the Institution. Credit balances due will be refunded to the student/lender as requested.

Students will use the following policies depending on state of residence:

Refund Schedule (all states except Alabama, Iowa, Maryland and Wisconsin)

Refunds are made for students who withdraw or are withdrawn from the Institution prior to the completion of or at 60% or less of the term in which the student withdraws, according to the following formula: total days attended in the term divided by total days in the term multiplied by tuition for the term. If the student has completed more than 60% of the days in the term, no refund is due. First term students who have not previously earned 24 semester hours or equivalent and drop within the first two weeks of their first term will receive a 100% refund of tuition.

Refund Policy for Alabama and Iowa Residents only

In the event that a student withdraws or is dismissed from all classes during the term, a pro rata refund will be made on all unearned tuition which will be based on the student’s last date of recorded attendance, divided by the total days in the term.

Hypothetical Refund Example:

At the time of the last day of recorded attendance, the student has been charged $3,000 in tuition for the term, and has attended 31 of the total 70 days (39 days remaining in the term). Tuition charges will be reduced by $1671 (39/70 times $3000). The student is responsible for $1329.

Refund Policy for Maryland Residents

Refunds are made for students who withdraw or are withdrawn from the Institution prior to the completion of or at 60% or less of the term in which the student withdraws, according to the following formula: total days attended in the term divided by total days in the term multiplied by tuition for the term. If the student has completed more than 60% of the total days in the term, no refund is due. First term students who have not previously earned 24 semester hours or equivalent and drop within the first two weeks of their first term will receive a 100% refund of tuition.

Refund Policy for Wisconsin Residents only

After the last day of the drop and add period for each term, as stated on the academic calendar, no refunds or adjustments will be made to a student who drops individual classes but is otherwise enrolled at the Institution. Refunds are made for students who withdraw or are withdrawn from the Institution prior to the completion of or at 60% or less of the term in which the student withdraws, according to the following formula: tuition accrued is calculated by total days attended in the term divided by total days in the term multiplied by tuition for the term. If the student has completed more than 60% of the total days in the term, no refund is due. Refunds are made for a student who withdraws or is withdrawn from the Institution prior to the completion of his or her program and is based on the tuition billed for the term in which the student withdraws. If a student withdraws from classes during the term’s Add/Drop period, tuition charges will be reversed for the term. There are no individual course refunds, partial or in full, to any student who has withdrawn past the Add/Drop Period. Refunds will be based on the total charge incurred by the student at the time of withdrawal, not the amount the student has actually paid. Tuition and fees attributable to any term beyond the term of withdrawal will be refunded in full. When a student withdraws from the Institution, he/she should complete a student withdrawal form with the Student Services Office. The date from which refunds will be determined is the last date of recorded attendance. Refunds will be made within 15 calendar days of the notification of an official withdrawal, or date of determination of withdrawal by the Institution. Credit balances due will be refunded to the student/lender as requested.
RETURN OF TITLE IV (R2T4) FUNDS
A recipient of federal Title IV financial aid who withdraws or is dismissed from the college during a payment period or period of enrollment in which the student began attendance will have the amount of Title IV funds he or she did not earn calculated according to federal regulations. This calculation will be based on the student’s last date of attendance and the date the school determines that the student has withdrawn from school (see Withdrawal from the Institution Policy), or the date of dismissal for a student who is dismissed by the Institution.

The period of time in which Title IV financial aid is earned for a payment period or period of enrollment is the number of calendar days the student has been enrolled for the payment period or period of enrollment up to the day the student withdrew, divided by the total calendar days in the payment period or period of enrollment. The percentage is multiplied by the amount of Title IV financial aid for the payment period or period of enrollment for which the Title IV financial aid was awarded to determine the amount of Title IV financial aid earned. The amount of Title IV financial aid that has not been earned for the payment period or period of enrollment, and must be returned, is the complement of the amount earned. The amount of Title IV financial aid earned and the amount of the Title IV financial aid not earned will be calculated based on the amount of Title IV financial aid that was disbursed for the payment period or period of enrollment upon which the calculation was based. A student will have earned 100% of the Title IV financial aid disbursed for the payment period or period of enrollment if the student withdrew after completing more than 60% of the term/payment period.

For R2T4 purposes in a term-based program with modules/sessions, a student is considered to have withdrawn if they do not complete all of the days they were scheduled to complete in the payment period or period of enrollment. The R2T4 calculation is required for all students who have ceased attendance, other than those on an approved LOA, or those who have attested to an expected return to a future module/session within the same term.

**Exception:** In order to NOT be considered withdrawn, the school must obtain a written confirmation from the student stating the student’s intention of return to a future module/session within the same or subsequent term. The fact that the student is scheduled to attend the next module/session will NOT be acceptable.

For Online students, the U.S. Department of Education regulations indicate that it is not sufficient for a student to simply log in to an online class to demonstrate “academic attendance and thus trigger either initial attendance and financial aid eligibility or an LDA (Last Day of Attendance) for purposes of R2T4 (Return of Title IV Aid) calculations.” Online programs must use very specific means to document that a student participated in class or was otherwise engaged in a minimum of two academically-related activities, such as submit an assignment; take a quiz; contribute to an online discussion; and in some cases post to a course gallery.

Schools are required to determine Title IV funds that must be refunded based upon the percentage of the payment period completed prior to withdrawing. Title IV funds must be returned to the program based upon a tuition refund or if the student received an overpayment based upon costs not incurred but for which Title IV was received.

Once the amount of Title IV financial aid that was not earned has been calculated, federal regulations require that the Institution return Title IV funds disbursed for the payment period or period of enrollment and used for institutional costs in the following order:

1. Loans
   a. Unsubsidized Federal Direct Stafford Loans
   b. Subsidized Federal Direct Stafford Loans
   c. Federal Direct PLUS loans received on behalf of the student.
3. Federal SEOG.
4. Other grant or loan assistance authorized by Title IV of the HEA.

If the amount of unearned Title IV financial aid disbursed exceeds the amount that is returned by the school, then the student (or parent, if a Federal Parent-PLUS Loan) must return or repay, as appropriate, the remaining grant and loan funds. The student (or parent, if a Federal Parent-PLUS Loan) will be notified of the amount that must be returned or paid back, as appropriate.

WITHDRAWAL DATE
The withdrawal date used to determine when the student is no longer enrolled at the Institution is the date indicated in written communication by the student to the academic administration office. If a student does not submit written notification, the school will determine the student’s withdrawal date based upon federal regulations and institutional records.

For Federal student loan reporting purposes, the student’s last date of attendance will be reported as the effective date of withdrawal for both official withdrawals and those who do not complete the official withdrawal process.
Please note: The above policy may result in a reduction in school charges that is less than the amount of Title IV financial aid that must be returned. Therefore, the student may have an outstanding balance due the school that is greater than that which was owed prior to withdrawal.

EXIT INTERVIEW
All students - upon graduation, withdrawal, standard period of non-enrollment, as well as those students who stop attending, - are required to receive exit counseling. Exit counseling reviews the amount of loan debt accrued while in college and provides payback and deferment options. Students will receive an exit counseling packet in the mail.

HIGHER ONE LOST CARD REPLACEMENT FEE
Students have the option of receiving their refunds and/or stipends electronically. Sanford-Brown has joined with Higher One, a banking services company, to facilitate availability of refunds and/or stipends due to students through the issuance of debit cards. The first card will be free of charge. Students will be charged $15.00 for a replacement card.
Online Programs and Course Listings

PROGRAMS OF STUDY
All degree programs provide students with the opportunity for in-depth career preparation and a firm foundation in general education studies. In the Bachelor’s degree programs, students benefit from advanced career courses and general education requirements.

Not all programs are offered on all start dates or are available to residents of all states.

Animation Technology
Bachelor of Science

Building Information Modeling
Associate of Science

Digital Media Production
Bachelor of Fine Arts

Fashion Merchandising
Bachelor of Science

Graphic Design
Associate of Science
Bachelor of Fine Arts

Information Technology
Associate of Science
Bachelor of Science

Retail Merchandise Management
Associate of Science
Bachelor of Science

Software Engineering
Bachelor of Science

Web Design and Development
Certificate
Associate of Science
Bachelor of Science

The following programs at Sanford-Brown College Online are no longer accepting new enrollments:
Bachelor of Fine Arts, Advertising Design, 180 Quarter Credit Hours
Bachelor of Arts, Fashion Merchandising, 180 Quarter Credit Hours
Bachelor of Fine Arts, Game Production, 180 Quarter Credit Hours
Bachelor of Science, Internet Marketing, 180 Quarter Credit Hours
Advertising Design

New students are no longer being accepted into this program

BACHELOR OF FINE ARTS

Program Description
The Advertising Design Program is designed to prepare students in the design, creation and implementation of advertising campaigns as well as marketing design. The program examines the graphic, typographic, photographic and audio/video elements of advertising with supportive advertising copy. The development of marketing and advertising campaigns will be covered and the roles of e-commerce, branding, project management, media planning, and consumer behavior will be studied.

Program Learning Outcomes
As a result of completion of the program of study, students should be able to:

- Produce professional-quality advertising content, inclusive of artwork, copy, concept, market analysis, media determination, budget, resource allocation and valid measurement of results;
- Direct and analyze the collection and analysis of market data and information, including statistical inference, consumer behavior, demographics, product or service brand loyalty and market identities;
- Produce effective advertising and marketing campaigns based upon historical results, marketing data, research and analyses, media trends, production capabilities while developing client relations and collaborative creative environments;
- Create and function within a cohesive creative production group and assess the quality of graphic, photographic, typographic and other work product; and
- Professionally represent corporations, individuals and product in the creative process
## CONCENTRATION COURSES

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE TITLE</th>
<th>CREDIT HOURS</th>
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<tr>
<td>ADVT110</td>
<td>Advertising Concepts</td>
<td>4</td>
</tr>
<tr>
<td>ADVT120</td>
<td>Elements of Visual Advertising</td>
<td>4</td>
</tr>
<tr>
<td>ADVT250</td>
<td>Principles of Marketing</td>
<td>4</td>
</tr>
<tr>
<td>ADVT260</td>
<td>Copywriting</td>
<td>4</td>
</tr>
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<td>ADVT275</td>
<td>Photography for Advertising</td>
<td>4</td>
</tr>
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<td>ADVT340</td>
<td>Consumer Behavior</td>
<td>4</td>
</tr>
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<td>ADVT350</td>
<td>Audio / Video for Advertising</td>
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<td>ADVT360</td>
<td>Direct Marketing</td>
<td>4</td>
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<td>ADVT370</td>
<td>Public Relations</td>
<td>4</td>
</tr>
<tr>
<td>ADVT380</td>
<td>Art Direction Project</td>
<td>4</td>
</tr>
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<td>ADVT400</td>
<td>Special Topics in Advertising Design</td>
<td>4</td>
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<td>ADVT410</td>
<td>Senior Advertising Design Project</td>
<td>4</td>
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Animation Technology

BACHELOR OF SCIENCE
*Not available to residents of all states

Program Description
The Bachelor of Science in Animation Technology program is designed to culminate industry-relevant technology with traditional animation principles to prepare students for the animation industry. Based on a foundation of traditional drawing and design skills, students will have the opportunity to explore industry standard Visual Effects, Motion Graphics and Animation techniques. A heavy emphasis on pre-production will set the foundation for an opportunity to produce and develop a successful animated short film. Industry professionals will serve as mentors to help guide students through the production process while potentially acquiring advanced skill sets which can provide the opportunity to complete the animated short film.

Program Learning Outcomes
• Synthesize the tools and technology of the industry to address project needs
• Utilize best practices for delivery of a technically sound product
• Demonstrate a professional level of aesthetic competency via a portfolio of conceptual and technical work.
• Demonstrate versatility through the mastery of both artistic and technical skill sets
• Communicate effectively as a contributing member of a production team
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Building Information Modeling

ASSOCIATE OF SCIENCE
*Not available to residents of all states

The Building Information Modeling program engages students in the language used by multiple industries to communicate ideas and plans from the creative-design stage through production. Students will use computer aided drafting and design methods to produce drawings in traditional design and drafting fields. The students within the Building Information Modeling program will study early design concepts and forms, and accurately maintain their vision through design, documentation, and construction. The understanding and exploration of BIM will also give students the ability and advantage to present to clients, contractors and consultants within the design field. The goal of the Building Information Modeling program is to offer the student opportunities to acquire the skills to enter the workplace as a versatile “technology designer”. Students will make design decisions and have the capability of addressing the challenges of future technological advances in design professions such as: architectural design, construction design, engineering design, industrial design and interior design. The student will have the understanding to speak the same design language, within the constraints of the computer, while bringing technological knowledge and advancements to specific design positions.

Program Learning Outcomes
Upon completion of the program of study, students should be able to:

- Manage the installation, troubleshooting and graphic user interface for multiple software platforms
- Solve design problems through the intersection of points, lines, basic geometric shapes and spatial elements in relation to the practice of drafting and design using software applications
- Recognize and apply techniques for creating and managing sheet sets and streamlining the drawing process through construction documents
- Complete comprehensive working drawing sets with the understanding of both commercial and residential building construction methods
- Follow the basic mechanical, electrical, and plumbing systems used in construction in relation to working drawings
- Research and apply unique materials with emphasis on economic and sustainable choices
- Create advanced renderings, animations and graphic software presentations to enhance communication skills for visualization purposes
- Develop a well-rounded, comprehensive project through multiple stages of the design process from concept to production
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TOTAL CREDITS REQUIRED FOR GRADUATION: 92
Digital Media Production

BACHELOR OF FINE ARTS
*Not available to residents of all states.

This program of study is designed to prepare the student to create, produce, and distribute interactive media including video, audio, and 2D for purposes of communication and entertainment. Students will have the opportunity to develop basic design skills for application to visual problem solving. Additionally, students are expected to develop skills in project management and team collaboration demonstrating business and communication practices required for employment in the worldwide workplace. The program will culminate in the preparation of a professional entry-level portfolio.

Program Learning Outcomes
As a result of completion of the program of study, students should be able to:

• Execute visual problem-solving skills
• Develop a sense of design aesthetics using traditional artistic methods
• Apply principles of project management including participation as a team member engaged in content production and/or delivery
• Prepare digital multi-purpose content for the construction and deployment of digital media to multiple user interfaces
• Demonstrate ethical business practices while responding to client needs
• Articulate a vision of the future of the industry through knowledge and interpretation of research
• Develop and present a portfolio of work that establishes personal style and visual composition to meet industry standards
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Fashion Merchandising

New students are no longer being accepted into this program

BACHELOR OF FINE ARTS

The Fashion Merchandising program allows students to partner their interest in the world of fashion with the development of key business competencies critical to employment in today’s global marketplace. While students have the opportunity to develop skills in merchandising, management, marketing, and buying, they will also explore the evolution of fashion, fashion trend forecasting, fashion media, and fashion promotion. The program requires integration of conceptual and creative abilities with business practices to prepare students for entry-level positions.

Program Learning Outcomes

As a result of completion of the program of study, students should be able to:

• Execute basic drawing fundamentals and explain how fashion flats are used by designers, manufacturers, retailers and merchandisers
• Differentiate among the historical eras of fashion as a basis for understanding contemporary design and merchandising and the factors that influence them
• Demonstrate knowledge of properties, use, and care of textiles
• Design, conduct, and analyze market research
• Employ merchandising principles to the planning, procurement, and selling of fashion goods
• Evaluate and select appropriate vendors to source and produce products
• Examine principles involved in the planning, pricing, promotion, and distribution of products and services within the fashion industry
• Integrate basic computer graphic skills into the completion of visual boards for presentation
• Create visual merchandise displays, demonstrating knowledge of the effects of color and lighting on consumer behavior
• Plan and control inventories, assess store designs and locations, and exercise basic principles of finance and accounting
• Explain consumer attitudes, beliefs, and buying habits, and how they contribute to the formation of marketing decisions
• Design editorial, promotional, and marketing material used in the fashion industry
• Recommend store layout and merchandise presentation as a function of buying
## Concentration Courses

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Fashion Merchandising

BACHELOR OF SCIENCE

*Not available to residents of all states.

The Bachelor of Science in Fashion Merchandising program was created to prepare students for various careers in the fashion industry. Students will be exposed to industry-based software and develop knowledge in apparel product development, trend forecasting, retail management, sourcing, pricing, selling and several other aspects of the fashion business. Students will also explore fashion marketing, advertising and branding and learn the tools needed to run a brick-and-mortar and online business. This program integrates conceptual and creative concepts with contemporary business practices and offers students a well-balanced knowledge base essential to successful entry-level careers in the fashion industry.

Program Learning Outcomes

The Bachelor of Science in Fashion Merchandising provides students with the knowledge and skills necessary to:

• Analyze and evaluate products for sale at the wholesale and retail level, considering markets, quality control and pricing strategies
• Explain direct sales operations and procedures including customer service, supervision and team leadership
• Demonstrate knowledge of industry terminology
• Recognize various textiles and identify the appropriate end uses as they apply to design
• Demonstrate knowledge of product development

• Demonstrate proficiency with industry-standard software
• Demonstrate basic principles of business math as it relates to the purchase and sales of merchandise
• Examine various business models and practices
• Evaluate emerging technologies and identify appropriate strategies for reaching consumers through a variety of sales channels
• Apply the skills required for the procurement and sales of merchandise
• Analyze and determine buying trends, sales records, price and quality of merchandise
• Evaluate and select appropriate vendors for sourcing and product analysis considering regulatory and business constraints
### Concentration Courses

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Game Production

New students are no longer being accepted into this program

BACHELOR OF FINE ARTS

Game Production is a comprehensive program emphasizing multiple aspects of game production. Students will have an opportunity to develop knowledge, skills and competence in asset development and integration, game play, team collaboration, written and verbal communication, and business operations. In addition, students will have the opportunity be engaged in the integration of theory, process, and digital assets that lead to successful production of games, culminating in a digital portfolio.

Program Learning Outcomes

As a result of completion of the program of study, students should be able to:

• Create, manipulate, and integrate 2D and 3D assets
• Collaborate as a productive team member, performing a variety of roles within the production pipeline
• Apply game play theory to the analysis and resolution of design challenges and problems
• Develop, design and present an interactive working level or game
• Apply key concepts learned through the exploration of the economic and creative history of the industry
• Develop and apply professional standards for communication using industry terminology appropriate for multiple audiences
• Develop and present a portfolio of work that demonstrates readiness to contribute to an employer and to the industry
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**COLLEGE CORE COURSES**

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Graphic Design

ASSOCIATE OF SCIENCE

*Not available to residents of all states.

The Graphic Design program is designed to develop a fundamental understanding of the role of form, function, creativity, and critical viewpoint in the creation of visual communications. Examination of the fundamental principles of visual shape and form, value, texture, and pattern prepare the student to apply the basic design elements of effective visual materials to the development, planning, production, and presentation of print publications and basic web design. Collaboration on team projects and generation of work product should prepare students to generate client solutions for entry-level employment in graphic design positions.

Program Learning Outcomes

As a result of completion of the program of study, students should be able to:

• Conceptualize, develop and distribute a visual solution to a defined communication need following the design process

• Construct visual communication solutions through the application of the fundamental principles of design

• Utilize appropriate technology and tools to generate visual communication solutions that are accurately prepared for distribution

• Engage in critique, basic outcome evaluation, and presentation to assure client/audience satisfaction
### CONCENTRATION COURSES

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**TOTAL CREDITS REQUIRED FOR GRADUATION**: 92
Graphic Design

BACHELOR OF FINE ARTS
*Not available to residents of all states.

The Graphic Design program was designed to develop an understanding of the role of form, function, creativity, and critical viewpoint in the creation of visual communications. Examination of the psychological, cultural, and environmental aspects of color, paired with the fundamental principles of visual shape and form, value, texture, and pattern prepare the student to apply the basic design elements of effective visual materials to the development, planning, production, and presentation of print publications and web design. Collaboration on team projects and production should prepare students to generate client solutions for employment in graphic design positions.

Program Learning Outcomes
As a result of completion of the program of study, students should be able to:

- Understand and utilize tools and technology of the industry
- Ability to Create and develop a visual response to communication problems, including understanding of hierarchy, typography, aesthetics, composition and construction of images
- Ability to Solve communication problems including identifying the problem, researching, analysis, solution generation, prototyping, user testing, and outcome evaluation
- Communicate effectively to function in large interdisciplinary teams and flat organizational structures
- Understand the issues related to the cognitive, cultural, technological and economic contexts for design

- Ability to respond to audience contexts which recognize the many human factors that shape decision making in the field of design
- Understanding of how systems behave and aspects that contribute to sustainable products, strategies and practices
## CONCENTRATION COURSES

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The Associate of Science degree in Information Technology program provides students with the knowledge and skills necessary to perform entry-level network administration job functions. Students should understand networking technology for local area networks (LANs), wide area networks (WANs) as well as programming concepts. This program prepares students for networking and information technology careers in industry and business. The curriculum provides exposure to PC troubleshooting, applications, and operating systems, as well as network configuration, administration, hardware, maintenance, and security.

Program Learning Outcomes
As a result of completion of the program of study, students should be able to:

• Demonstrate the ability to evaluate, deploy, and manage computer hardware and software
• Apply information technology industry standards to design, configure, and implement network solutions
• Select appropriate administrative tasks to deploy, troubleshoot and maintain network operating systems
• Understand the role of information technology staff and departments within organizations
### CONCENTRATION COURSES

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**TOTAL CREDITS REQUIRED FOR GRADUATION** 92
Information Technology

**BACHELOR OF SCIENCE**
*Not available to residents of all states.*

The Bachelor of Science degree in Information Technology provides students with the knowledge and the skills necessary to implement as well as analyze and manage an Information Systems environment. Students should understand the technology, theories, and practices of intranets and extranets in organizations of different size and scope. This program also provides training in computer and network installation and administration. Students will be presented with instruction in industry-standard client and server environments, Linux, routing and switching technologies, scalable directory services, and security of systems, networks, and other components of information systems.

**Program Learning Outcomes**
As a result of completion of the program of study, students should be able to:

- Demonstrate the ability to evaluate, deploy, and manage computer hardware and software
- Apply information technology industry standards to design, configure, and implement network solutions
- Select appropriate administrative tasks to deploy, troubleshoot and maintain network operating systems
- Understand the role of information technology staff and departments within organizations
- Analyze problems within business organizations and develop information systems-based solutions
- Identify information technology resources that can be employed to create and sustain business competitive advantages and performance
- Evaluate the management, planning, organizing, implementation and controlling of information technology projects and personnel
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Internet Marketing

New students are no longer being accepted into this program

BACHELOR OF SCIENCE

The Internet Marketing Program is designed to give students a practical, real-world education in the rapidly progressing world of integrated marketing. Students will have the opportunity to build knowledge with courses in marketing concepts like public relations, internet marketing research, social media optimization and marketing. Students also have the opportunity to learn about the cornerstones of web design, technology and their impact on Internet Marketing. Important marketing plan components such as web analytics, mobile applications, global and cultural Internet issues will be explored. The experience in the Internet Marketing program is designed to provide the student with the necessary tools to create a viable marketing and strategic plan for selling products, developing and cultivating a brand, and protecting that entity within the Internet community.

Program Learning Outcomes

As a result of completion of the program of study, students should be able to:

• Produce professional quality internet marketing content, inclusive of copy, concept, market analysis, media determination, budget resource allocation, and valid measurement of results

• Direct and analyze the collection and analysis of market data and information, including statistical inference, consumer behavior, demographics, product or service brand loyalty and market identities

• Produce effective internet marketing campaigns based upon historical results, marketing data, research and analysis, media trends, and production capabilities while developing client relations and collaborative creative environments

• Create and function within a cohesive creative production group and assess the quality of web design, copy, content structure and other work product

• Professionally represent corporations, individuals and product in the creative process
### Concentration Courses

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Retail Merchandise Management

ASSOCIATE OF SCIENCE

*Not available to residents of all states.

The Associate of Science degree program in Retail Merchandise Management is designed to help prepare students for career opportunities in the retail merchandising field. The objective of the program is to provide students with a foundation in merchandising and retailing principles, combining theoretical elements with practical application that supports retail operations. The degree introduces students to direct sales operations and procedures including customer service, supervision, and team leadership; business math concepts used for purchasing and selling merchandise; the creation of visual plans using industry-standard software; and basic procedures used when selling throughout the supply chain as well as the procurement of merchandise. This combination of business, math, and visual design techniques, in addition to general education coursework offers students a balanced and well-rounded knowledge base that is essential to successfully functioning in entry-level positions in most retail industries.

Program Learning Outcomes
As a result of completion of the program of study, students should be able to:

- Explain direct sales operations and procedures including customer service, supervision and team leadership
- Demonstrate basic principles of business math as it relates to the purchase and sales of merchandise
- Demonstrate proficiency with industry-standard software
- Comprehend the procedure to sell goods for manufacturers, wholesalers and retailers to businesses and groups of individuals
- Apply the skills required for the procurement and sales of merchandise
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| TOTAL CREDITS REQUIRED FOR GRADUATION | 92 |

sanfordbrown.edu/online
Retail Merchandise Management

BACHELOR OF SCIENCE

*Not available to residents of all states*

The Bachelor of Science degree program in Retail Merchandise Management is designed to build off of the skills taught in the associate degree program. Students are prepared for careers in the Retail Merchandise Management field by further developing their knowledge in the areas of merchandise planning and management. The objective of this program is to enable students to apply skills required for the procurement of sales and merchandise; the evaluation and selection of appropriate vendors through sourcing and product analysis while considering laws, regulations and international business constraints; analysis and evaluation of products and consideration of various markets, quality control, and pricing strategies; demonstration of proficiency with industry-standard software and overall comprehension of the concepts and procedures used when managing merchandise, from concept to consumer. The bachelor’s degree also focuses on the development of management skills in human resources, etiquette, and negotiation so that students are able to develop effective communication and leadership skills. The core courses in this degree, in addition to the General Education Courses, will offer students a well-balanced knowledge base essential to a successful career in retail merchandise management industries.

Program Learning Outcomes

As a result of completion of the program of study, students should be able to:

- Comprehend the procedure to sell goods for manufacturers, wholesalers and retailers to businesses and groups of individuals
- Apply the skills required for the procurement and sales of merchandise
- Analyze and determine buying trends, sales records, price and quality of merchandise
- Evaluate and select appropriate vendors for sourcing and product analysis considering regulatory and business constraints
- Analyze and evaluate products for sale at the wholesale and retail level, considering markets, quality control and pricing strategies
- Evaluate emerging technologies and identify appropriate strategies for reaching consumers through a variety of sales channels
- Manage direct sales operations and procedures including customer service, supervision and team leadership

- Explain direct sales operations and procedures including customer service, supervision and team leadership
- Demonstrate basic principles of business math as it relates to the purchase and sales of merchandise
- Demonstrate proficiency with industry-standard software
## CONCENTRATION COURSES

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Software Engineering

BACHELOR OF SCIENCE
"Not available to residents of all states"

Software engineering is a disciplined approach to developing software. The Bachelor of Science degree in Software Engineering provides students with the knowledge and the skills necessary to develop, operate and maintain software in a systematic approach. This expands on traditional computer development principles while incorporating mathematics and computer science practices based in engineering. It is also defined as a systematic approach to the analysis, design, assessment, implementation, testing, maintenance and re-engineering of software.

Program Learning Outcomes
As a result of completion of the program of study, students should be able to:

• Solve complex problems through the ability to program in at least one high level programming language
• Implement the goals, processes and techniques of software engineering through the development of a complex software application supported by a project plan
• Create and design Enterprise Architecture
• Apply database concepts and capabilities through the creation, organization, and maintenance of modern database systems
• Differentiate and categorize the legal, ethical, and social issues of information technology
• Distinguish between the principles, concepts, and fundamentals of operating systems
• Categorize the fundamentals of computer system security requirements
• Differentiate between current computer networks, protocols, and the role of network management software in organizations
• Demonstrate effective use of technical and professional communication
• Function on multi-disciplinary teams
• Communicate effectively
## CONCENTRATION COURSES

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TOTAL CREDITS REQUIRED FOR GRADUATION 180
Web Design and Development

CERTIFICATE

*Not available to residents of all states.

The Certificate in Web Design and Development is designed to prepare students for careers in the Web Design and Development field. The objective of this program is to provide students with the skills necessary to function in the various areas of Web Design and Development. The program provides an education for creative people focusing on the use of electronic technology while incorporating the basic theories of graphics, text, and interactivity for the web. This combination of conventional and electronic techniques offers students a knowledge base essential for entry level positions in this industry.

Program Learning Outcomes

As a result of completion of the program of study, students should be able to:

• Understand and utilize tools and technology of the industry
• Create, design and develop open source applications for web distribution
• Create, evaluate and edit graphics, scripts and text used to develop various elements for the web and mobile applications
• Create and function within a cohesive creative production group and assess the quality of web design, copy, content structure and other work product
• Apply design principles to interfaces for a variety of internet media
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| TOTAL CREDITS REQUIRED FOR GRADUATION | 64 |
Web Design and Development

ASSOCIATE OF SCIENCE

*Not available to residents of all states.

The Associate of Science in Web Design and Development is designed to prepare students for careers in the Web Design and Development field. The objective of this program is to provide students with the skills necessary to function in the various areas of Web Design and Development. The program provides an education for creative people focusing on the use of electronic technology while incorporating the basic theories of graphics, text, and interactivity for the web. This combination of conventional and electronic techniques plus a foundation of general education coursework offers students a balanced and well-rounded knowledge base essential to successfully perform and communicate in this industry.

Program Learning Outcomes

As a result of completion of the program of study, students should be able to:

• Understand and utilize tools and technology of the industry
• Create, design and develop open source applications for web distribution
• Create, evaluate and edit graphics, scripts and text used to develop various elements for the web and mobile applications
• Create and function within a cohesive creative production group and assess the quality of web design, copy, content structure and other work product
• Apply design principles to interfaces for a variety of internet media
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**GENERAL EDUCATION COURSES**

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**TOTAL CREDITS REQUIRED FOR GRADUATION**

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Web Design and Development

BACHELOR OF SCIENCE
*Not available to residents of all states.

The Bachelor of Science degree program in Web Design and Development is designed to help prepare students for career opportunities in the Web Design and Development field. The objective of this program is to prepare students with the skills necessary to function in the various areas of Web Design and Development. The program provides an education for both creative and technical people focusing on the use of advanced studies in programming, database management, and web administration while incorporating the basic theories of graphics, text, and interactivity for the web. This combination of conventional and electronic techniques plus a foundation of general education coursework offers students a balanced and well-rounded knowledge base essential to successfully perform and communicate in this industry.

PROGRAM LEARNING OUTCOMES
As a result of completion of the program of study, students should be able to:

• Understand and utilize tools and technology of the industry

• Create, design and develop open source applications for web distribution

• Create, evaluate and edit; graphics, scripts and text used to develop various elements for the web and mobile applications

• Create and function within a cohesive creative production group and assess the quality of web design, copy, content structure and other work product

• Apply design principles to interfaces for a variety of internet media
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ACO400
ACCOUNTING
4 Quarter Credit Hours
Prerequisites: MATH130 and RMMT150
This course provides an introduction to financial record keeping for small business proprietors. Accounting theory is stressed. Topics include business transaction analysis, journal and ledger utilization, statement preparation using electronic spreadsheets, accounting cycle completion and payroll accounting.

ADVT110
ADVERTISING CONCEPTS
4 Quarter Credit Hours
Prerequisite: None
This course provides a survey of the advertising environment and advertising as a communications tool, including how it affects the target audience. Topics include integrated marketing communications, consumer behavior, brand strategy, and media.

ADVT120
ELEMENTS OF VISUAL ADVERTISING
4 Quarter Credit Hours
Prerequisite: None
This course will address the fundamental elements of Visual Advertising. Students will have the opportunity to apply design principles and the design process to positively affect advertising communication.

ADVT250
PRINCIPLES OF MARKETING
4 Quarter Credit Hours
Prerequisite: BUSN101 or IMKT110
This course provides a study of the creation of customer value, targeting the correct market, building customer relationships and the significance of brand loyalty in attempting to meet shifting customer expectations. The relationship of marketing to advertising and their dual approach to a common mission are explored.

ADVT260
COPYWRITING
4 Quarter Credit Hours
Prerequisite: ADVT120
This course will examine the role of text in advertising and marketing concept, creation and placement. In order to successfully convey client message and connect with audiences, students will be expected to demonstrate a working command of language, vocabulary, syntax, hidden persuasion and the conventions of text copy within specific media and advertising outlets.

COURSE NUMBERING INFORMATION
Each course possesses a unique course number. Core course codes consist of two to six letter codes followed by three or four numbers, while general education course codes consist of four letter characters followed by three numbers that identify the course. The letters identify the course by discipline and the numbers identify the level of difficulty of the course. Courses with a code of 100-199 represent entry-level college courses traditionally taught to first year students. Courses with codes of 200-299 represent a level of difficulty beyond entry-level, but do not exceed a level of difficulty beyond that associated with an associate degree. Courses with 300-399 and 400-499 designations represent those of greater difficulty that are traditionally taught to third and fourth year students respectively, at the bachelor’s level. Students may take courses beyond their level of advancement in the program provided the appropriate prerequisites have been satisfied or waived by an academic official.
ADVT275
PHOTOGRAPHY FOR ADVERTISING
4 Quarter Credit Hours
Prerequisite: None
This course will explore the nature of advertising photography. Topics will include the principles of the photographic process as well as how it is used in the advertising industry. Special emphasis will be placed on the logistics of an advertising shoot.

ADVT340
CONSUMER BEHAVIOR
4 Quarter Credit Hours
Prerequisite: ADVT250
This course focuses upon the basic concepts and theories of consumer behavior, emphasizing the key factors that influence consumer purchasing decisions. Market segmentation and consumer demographics are analyzed and incorporated into marketing strategies. Qualitative and quantitative research techniques will be explored as a means to interpret data.

ADVT350
AUDIO / VIDEO FOR ADVERTISING
4 Quarter Credit Hours
Prerequisite: DESIGN215
This course will examine the creation of audio and video advertising and marketing elements and their power to reach and impact the broadest audiences. The essential elements of audio and video creation will be presented for study, as well as conventions, limitations and potential of the spoken word and moving images to present products and services, and influence audiences to purchase.

ADVT360
DIRECT MARKETING
4 Quarter Credit Hours
Prerequisite: ADVT250
The course will examine all aspects of direct marketing including direct mail, retail direct marketing, print media, and list management. Analysis, conception and creation of effective direct marketing materials will serve as the focus of this course.

ADVT370
PUBLIC RELATIONS
4 Quarter Credit Hours
Prerequisite: ADVT250
This course contemplates the power of various demographics, and the role of the media, events, and public awareness in forming opinions about a product, service, or organization.

ADVT380
ART DIRECTION PROJECT
4 Quarter Credit Hours
Prerequisite: GRAPH360
This course focuses upon the development and production of two audience-focused advertising projects. Case studies will be used as a means to develop advertising strategies, construct creative briefs, and produce portfolio-quality projects. Market research, consumer behavior, and sales techniques will be discussed.

ADVT400
SPECIAL TOPICS IN ADVERTISING DESIGN
4 Quarter Credit Hours
Prerequisite: Successful completion of 120 Credit Hours or Program Chair approval
This course offers an exploration into topics of special interest related to Advertising Design.

ADVT410
SENIOR ADVERTISING DESIGN PROJECT
4 Quarter Credit Hours
Prerequisite: Successful completion of 120 Credit Hours or Program Chair Approval
Building upon foundational skill sets and conceptual examinations, this course directs students to design and execute individual projects that demonstrate a mastery of advertising and marketing principles, concepts, industry and application.

ADVT420
CAMPAIGN ADVERTISING
4 Quarter Credit Hours
Prerequisites: ADVT110 and ADVT250
This course examines strategies for developing and directing a media mix across a variety of print and online formats and for designing messages which reflect both audience and client “contact” relationships.
ADVT430
E-COMMERCE
4 Quarter Credit Hours
Prerequisite: BUSN101 or ADVT250
This course presents the opportunities, challenges and strategies for conducting successful e-Commerce ventures. The impact of e-Commerce on business models, consumer behavior, and market segmentation for both Business-to-Business and Business-to-Consumer operations will be explored. The technical and infrastructure requirements for conducting business on the Internet, including security systems, payment systems and client/product support will be discussed. Laws, regulations and ethical issues related to e-Commerce business practices will also be examined.

ADVT499
MARKETING BUSINESS
4 Quarter Credit Hours
Prerequisite: ADVT410 or IMKT460
This course examines the application of marketing principles and theories to businesses and entrepreneurial efforts. Topics include marketing tools and techniques required for start-up businesses, including new business development, core competencies and technologies, marketing research, marketing planning, relationship marketing, and partnerships with customers and suppliers.

ATEC101
ANIMATION THEORY
4 Quarter Credit Hours
Prerequisite: None
This course introduces students to animation terminology, principles, tools, and techniques. Students will be given the opportunity to examine animation history and theory as well as explore principles, social and economic issues, and technological developments as they relate to the creation of industry animated productions.

ATEC105
DESIGN PRINCIPLES
4 Quarter Credit Hours
Prerequisite: None
This course utilizes raster based software to provide theoretical and practical exercises which will introduce students to the elements and principles of design, 3D design, and color theory. Scale, form, line, color, texture, and pattern will be studied in conjunction with the principles of balance, harmony, rhythm, emphasis, focus, proportion, and contrast.

ATEC115
DRAWING I
4 Quarter Credit Hours
Prerequisite: None
This course presents foundational techniques used to generate skills for drawing in perspective. Students will be given the opportunity to develop a proficiency in the terminology and skill sets related to various elements associated with drawing in perspective.
ATEC120  
3D MODELING I  
4 Quarter Credit Hours  
Prerequisite: ATEC105 or GAME120  
This course introduces students to three dimensional software while exploring basic tools, techniques, and terminology. Students will have opportunity to learn how to navigate the user interface and create basic three dimensional objects.

ATEC125  
DRAWING II  
4 Quarter Credit Hours  
Prerequisite: ATEC115  
This course will focus on practical techniques used for character drawing. Students will be given the opportunity to study human figure drawing as a foundation for conceptualizing stylized character concept designs.

ATEC130  
3D MODELING II  
4 Quarter Credit Hours  
Prerequisite: ATEC120 or GAME205  
This course builds upon the modeling techniques taught in 3D Modeling I. Students will have the opportunity to explore more advanced modeling techniques to create complex objects as well as introduce the foundational procedures used for preparation to apply textures to models.

ATEC135  
ANIMATION FUNDAMENTALS  
4 Quarter Credit Hours  
Prerequisite: ATEC125  
This course explores the fundamental techniques and terminology of two dimensional animation. Students will be introduced to the main principles of animation as they relate to movement over time. This class will emphasize movement, layout, and design, which students will have the opportunity to develop through traditional skills and techniques.

ATEC140  
3D TEXTURING  
4 Quarter Credit Hours  
Prerequisite: ATEC130  
This course will utilize raster based software to create and design texture maps for three dimensional objects. A strong focus on digital painting techniques along with the process of proper placement on 3D objects will be the foundation of this class.

ATEC145  
2D ANIMATION  
4 Quarter Credit Hours  
Prerequisite: ATEC135  
This course will focus on time line animation through the use of vector based software. Based on the principles of animation acquired from previous courses, students will be given the opportunity to create projects which focus on the advanced methodology of generating motion over time.

ATEC200  
3D LIGHTING COMPOSITION  
4 Quarter Credit Hours  
Prerequisite: ATEC140  
An Introduction to the principles of real world lighting will give students the opportunity to understand how light interacts with objects in a simulated three dimensional environment. The techniques of staging lights, adjusting intensities, and applying effects will be explored in this course. Students will also be exposed to the post process of rendering and compositing layers to produce a finalized composition.

ATEC205  
CINEMATOGRAPHY  
4 Quarter Credit Hours  
Prerequisite: ATEC145  
This course explores the principles and theory of traditional film. A strong foundation of cinematic terminology and techniques, as they relate to camera actions, will allow the opportunity for students to create projects which focus on the importance of pre-production in the film industry.

ATEC210  
3D ANIMATION  
4 Quarter Credit Hours  
Prerequisite: ATEC140  
This course will expose students to the functionality of time line animation as it relates to a three dimensional environment. A series of projects meant to emphasize the principles of animation will give students an opportunity to develop technical skills and gain experience, through practice, with adding motion to 3D objects over time.
ATEC220
DYNAMICS
4 Quarter Credit Hours
Prerequisite: ATEC210
This course introduces students to dynamic systems and technical terminology within a three dimensional environment. Students will explore a variety of dynamic based projects as they relate to the visual effects industry, followed by the post process of rendering and compositing animated sequences.

ATEC230
3D CHARACTERS ANIMATION
4 Quarter Credit Hours
Prerequisite: ATEC210
This course begins with an introduction to the techniques and theory of acting. This becomes the foundation to understanding movement in human form. A strong emphasis on character emotion and animation principles will allow students an opportunity to create a series of character animation projects.

ATEC240
MOTION GRAPHICS
4 Quarter Credit Hours
Prerequisite: ATEC205
This course will elaborate on foundational knowledge from previous courses which introduced cinematic principles. Students will have the opportunity to utilize terminology and techniques to develop interstitial projects related to commercial production and the motion graphics industry.

ATEC305
CONCEPT DESIGN
4 Quarter Credit Hours
Prerequisites: ATEC205, ATEC220, and ATEC230
This course will allow students the opportunity to focus on and choose a specialized area of study in which to conceptualize a major studio project. Throughout this course, students will have the opportunity to learn the techniques of brainstorming and generating visual concepts as they pertain to their studio project.

ATEC310
VISUAL STORYTELLING
4 Quarter Credit Hours
Prerequisite: ATEC305
This course will concentrate on the technique of transforming a written storyline into a visual storyboard. Students will utilize the concept of their studio project and its storyline to develop traditionally drawn storyboard panels. These panels will then be placed on a time line in sequence to create an animatic of their studio project.

ATEC315
PRODUCTION MANAGEMENT
4 Quarter Credit Hours
Prerequisite: ATEC305
This course is meant to introduce students to the importance of time management. Students will create mock animated sequences in an effort to evaluate and understand the processes and length of time needed to conduct various segments of animation. This evaluation will help students’ awareness of time management as it pertains to their individual studio projects.

ATEC320
PRE-PRODUCTION
4 Quarter Credit Hours
Prerequisite: ATEC315
In this course, students will continue to generate conceptual work used for their studio project. Students will have the opportunity to complete character sheets, orthographic and elevation drawings as well as a technical road map for executing advanced level techniques used during production. Upon completion of this course, students should possess all completed pre-production work needed to begin the production of their studio project.

ATEC330
ADVANCED MODELING
4 Quarter Credit Hours
Prerequisite: ATEC305
This course will build on previous modeling and texturing courses. Throughout the duration of this course, students will have the opportunity to model a single character concept from start to finish. This advanced process will utilize a three dimensional sculpting software to generate a high level of detail as well as advanced texturing capabilities.
ATEC400
SCRIPTING TECHNIQUES
4 Quarter Credit Hours
Prerequisites: ATEC220 and ATEC230
This course introduces students to foundational scripting techniques used for generating advanced tools and user interfaces in a three dimensional environment. In addition students will also be given the opportunity to develop scripts, called expressions, which will aid in three dimensional animation processes.

ATEC405
RIGGING TECHNIQUES
4 Quarter Credit Hours
Prerequisite: ATEC230
This course will introduce students to the intricate process of rigging for characters. The terminology, tools and techniques used for rigging in a three dimensional environment will be the foundation for students to potentially build an entire character rig from start to finish throughout the time of this course.

ATEC410
ADVANCED TEXTURING
4 Quarter Credit Hours
Prerequisite: ATEC140
Based on acquired skills from previous texturing courses, students will be exposed to advanced level tools and techniques used for texturing three dimensional objects. An emphasis on Mental Ray, Look and Shader development as well as procedural texture creation will provide students the opportunity to create textures that meet industry standards.

ATEC415
PRODUCTION STUDIO I
4 Quarter Credit Hours
Prerequisite: ATEC315
Students will have the opportunity to begin production on their studio project. This course will introduce students to techniques used for early production and time management. Students will experience working under heavy deadlines to reach various milestones throughout production. This process is meant to closely simulate a working environment and teach the etiquette of responsibility.

ATEC420
ADVANCED COMPOSING
4 Quarter Credit Hours
Prerequisite: ATEC240
In this course, students will be exposed to the process of compositing with professional compositing software. Students will have the opportunity to learn layering, color correction, key framing, and how to apply visual effects to pre-rendered video sequences.

ATEC425
PRODUCTION STUDIO II
4 Quarter Credit Hours
Prerequisite: ATEC415
As a continuation of Production Studio I, students will utilize the acquired knowledge of the production process to continue working on their studio project. Students will have the opportunity to gain an advanced knowledge of the mid-stream production process. A strong emphasis of the ability to remain on task, adhere to time and budget constraints, and accept constructive criticism will become focus of this course. Students will continue to meet milestones to help them remain on task.

ATEC435
PRODUCTION STUDIO III
4 Quarter Credit Hours
Prerequisite: ATEC425
As a continuation of Production Studio II, this course will introduce students to the process of entering the final stages of production. This course will expose students to critique and refinement techniques as well as the crucial aspect of time management as it pertains to finalizing various aspects of the studio project. Students will continue to adhere to milestones to help them prepare for finalization.

ATEC445
POST PRODUCTION
4 Quarter Credit Hours
Prerequisite: ATEC435
As a continuation of Production Studio III, students will have the opportunity to finalize their studio project. Students will continue to adhere to milestones through the final stages of completion. Once complete, students will analyze their production experience in an effort to learn from mistakes and acknowledge achievements.
ATEC450  
BUSINESS OF ANIMATION  
4 Quarter Credit Hours  
Prerequisite: ATEC315
This course is meant to introduce students to the business side of the animation industry. Students will have the opportunity to learn various business aspects which include how to secure investors, working with financial budgets and keeping employees motivated and on schedule. In addition, this course will explore options for becoming an independent business owner or freelance artist.

ATEC460  
PROFESSIONAL PORTFOLIO  
4 Quarter Credit Hours  
Prerequisite: Successful completion of 156 Credit Hours or ATEC435
Under faculty supervision, students will review, revise, and refine previous deliverables based on peer and faculty evaluation. Students will have an opportunity to create a web based portfolio that demonstrates a mastery of industry standards and expectations.

ATEC470  
ANIMATION CAPSTONE  
4 Quarter Credit Hours  
Prerequisite: ATEC435
The animation capstone is a hands-on group project class that utilizes individual student talents. This course is meant to simulate a professional working environment where the student, as a member of a production team, will have the opportunity to contribute to an ongoing animated short student film.

BIM101  
COMPUTER AIDED DESIGN INTERFACE  
4 Quarter Credit Hours  
Prerequisite: None
Course emphasis is placed on software graphic user interface, screen navigation, profiles, toolbars, palettes, drawing and editing commands, dimensioning, annotation, and saving different file formats for communication via the internet. Installing and troubleshooting methods will be discussed. Computer hardware will be overviewed.

BIM102  
INTRODUCTION TO COMPUTER AIDED DESIGN  
4 Quarter Credit Hours  
Prerequisite: None
This course focuses on the introduction to computer aided design. Design problem solving through the intersection of points, lines and basic geometric shapes will be covered. Exercises include creation of two and three-dimensional shapes, objects and spatial thinking in relation to the practice of drafting and design using software applications.

BIM103  
DRAWING DOCUMENT METHODS  
4 Quarter Credit Hours  
Prerequisite: None
This course focuses on the communication and organization of a complete comprehensive working drawing set. Techniques for creating and managing sheet sets and streamlining the drawing process are emphasized.

BIM105  
BUILDING CONSTRUCTION METHODS  
4 Quarter Credit Hours  
Prerequisite: None
This course is used to become familiar with a complete comprehensive working drawing set with the understanding of both commercial and residential building structures and construction methods.

BIM107  
BUILDING SYSTEMS METHODS  
4 Quarter Credit Hours  
Prerequisite: None
Basic mechanical, electrical, and plumbing systems used in construction are addressed in relation to working drawings. This course also examines building codes and regulatory processes applied to the construction environment. The importance of mechanical, electrical and plumbing systems and how they can be integrated into the design process with support for sustainable design will also be covered.
BIM109
3D BUILDING MODELING I
4 Quarter Credit Hours
Prerequisites: BIM101 and BIM102
This course explores two-dimensional computer-aided design used to
develop skills for understanding the practice of construction planning
and design. Techniques for creating and managing sheet sets and
streamlining the drawing process are emphasized. Maintenance of file
management is reviewed and applied. Topics include development of
plan, elevation, section and schedules for project.

BIM110
3D BUILDING MODELING II
4 Quarter Credit Hours
Prerequisites: BIM103 and BIM109
This course will further develop the content of drawing and production
skills. Topics further the development of floor plans, elevations, sections
and 3D perspective projection principles of a previously designed
project. Drawings incorporating foundations, elevations, wall sections
and roof framing details will be created using drafting and 3D computer-
aided design skills. Knowledge taught in BIM103 - Drawing Document
Methods will be practiced.

BIM111
BUILDING SYSTEMS METHODS I
4 Quarter Credit Hours
Prerequisite: None
Basic mechanical, electrical, and plumbing systems used in construction
are addressed in relation to working drawings. This course also examines
building codes and regulatory processes applied to the construction
environment. The importance of mechanical, electrical and plumbing
systems and how they can be integrated into the design process with
support for sustainable design will also be covered.

BIM112
ADVANCED BUILDING INFORMATION MODELING
4 Quarter Credit Hours
Prerequisite: BIM105
This course will be applied with an introduction to Building Information
Modeling (BIM). BIM software will be used to understand the concepts
and development of a 3D model to help create a set of working
drawings. File management of BIM software will be introduced and
applied. Knowledge taught in BIM105 - Building Construction Methods
will be practiced.

BIM200
MEP SYSTEM DESIGN
4 Quarter Credit Hours
Prerequisite: BIM112
Application and design of Mechanical, Electrical, and Plumbing systems
used in building construction are addressed in a 3D environment.
Students will have the opportunity to see and practice the relationship
between building systems, energy use, and advance modeling
techniques. This course will focus on management and problem solving
during the design process.

BIM201
DETAILING METHODS
4 Quarter Credit Hours
Prerequisite: None
This course focuses on the exploration, design and technical
development of detailing for construction as applied to a past project.
Unique material research and application will be required with emphasis
on performance and economic and sustainable criteria. Appropriate
software communication techniques will be used including specifications
and working drawings.

BIM203
SUSTAINABLE DESIGN METHODS
4 Quarter Credit Hours
Prerequisite: None
This course reinforces concepts of sustainability, global responsibility
in design and construction decisions and environmental awareness.
Technological analysis tools and environmental simulation methods will
be explored through specialized industry current software. An overview
of distinct geographical conditions will also be discussed.

BIM205
PROJECT MANAGEMENT METHODS
4 Quarter Credit Hours
Prerequisite: None
This course will examine how the design/construction process fits
into a project work environment. A general overview to the practical
development, planning, management and presentation of a design/
construction project will be applied. This knowledge will be applied to
examine the organization, planning, management and execution of a
design/construction project. Learning experiences will offer opportunities
to critically investigate design/construction issues and create solutions
following industry current design and construction processes.
BIM211
3D RENDERING I
4 Quarter Credit Hours
Prerequisites: BIM201 and BIM209
This course uses BIM with advanced modeling, lighting, animation and graphic software program techniques to enhance communication skills for visualization and presentation purposes. An overview of additional industry current computer rendering programs will be introduced.

BIM212
3D RENDERING II
4 Quarter Credit Hours
Prerequisite: BIM211
This course with skills and knowledge of BIM211 – 3D Rendering I will further explore advanced rendering and animation techniques for construction through software visualization. Advanced software techniques for lighting, animation and material application will be explored using the most current and universally accepted professional software.

BIM213
BUILDING INFORMATION MODELING PORTFOLIO
4 Quarter Credit Hours
Prerequisite: BIM211
This course offers instruction in the final preparation and presentation of an individual portfolio. Resume preparation, job search procedures, marketing strategies, presentation techniques, and portfolio critique and revision will be emphasized.

BIM214
BUILDING INFORMATION MODELING CAPSTONE
4 Quarter Credit Hours
Prerequisite: BIM212 or Successful completion of 64 Credit Hours
The Building Information Modeling capstone is a course that integrates concepts and work from the entire program. A well-rounded, comprehensive project will simulate a professional project scope and allow opportunities for students to apply a range of skills acquired through multiple stages of the design process from concept to production.
BUSN101  
INTRODUCTION TO BUSINESS  
4 Quarter Credit Hours  
Prerequisite: None  
This course provides an introduction to the practice of business through analysis of the role and function of accounting, management, marketing, finance, and economics within business organizations. Common business terms and principles will be discussed and the various activities of businesses in daily operations will be examined.

BUSN110  
MARKETING COMMUNICATION  
4 Quarter Credit Hours  
Prerequisite: None  
This course will explore various modes of communication to harvest the information necessary to make effective decisions regarding the organization of strategic planning.

BUSN150  
MERCHANDISING PRINCIPLES AND PRACTICES  
4 Quarter Credit Hours  
Prerequisite: None  
This course introduces merchandising principles and practices employed within retail environments. Topics include store organization, inventory control, financial considerations, operational management, and customer services. Merchandising concepts, retailing techniques, and consumer behavior are discussed.

BUSN201  
VISUAL MERCHANDISING  
4 Quarter Credit Hours  
Prerequisite: None  
This course involves the study of visual merchandising and merchandise presentation techniques with an emphasis on psychological motivation, retail design, and display teamwork. Topics include the creation of specialty and department store displays, the design of visuals for walls and windows, the effects of color and lighting on consumer behavior, and professional presentation techniques for apparel and accessories.

BUSN205  
RETAIL MANAGEMENT  
4 Quarter Credit Hours  
Prerequisite: BUSN101  
This course examines contemporary management issues in the retail environment with a focus on theoretical principles, problem solving techniques, and decision-making processes. Students will discuss a range of retail management topics, including inventory planning and control, location assessment and store design, merchandising and retail promotion, product and brand management, human resources administration, legal and ethical concerns, information technology resources, financial and accounting needs, and sales and trend forecasting.

BUSN210  
PRINCIPLES OF ACCOUNTING  
4 Quarter Credit Hours  
Prerequisite: MATH130  
This course provides an introduction to financial record keeping for small business proprietors. Accounting theory is stressed. Topics include business transaction analysis, general journals and ledgers utilization, financial statement preparation, accounting cycle completion and payroll accounting.

BUSN217  
RETAIL MATH  
4 Quarter Credit Hours  
Prerequisite: MATH130  
This course will focus on pricing structures and profit factors in addition to various methods used to regulate inventory and increase sales. Students will utilize various retail calculations to plan sales reports. Emphasis will be placed on terminology and various financial statements and forms used in the apparel industry.

BUSN225  
ELECTRONIC MARKETING  
4 Quarter Credit Hours  
Prerequisite: BUSN101  
This course addresses the development and implementation of an effective Internet marketing program. The use of marketing levers will be considered with a focus on the individual and interactivity to develop consumer and customer relationships.
BUSN250
PRINCIPLES OF FINANCE
4 Quarter Credit Hours
Prerequisite: MATH130
This course is designed as an introduction to financial management principles for business. Topics include financial statements, the time value of money, bonds, stocks, working capital management, and capital budgeting.

BUSN301
BUSINESS LAW
4 Quarter Credit Hours
Prerequisite: BUSN101
This course examines business law. Topics include legal, business and e-commerce environments, business regulations, dispute resolutions, liabilities, and the ethical and social responsibilities of business.

BUSN325
PRICING STRATEGIES
4 Quarter Credit Hours
Prerequisite: MATH130
This course covers the principles and terminology important to profitable merchandising. Concepts of financial management for merchandising fashion goods will be taught. Basic financial skills needed to succeed when planning, procuring, and selling fashion goods will be included. Merchandising principles, mathematical formulas, and real world applications will be discussed.

BUSN355
MERCHANDISE PLANNING AND INVENTORY CONTROL
4 Quarter Credit Hours
Prerequisite: BUSN325
Merchandise sourcing, buying, and management are analyzed within the retail industry. Product development and distribution processes are examined. Emphasis will be placed on financial and organizational needs including planning, purchasing, pricing, and presenting inventory to meet customer demand.

BUSN360
BUYING
4 Quarter Credit Hours
Prerequisite: BUSN250
This course focuses on merchandise buying and retail management. The structure of the retail industry will be analyzed and the development and distribution of consumer products will be examined. Emphasis is on the financial aspects of merchandising, pricing, planning, and purchasing retail inventories as it relates to buying. Merchandise control and presentation will also be covered.

BUSN363
MULTICHANNEL RETAILING
4 Quarter Credit Hours
Prerequisite: MRKT310
This course will focus on the various channels of retailing including e-commerce and mobile shopping applications. Emphasis will be placed on selecting the correct channel for retailing and creating value in the customer’s shopping experience. Consumer expectations and customer service will be discussed. Performance metrics and web analytics will examined as well as the sustainability of current and future technological developments in retailing.

BUSN375
SALESMANSHIP
4 Quarter Credit Hours
Prerequisite: BUSN205
This course investigates sales presentations, communication styles, prospecting, closing, and the evaluation of selling techniques and practices. Various methods to improve sales effectiveness will be explored and selling from the various viewpoints of the consumer, the business, and society will be contemplated.

BUSN380
FASHION BUYING
4 Quarter Credit Hours
Prerequisites: BUSN217 and FASH318
This course focuses on merchandise buying and retail management. The structure of the retail industry will be analyzed and the development and distribution of consumer products will be examined. Emphasis is on the financial aspects of merchandising, pricing, planning, and purchasing retail inventories as it relates to buying. Merchandise control and presentation will also be covered.

BUSN400
FASHION MARKETING AND CONSUMER BEHAVIOR
4 Quarter Credit Hours
Prerequisite: None
This course examines the planning, pricing, promotion, and distribution of products and services within the fashion industry and discusses how consumer motives and attitudes contribute to marketing decisions. Psychological, social, ethical, and financial factors that affect the marketplace are examined through case analyses.
BUSEN401  
INTERNATIONAL BUSINESS  
4 Quarter Credit Hours  
Prerequisite: BUSN301  
This course focuses on the nature of international business operations. Intercultural relations and communication standards, international financial and trade frameworks, political and economic constraints, legal contracts and regulatory requirements, and international business and marketing plans will be examined.

BUSEN420  
BUSINESS PROFESSIONALISM  
4 Quarter Credit Hours  
Prerequisite: BUSN400 or Successful completion of 144 credit hours  
This comprehensive course in career exploration and professional development provides the opportunity for students to develop career objectives, assess skills, identify accomplishments and describe professional experiences. Professional resumes are prepared, business correspondence is produced and interview techniques are practiced. Job search strategies are explored, including Internet resources and electronic resumes. Resources to continue professional development and to increase marketability are examined.

BUSEN450  
PROJECT MANAGEMENT  
4 Quarter Credit Hours  
Prerequisite: Successful completion of 120 Credit Hours  
Through the use of environmental simulation and detailed case study, students are exposed to the intention, responsibility, scope and requirements of effective project management. Students will have the opportunity to learn to move fluidly between both broad management and compartmentalized roles, viewing a project as a manageable organism dependent upon structured guidance and oversight for success.

BUSEN460  
PROJECT MANAGEMENT IN MERCHANDISING  
4 Quarter Credit Hours  
Prerequisite: BUSN355  
This course focuses on the development and management of merchandising projects. The course will provide the opportunity for students to work as part of a team to create business plans and cost analyses for a variety of merchandising ventures and will design sales strategies based on forecasted trends and market research data. Regulatory compliance, inventory management, financial record keeping, and customer service needs within retail environments will be addressed.

BUSEN475  
GLOBAL SOURCING AND PRODUCT DEVELOPMENT  
4 Quarter Credit Hours  
Prerequisite: ECON315  
This course focuses on the globalization of textile apparel production, the issues of importing, exporting, tariff, quality control, quotas, regulatory requirements, and the effects of offshore manufacturing on delivery and quality of goods and services.

BUSEN480  
FASHION LAW  
4 Quarter Credit Hours  
Prerequisite: BUSN101  
This course examines national and international legal systems and regulatory operations related to the fashion business. Intellectual property and counterfeiting will be discussed. Students will study the various laws that regulate employment and the procurement of merchandise as well as regulatory issues in marketing and advertising.

BUSEN499  
ENTREPRENEURSHIP  
4 Quarter Credit Hours  
Prerequisite: None  
This course addresses the essentials of entrepreneurship. Business organization, business plans and proposals, as well as ethical and legal issues will be discussed. Additionally, this course focuses on the fundamentals of profitability.

COLL101  
COLLEGE SUCCESS  
4 Quarter Credit Hours  
Prerequisite: None  
This course focuses on the development of professional and personal skills that will assist students in their collegiate and career performance. Topics covered include time management, interpersonal relations, personal expression, test-taking strategies, goal setting, study habits and techniques, self-esteem, image, and motivation.
COMM101
INTERPERSONAL COMMUNICATIONS
4 Quarter Credit Hours
Prerequisite: None
Communication theory and the principles of effective speech communication are presented. Students are given the opportunity to learn communication techniques, how to adapt to variations in audience and context, elements of effective audience research, speech writing and delivery. Organizational and expressive strategies for informative and persuasive arguments are reviewed.

CS133
INTRODUCTION TO PROGRAMMING AND LOGIC
4 Quarter Credit Hours
Prerequisite: None
This course will provide students with a disciplined introduction to the program development process with an emphasis on problem-solving and algorithm development. Students will use programming structures common to all languages, including variables and scope, basic data types and the use of control structures including decisions and looping.

CS225
DATABASE DESIGN AND DEVELOPMENT
4 Quarter Credit Hours
Prerequisite: None
In this course students will explore concepts and features of relational database systems and design. It examines the use of industry standard database systems and their role in delivering Information Technology solutions to common business needs. Students are also introduced to SQL (Structured query Language) statements commonly used in database administration to create and manage database objects and data.

CS300
WEB PROGRAMMING
4 Quarter Credit Hours
Prerequisite: CS133
This course focuses on fundamentals of web site creation and usage. Browsers, Internet terminology, and Internet usage will be addressed. Use of XHTML and CSS in the creation of web design will be discussed. Students will explore scripting technologies used in the development of dynamic web pages. The course will also provide an introduction to graphic web applications and the development of a web site.

CS350
OBJECT ORIENTED PROGRAMMING
4 Quarter Credit Hours
Prerequisite: CS133
Students will be introduced to data representation, functions, expressions, flow control, text processing, structure, syntax and data types of this highly developed programming language. This course utilizes an industry standard object oriented programming language and its object-oriented structure as a foundation for creating program code. Topics include: object-oriented design, data structures, classes, libraries and APIs, integrated development environments, cross-platform compilation, variables, constants and equations, built-in functions and programmer-defined functions.

CS400
SYSTEMS REQUIREMENTS AND ANALYSIS
4 Quarter Credit Hours
Prerequisite: None
This course covers the functions and techniques of systems analysis and development, including the analysis of information flow, developing system specifications and analyzing equipment needs. Emphasis is placed on structure methods and tools used throughout the analysis process, from initial need assessment through installation and review.

DESIGN101
DESIGN FUNDAMENTALS
4 Quarter Credit Hours
Prerequisite: None
This course provides an examination of the different elements of visual design, as well as a general overview of the design process. The material in this course will focus on design for projects essential to all areas of visual design.

DESIGN110
WEB DESIGN I
4 Quarter Credit Hours
Prerequisite: None
This course focuses on the fundamentals of web creation and usage. Browsers, Internet terminology, and Internet usage will be addressed. Use of XHTML in the creation of web design will be discussed. The course will provide an introduction to graphic web applications and the development of a web site.
DESIGN130
INTRODUCTION TO DRAWING
4 Quarter Credit Hours
Prerequisite: None
This course provides an introduction to the tools and techniques of drawing. Principles of composition, balance, rhythm, color, line, texture, and light are addressed through a series of studio assignments.

DESIGN140
DIGITAL ILLUSTRATION
4 Quarter Credit Hours
Prerequisite: None
This course covers the foundations of vector-based artwork in order to create digital illustrations, graphics, and interfaces. Students will have the opportunity to create illustrations and will experiment with type as a graphical element. The differences between vector and raster based artwork will be delineated.

DESIGN150
TYPOGRAPHY
4 Quarter Credit Hours
Prerequisite: DESIGN140
This course covers the language of the visual letterform, the history of typography, and its appropriate use in design.

DESIGN160
DIGITAL IMAGING
4 Quarter Credit Hours
Prerequisite: None
This course has been designed to explain the basic understanding of a raster-based software program to create, manipulate, and modify raster-based images. Students will be focused on understanding the tools used to manipulate raster-based images and will be expected to use proper terminology when discussing and presenting their work.

DESIGN175
VISUAL COMPOSITION
4 Quarter Credit Hours
Prerequisite: DESIGN101
Students explore composition using digital photography. Students will have the opportunity to develop an appreciation of photography as well as to begin to build their own photographic library. The camera’s viewfinder is used as a vehicle for demonstrating the designer’s frame of reference.

DESIGN210
WEB DESIGN II
4 Quarter Credit Hours
Prerequisite: DESIGN110
Students will be introduced to the concepts governing website design and implementation. Students will explore a number of design problems, including interface design, navigation, look and feel and design process.

DESIGN215
STORYBOARDING
4 Quarter Credit Hours
Prerequisite: None
The role of storyboarding in developing visual storytelling and design needs, and its ability to facilitate the pre-production process will be examined. The style and intent of storyboards, both in hand render and digital media, will be explored. Development of visual representation as a tool for clients, production crew, technical crew and creative professionals will serve as the focus of the course.

DESIGN220
WEB DESIGN III
4 Quarter Credit Hours
Prerequisite: DESIGN210
This course provides an introduction to the development of dynamic websites through the use of scripting languages and database technologies. Additional topics include scripting syntax, Search Engine Optimization, and Content Management Systems.

DESIGN230
INTERACTIVE MEDIA I
4 QUARTER CREDIT HOURS
Prerequisite: DESIGN140
This course will explore interface design theory and its implementation. This will serve as a foundation course covering drawing, animation, importing external graphics, audio and video elements and using them to construct effective web interfaces.

DESIGN245
AUDIO PRODUCTION
4 Quarter Credit Hours
Prerequisite: None
This course will introduce the basic concepts of sound recording and editing within the multimedia environment. Computer hardware and software will be used to experiment with recording/capturing, converting and editing audio. The course will provide a basic understanding of sound and acoustics, and analog and digital recording and editing methods in the creation of a basic stereo audio project.
DESIGN250
SCREENWRITING
4 Quarter Credit Hours
Prerequisite: DESIGN215
In this course the role of original text in the creation of visual images and story will be examined. The depiction of vivid, engaging visuals through various screenplay formats, industry syntax, descriptive verbiage and identifiable style will be explored. The process of telling a story and inspiring a director, producer, on-screen talent, art director and/or other storytellers will be discussed.

DESIGN255
VIDEO PRODUCTION
4 Quarter Credit Hours
Prerequisites: DESIGN175 and DESIGN245
This course will introduce the basic concepts of video production within a multimedia environment. The use of industry standard hardware and software to capture, convert and edit video will be explored. Different shooting techniques of small format distribution will be compared and contrasted.

DESIGN260
ADVANCED DIGITAL IMAGING
4 Quarter Credit Hours
Prerequisite: DESIGN160
Advanced techniques and aesthetics in digital image creation and editing are explored and applied through the completion of computer design projects.

DESIGN265
DESIGN FOR BUSINESS
4 Quarter Credit Hours
Prerequisite: GRAPH250
Students in this course will utilize common business related software to translate their designs into template documents that can be used and augmented by non-designers.

DESIGN270
STORYBOARDING FOR DESIGN
4 Quarter Credit Hours
Prerequisite: DESIGN101
This course will focus on the development of visual representations of story elements through the study and creation of screenplay and storyboards. Emphasis will be placed on visual language, story conventions, element creation and the ability to translate story from text to image.

DESIGN275
CREATIVITY IN DESIGN
4 Quarter Credit Hours
Prerequisite: DESIGN101
This course introduces students to the creative problem-solving process used to generate concept and design for an original design solution. A variety of layout techniques will be critiqued as the students originate creative concepts.

DESIGN325
INTERACTIVE DESIGN
4 Quarter Credit Hours
Prerequisites: DESIGN210 and DESIGN230
This course covers the skills necessary to produce effective “information design” in a multimedia environment. Design principles as they relate to the use of typography, photographs, video, illustration, and interface elements will be explored with the goal of developing designs that effectively deliver content to given audiences.

DESIGN330
INTERACTIVE MEDIA II
4 Quarter Credit Hours
Prerequisite: DESIGN230
This course covers intermediate scripting for interactive interfaces. This will include designing dynamically loaded interfaces and loading external files as well as scripting to manipulate video and audio.

DESIGN345
ADVANCED AUDIO PRODUCTION
4 Quarter Credit Hours
Prerequisite: DESIGN245
This course will cover audio production and editing using industry standard hardware and software. Emphasis will be placed on mixing, hard disk recording, midi production and professionalism. Music theory will be addressed as context for the creation of audio for the multimedia environment.

DESIGN350
ADVANCED TYPOGRAPHY
4 Quarter Credit Hours
Prerequisite: DESIGN150
This course covers the origins of typography and founders of notable typefaces, as well as how typography has changed in recent history. Advanced-level critique, interpretation of messages and conceptual application is explored. Advanced typography utilized as a visual in design and sole imagery is defined.
DESIGN355
VIDEO EDITING
4 Quarter Credit Hours
Prerequisite: DESIGN255
This course is an examination of editing theory, history and aesthetics leading toward post-production technology and techniques required to deliver professional quality digital video. Students capture and edit digital footage using traditional techniques and effects, with output to be distributed in a variety of formats. Visual quality, broadcast standards, and format compression will also be examined.

DESIGN360
INTERACTIVE MEDIA III
4 Quarter Credit Hours
Prerequisites: DESIGN210 and DESIGN330
The course will cover advanced scripting techniques geared towards design solutions and an entirely dynamic construction of an application.

DESIGN365
MOTION GRAPHICS
4 Quarter Credit Hours
Prerequisite: DESIGN355
This course will allow students to explore the elements of time and space to convey messages and meaning through type, image, video, 3D and visual effects for the screen. Individual creativity will be stressed as well as the use of industry-standard software for developing motion graphics.

DESIGN370
MEDIA PRODUCTION I
4 Quarter Credit Hours
Prerequisite: DESIGN355
This course examines the total production process from initial concept and storyboard through production. Students will have the opportunity to aggregate a range of specific disciplines and software in the creation of complex multimedia and/or interactive projects.

DESIGN395
MEDIA DISTRIBUTION
4 Quarter Credit Hours
Prerequisite: DESIGN370
In this course, students will have the opportunity to learn various methods to deliver media to audiences, including broadband streams, dynamic web pages, and optical disc storage (Blu-ray, DVD, etc.). Students will have the opportunity to apply compression schemes to digital audio, video, and animation files as well as have the opportunity to learn to determine appropriate delivery at specific bandwidths and to specific user devices.

DESIGN400
INTERACTION DESIGN
4 Quarter Credit Hours
Prerequisite: DESIGN230
This course outlines standard practices for interaction design including user-centered research, human factors and storytelling for digital based media.

DESIGN470
MEDIA PRODUCTION II
4 Quarter Credit Hours
Prerequisite: DESIGN370
This course focuses upon advanced topics in digital media production, addressing post-production and distribution of projects. Application of artistic vision to solving problems encountered in a real-world production environment and work-flow is emphasized. Efficient balance of competing resource needs such as budgets, time lines, staff management, client relations and target audiences will be covered.

DESIGN485
GRAPHIC DESIGN THESIS
4 Quarter Credit Hours
Prerequisite: DESIGN360 or Successful completion of 120 Credit Hours
A research based course that integrates concepts and work developed throughout the program. Projects will simulate a professional graphic design production environment.

DIGI400
SPECIAL TOPICS IN DIGITAL MEDIA PRODUCTION
4 Quarter Credit Hours
Prerequisite: DESIGN360 or Successful completion of 120 Credit Hours
This course offers an exploration into topics of special interest related to Digital Media Production.

DIGI485
DIGITAL MEDIA PRODUCTION CAPSTONE
4 Quarter Credit Hours
Prerequisite: DESIGN370
The digital production capstone is a research-based course that integrates concepts and work from throughout the program. Projects will simulate a professional digital media studio environment.
DIGI490
SENIOR DIGITAL MEDIA PRODUCTION PORTFOLIO
4 Quarter Credit Hours
Prerequisite: DIGI400 or Successful Completion of 144 Credit Hours
This course begins with a review of portfolio worthy media projects produced in other courses. Project revisions, as well as new projects are assigned in order to enhance the students’ portfolios and prepare them for employment interviews. Interviewing and presentation techniques will be introduced, along with strategies for developing an effective resume, cover letter, and self-promotional campaign.

ECON315
GLOBAL ECONOMICS
4 Quarter Credit Hours
Prerequisite: MATH130
This course focuses on the economic aspects of globalization and examines why the interdependent economies of various nations are regarded as a single economic system or entity. It examines barriers and bridges to the world’s markets, including trade agreements and obstacles to international trading.

ENGL101
ENGLISH COMPOSITION I
4 Quarter Credit Hours
Prerequisite: HUMN101
In this course, students are given the opportunity to study and apply composition principles to a variety of writing modes, focusing on the writing process, intended audience, consistent point of view, correct grammar, concise language, appropriate style, and effective organizational strategies.

ENGL102
ENGLISH COMPOSITION II
4 Quarter Credit Hours
Prerequisite: ENGL101
This course is designed to allow students to expand their English skills by exploring advanced essay modes that include persuasive writing, literary analysis, and term paper research. Students will have the opportunity to analyze basic literary texts for style and content, and to present a researched, documented term paper.

FASH101
INTRODUCTION TO FASHION
4 Quarter Credit Hours
Prerequisite: None
This course presents an overview of fashion as a profession with an emphasis on its industry and careers. The processes of creating, producing and selling a fashion product, including terminology, professional organizations, and important designers in the field will be covered.

FASH102
INTRODUCTION TO FASHION RETAILING
4 Quarter Credit Hours
Prerequisite: None
This course will introduce students to various aspects of the retail environment. Students will analyze the different forms of organizational structures and retail career opportunities. The internal operations involved in running a fashion business will be discussed including globalization and sustainability.

FASH105
FASHION SKETCHING I
4 Quarter Credit Hours
Prerequisite: None
This course demonstrates the relationship of clothing to the human figure, its proportion and how that translates into a line drawing or a ‘flat’, used by designers, manufacturers, retailers and merchandisers. Nomenclature of clothing items and parts and fashion vocabulary will be emphasized. Various drawing media will also be introduced.

FASH115
EVOLUTION OF FASHION
4 Quarter Credit Hours
Prerequisite: FASH101
This course introduces students to the ideologies and elements of fashion design throughout history. Students will study sociological, political, religious, aesthetic, and cultural issues related to the evolution of fashion, and will examine contemporary theories, designers, strategies, and techniques related to fashion design.
FASH118  
**20TH AND 21ST CENTURY FASHION**  
4 Quarter Credit Hours  
Prerequisite: None  
This course introduces students to the ideologies and elements of fashion design in the 20th and 21st centuries. Students will study the influence of the zeitgeist as it relates to the evolution of fashion, and will examine contemporary theories, designers, strategies, and techniques related to fashion design.

FASH120  
**TEXTILES FOR FASHION**  
4 Quarter Credit Hours  
Prerequisite: None  
This course provides an introduction to textiles and the textile industry with a focus on terminology, fiber properties, yarns, and fabric characteristics. Emphasis is on the selection, performance, use, and care of textiles. The construction, dyeing, printing, and finishing of textiles will be explored.

FASH130  
**PRODUCT DEVELOPMENT I: FABRICATION**  
4 Quarter Credit Hours  
Prerequisite: DESIGN101  
This course will focus on the fabrication components of apparel as they relate to end-product use. Emphasis will be placed on terminology, fabric properties and end-uses as well as performance and care. Students will also explore textile laws and regulations as well as environmental and sustainability concerns and responsibilities.

FASH140  
**PRODUCT DEVELOPMENT II: SPECIFICATIONS**  
4 Quarter Credit Hours  
Prerequisite: FASH130  
This course will focus on the apparel production process. Students will create technical sketches and learn technical requirements used in the fashion industry. Emphasis will be placed on terminology and the apparel product development process.

FASH202  
**COMPUTER GRAPHICS FOR FASHION DESIGN**  
4 Quarter Credit Hours  
Prerequisite: None  
This course covers the basics of computer illustration as applied to fashion design. Focus will be on computer needs for the fashion industry and will include scanning and manipulation of line drawings, fabric and other images.

FASH315  
**TREND FORECASTING**  
4 Quarter Credit Hours  
Prerequisite: None  
This course researches and analyzes social, cultural, religious, aesthetic, economic, political, and world events from the past as well as today. Events that impacted changes in fashion in the past will be explored as a means to predict changes in future fashion. Various fashion theories, cycles, and styles will be discussed.

FASH318  
**FASHION FORECASTING**  
4 Quarter Credit Hours  
Prerequisites: FASH118 and RMMT120  
This course will allow students to research and analyze social, cultural, religious, aesthetic, economic, political, and world events from the past and present and identify how these factors influence trends. Various fashion theories, cycles, and styles will be discussed. Students will predict trends and create trend concept boards to communicate their ideas using industry-standard design software.

FASH315  
**RETAIL ADVERTISING AND PROMOTION**  
4 Quarter Credit Hours  
Prerequisites: FASH118 and MRKT310  
This course focuses on the research, planning and execution of fashion advertising campaigns and promotional events. Various types of media will be discussed including print and electronic forms. Public relations and promotional events will also be discussed.

FASHM175  
**FASHION PRODUCT DEVELOPMENT**  
4 Quarter Credit Hours  
Prerequisite: None  
This course will examine the processes of apparel production, from concept to consumer design, development of patterns, manufacturing, quality control, use of fabrics and the categories of apparel and consumer markets. The many interrelated aspects of design and merchandising careers will be addressed.
FASHM330
FASHION MEDIA
4 Quarter Credit Hours
Prerequisite: BUSN110
This course involves the design of editorial, promotional, and marketing material for the fashion industry. Students will practice researching, writing, and editing a variety of fashion articles, press releases, advertisements, biographies, and business documents as a means of developing technical and creative proficiency.

FASHM425
FASHION PUBLICITY AND PROMOTION
4 Quarter Credit Hours
Prerequisite: FASH202
This course focuses on public relations, stylization, and publicity practices employed within the fashion and entertainment industries. Students will have the opportunity to learn principles and techniques used to create press kits, promote fashion events, coordinate photo shoots, develop celebrity images, and guide consumer preferences and behavior.

FASHM485
FASHION MERCHANDISING CAPSTONE
4 Quarter Credit Hours
Prerequisite: FASHM490 or Successful completion of 144 Credit Hours
The capstone is a research-based course that integrates skills, knowledge, and creativity to produce a project that will showcase professional expertise in a chosen career field.

FASHM490
SENIOR FASHION MERCHANDISING PORTFOLIO
4 Quarter Credit Hours
Prerequisite: FASHM425 or FASH415 or Successful completion of 144 Credit Hours
This course will facilitate analysis of the needs of the fashion industry and creation of a portfolio that will showcase student work.

FASHM495
SENIOR FASHION MERCHANDISING CAPSTONE
4 Quarter Credit Hours
Prerequisite: BUSN499
The capstone is a research-based course that integrates skills, knowledge, and creativity to produce a project that will showcase professional expertise in a chosen career field.

GAME101
SURVEY OF THE GAME INDUSTRY
4 Quarter Credit Hours
Prerequisite: None
This course introduces students to game terminology, principles, tools, and techniques. Students will be given the opportunity to examine the history and theories of game design, and will explore a variety of game genres and production processes. Business principles, social and economic issues, and technological developments are discussed in relation to the creation of games and preproduction documents.

GAME105
DRAWING TECHNIQUES I
4 Quarter Credit Hours
Prerequisite: None
This course presents foundational design concepts and techniques that are used to create assets for games. Students will be given the opportunity to study prop, perspective, character, and environment design.

GAME110
DRAWING TECHNIQUES II
4 Quarter Credit Hours
Prerequisite: GAME105
This course builds on Drawing Techniques I implementing design concepts and techniques that are used to create assets for games. Students will have the opportunity to study figure drawing, perspective, character and environment design from concept to presentation form.

GAME120
PRINCIPLES OF DESIGN
4 Quarter Credit Hours
Prerequisite: None
This course provides theoretical and practical exercises to introduce students to the elements and principles of design, 3D Design, and color theory. Scale, form, line, color, texture, and pattern will be studied in conjunction with the principles of balance, harmony, rhythm, emphasis, focus, proportion, and contrast.

GAME125
USER INTERFACE
4 Quarter Credit Hours
Prerequisite: GAME120 or DESIGN160
The course introduces students to usability and interface design. Students have the opportunity to create designs for various interfaces using fundamental layout and design theory skills.
GAME130
GAME THEORY AND MECHANICS
4 Quarter Credit Hours
Prerequisite: GAME101
This course will study the mechanics of games across a variety of genres and platforms in order to discover what properties a game must have to be compelling, interesting and fun. Students will be given the opportunity to analyze games and game elements through the study and creation of screenplays and storyboards. Upon the successful completion of the course, students should be able to write design documents that convey concepts for games within constraints.

GAME205
MODELING I
4 Quarter Credit Hours
Prerequisite: DESIGN160
Students will have the opportunity to learn to navigate a 3D interface and to use modeling tools to create and manipulate three dimensionally modeled assets and props.

GAME210
GAME PLAY SCRIPTING I
4 Quarter Credit Hours
Prerequisite: CS133 or GAME125
This course introduces students to the fundamental concepts of the Adobe Flash environment and ActionScript for creating games, prototypes, and tutorials. Students will be given the opportunity to gain proficiency in the use of scripting and interactive techniques to create games that convey effective timing, style, and animation.

GAME220
GAME PLAY SCRIPTING II
4 Quarter Credit Hours
Prerequisite: GAME210
This course furthers the understanding of ActionScript scripting through object-oriented, event-driven, and interactive techniques that are used in games. The course also covers basic game design math concepts and formulas.

GAME225
TEXTURE AND LIGHTING
4 Quarter Credit Hours
Prerequisite: ATEC130 or GAME205
This course explores lighting in the real world and in virtual space. Texturing assets, props and environments will be the focus of this course. Students will also be given the opportunity to learn techniques to create, manipulate, and optimize the use of lighting.

GAME230
STORYBOARDING AND STORYTELLING
4 Quarter Credit Hours
Prerequisite: GAME105 or DESIGN101
This course will focus on the development of visual representations of story and game-play elements through the study and creation of screenplays and storyboards. Emphasis will be placed on visual language, story conventions, element creation and the ability to translate story from text to image.

GAME235
WEB GAME DEVELOPMENT
4 Quarter Credit Hours
Prerequisite: GAME220
This course explores real world game scenarios. Students have the opportunity to analyze and produce a series of projects that use scripting to solve these problems. Students also complete a final project that synthesizes the interaction design and scripting techniques covered in the previous courses.

GAME240
SOUND DESIGN
4 Quarter Credit Hours
Prerequisite: None
Students will have the opportunity to explore, examine, create, and implement audio for interactive projects. Multiple processes in the creation, recording, and distribution of said audio will also be covered in depth. A sound library of all original work will be presented at the end of the course using industry standard compression formats for both client and server side applications.

GAME245
LEVEL DESIGN
4 Quarter Credit Hours
Prerequisite: GAME205
This course will introduce students to the fundamental concepts used to create levels for games. Students will incorporate level design and architecture theory, level design principles, game balancing, play testing and storytelling. Students will be expected to build and test levels that reflect design concepts.
GAME250
PORTFOLIO REVIEW
4 Quarter Credit Hours
Prerequisite: GAME225 and GAME220 or Successful completion of 72 Credit Hours
Students will have the opportunity to critique and refine existing portfolio-level projects, including work from previous courses that demonstrate their technical and conceptual understanding of and proficiency in the design production process. The student will have the opportunity to learn to produce an industry standard electronic portfolio for the purpose of exhibiting and presenting their work to a worldwide audience.

GAME305
MODELING II
4 Quarter Credit Hours
Prerequisite: GAME205
This course builds upon the modeling techniques taught in Modeling I and equips students to create 3D interior and exterior environments. Students will have the opportunity to create complex objects from primitive objects, refine the models, and the end product will show clean game topology.

GAME310
BUSINESS CONCEPTS OF THE GAME INDUSTRY
4 Quarter Credit Hours
Prerequisite: GAME101
In this course, students will be directed to examine ethical, intellectual property, contractual and management issues as they relate to the game industry. Market analysis, business plans, production time lines, budgets, and development and distribution processes associated with game development will be explored and implemented.

GAME350
GAME PRODUCTION I
4 Quarter Credit Hours
Prerequisite: GAME225
Students will have the opportunity to acquire the integration skills needed to successfully build a 3D game. Using a Game Engine they will explore both the technical construction and practical design of games. The technical skills required to use the game engine software are combined with utilizing level creating, constructing an interface, and defining the user’s interaction with the game world.

GAME355
MODELING III
4 Quarter Credit Hours
Prerequisite: GAME225
This course involves modeling and rigging of a 3D character for games. Topics include low-polygonal 3D modeling, texture mapping, and rigging for future game character animation.

GAME360
GAME PRODUCTION II
4 Quarter Credit Hours
Prerequisite: GAME350
Students will build upon Game Production I knowledge of building 3D games in an engine. Students will have the opportunity to advance their technical skills in level creation, lighting and camera angles to create a complete working game level.

GAME365
WORLD BUILDING
4 Quarter Credit Hours
Prerequisite: GAME245 or GAME250
Students will be expected to apply level design principles to the creation of entire game environments, interactive elements and objects, storytelling through level design, texturing, and lighting.

GAME370
GAME PRODUCTION III
4 Quarter Credit Hours
Prerequisite: GAME360
This course is designed to teach students to function as a productive member of a game design team to create a playable 3D game level. Explore popular tools utilized to document, schedule, and ship a successful 3D game on time and at an acceptable level of completion. Student groups will complete an entire conversion of a game, including characters, vehicles, and custom scripts.

GAME390
GAME ANIMATION
4 Quarter Credit Hours
Prerequisite: GAME355 or GAME205
This course focuses on the creation of 3D animated cycles, characters, and props for games using animation software. Topics include the development of walk cycles, linking and hierarchies, and forward and inverse kinematics.
GAME405
ADVANCED MODELING
4 Quarter Credit Hours
Prerequisite: GAME355
This course is designed to further develop the student’s 3D modeling and texturing skills. Industry based software and practices will be implemented through character development and advanced character creation projects. Students will be gathering reference to model and sculpt characters using preproduction techniques necessary in the creation of game characters.

GAME410
TEAM PROJECT I
4 Quarter Credit Hours
Prerequisite: GAME350
This project-based course introduces professional-level concepts and techniques in game development including team-building, advanced ideation, visual design and technical implementation, quality assurance and distribution. The research, planning, design, and construction of a game will meet alpha criteria including design documentation and asset creation schedules using waterfall project management methodologies.

GAME420
TEAM PROJECT II
4 Quarter Credit Hours
Prerequisite: GAME410
A continuation of Team Project I, the focus of this course is on professional concepts and techniques that relate to level design, usability, professionalization, post-production and distribution. This course focuses on Agile project management methodology and allows the students to explore alternate management styles. The end of course milestone is a professionally developed “one-level” playable game as a portfolio asset. Students will continue work on their original game concept from Alpha to Gold release status.

GAME450
SENIOR GAME PROJECT
4 Quarter Credit Hours
Prerequisite: GAME370
In this course, students have the opportunity to develop and process a senior thesis project demonstrating their creative and technical abilities and expertise. Students will be expected to plan, produce and document all phases of production from pre-production through delivery of a final product.

GAME485
GAME PRODUCTION CAPSTONE
4 Quarter Credit Hours
Prerequisite: GAME370 or Successful completion of 132 Credit Hours
The game development capstone is a research-based course that integrates concepts and work from throughout the program. Projects will simulate a professional game design studio environment.

GAME490
SENIOR GAME PORTFOLIO
4 Quarter Credit Hours
Prerequisite: GAME370 or Successful completion of 132 Credit Hours
Under faculty supervision, students will review, revise, and refine previous deliverables based on peer and faculty evaluation, and create a portfolio that demonstrates a mastery of industry standards and expectations. The student will present and discuss their portfolio of work to an audience/jury.

GRAPH110
DESIGN PROCESS
4 Quarter Credit Hours
Prerequisite: None
This course introduces students to the design process. Fundamental design processes and techniques are defined and examined.

GRAPH120
COLOR THEORY
4 Quarter Credit Hours
Prerequisite: None
This course examines the use of color with an understanding of the potential for purpose and aesthetic application. Terminology, concepts and methodology as applied to basic color, process color, and/or other technologies will be covered.

GRAPH160
GRAPHIC DESIGN I
4 Quarter Credit Hours
Prerequisite: DESIGN101
This course examines complex and multi-faceted commercial design problems as a means of developing dynamic and innovative solutions. Design projects are analyzed according to their conceptual and graphical composition, and are developed to effectively and creatively communicate a message to a specific audience.
GRAPH250
DIGITAL LAYOUT
4 Quarter Credit Hours
Prerequisites: DESIGN140 and DESIGN160
This course provides the fundamentals of publication design and page layout using a current page-layout software to produce quality publications and print materials. The focus will also be on graphic design skills including composition, layout, and content.

GRAPH260
GRAPHIC DESIGN II
4 Quarter Credit Hours
Prerequisite: GRAPH160
This course focuses on the role of the designer in the development of a media campaign. Processes and guidelines used in the creation of a design series are discussed, as are time and budget constraints. Thumbnail sketches, storyboards, hand-drawn exemplars, and classroom presentations are used to refine ideas prior to final rendering on the computer.

GRAPH280
GRAPHIC DESIGN III
4 Quarter Credit Hours
Prerequisite: GRAPH260
This advanced studio course examines the process and purpose of graphic design at the professional level. Students are expected to incorporate effective studio design, research, and complex, multi-faceted problem methodologies in the creation of dynamic and innovative design solutions appropriate to a variety of coordinated media delivery systems.

GRAPH290
GRAPHIC DESIGN PORTFOLIO
4 Quarter Credit Hours
Prerequisite: GRAPH250 or Successful completion of 60 Credit Hours
This course will serve as the culmination of all graphic design projects completed throughout the program of study. The course will emphasize professionalism and increased creative and technical proficiency while extending the range, variety and quality of final projects. The final presentation of resume, portfolio and professional attitude will culminate with an individual mock interview.

GRAPH300
GRAPHIC DESIGN IV
4 Quarter Credit Hours
Prerequisite: GRAPH280
This course explores the methods and modes for information design, including research, analysis, grouping and synthesis in order to produce rich information graphics for both traditional and digital presentation.

GRAPH320
HISTORY AND THEORY OF DESIGN
4 Quarter Credit Hours
Prerequisite: None
This course provides an examination of the ideologies and elements of art and design as illustrated throughout history. Sociological, political, religious, aesthetic and cultural issues related to the evolution of art and design are identified, and the nature of form, function and the role of design in addressing visual communication and other challenges are examined.

GRAPH350
RENDERING AND ILLUSTRATION
4 Quarter Credit Hours
Prerequisite: DESIGN140
This course will explore advanced vector-based graphics. Appropriate materials and media to achieve special effects with dimensional rendering will also be explored. Specialized techniques, working with deadlines and appropriate client content will be featured topics in this course.

GRAPH360
BRANDING AND CORPORATE IDENTITY
4 Quarter Credit Hours
Prerequisite: GRAPH250
This course will focus upon the essential skills necessary for the development of a corporate brand. Research, strategy formulation, design and implementation of a new brand identity and/or a re-branding will be covered in this course.

GRAPH400
SPECIAL TOPICS IN GRAPHIC DESIGN
4 Quarter Credit Hours
Prerequisite: GRAPH360 or Successful completion of 120 Credit Hours
This course explores topics of special interest related to Graphic Design.
GRAPH410
DESIGN FOR MOBILE APPLICATIONS
4 Quarter Credit Hours
Prerequisite: DESIGN400
This course leverages students’ multimedia knowledge while introducing the basics of design for mobile applications. The students will use industry standard software to develop, test, debug and distribute an application for a mobile device.

GRAPH450
PACKAGE DESIGN
4 Quarter Credit Hours
Prerequisite: GRAPH330 or GRAPH300
The focus of the class will be the production, evaluation, and analysis of various types of packaging. Creative packaging, three dimensional mock-ups and models, material restrictions and limitations, and digital transfer will be explored in this course.

GRAPH490
SENIOR GRAPHIC DESIGN PORTFOLIO
4 Quarter Credit Hours
Prerequisite: GRAPH400 or Successful completion of 144 Credit Hours
This course will serve as the culmination of all graphic design projects completed throughout the program of study. The course will emphasize professionalism and increased creative and technical proficiency while extending the range, variety and quality of final projects. The final presentation of resume, portfolio and professional attitude will culminate with an individual mock interview.

HUMN101
INFORMATION LITERACY
4 Quarter Credit Hours
Prerequisite: None
The purpose of this course is to introduce students to information literacy. Students will have the opportunity to develop skills to access digital and print source material and to evaluate and appropriately integrate this information into their own coursework. Students will be asked to assess their own thought processes and examine fallacies associated with their reasoning. The use of digital technology to communicate effectively is also a key component of this course.

HUMN301
HISTORY OF ART I
4 Quarter Credit Hours
Prerequisite: ENGL102
Students will have the opportunity to explore the nature of human thought, culture, and creativity dating from the early Renaissance through the 20th century through an examination of selected achievements in the humanities and the arts. This course will help students foster an understanding of human heritage as it recognizes individuals, societies, and cultures that have shaped our modern existence.

HUMN302
HISTORY OF ART II
4 Quarter Credit Hours
Prerequisite: ENGL102
Students will have the opportunity to explore the nature of human thought, culture, and creativity dating from Prehistoric time through the 14th century through an examination of selected achievements in the humanities and the arts. This course will help students foster an understanding of human heritage as it recognizes individuals, societies, and cultures that have shaped our modern existence.

HUMN401
LITERATURE AND FILM
4 Quarter Credit Hours
Prerequisite: ENGL102
This course examines literature and film and provides the opportunity for the student to compare and contrast the presentation of a story through different media. Analysis of literary works and critique of their film adaptations will allow the student to determine the characteristics of “successful” adaptation.

IMKT110
MEDIA AND SOCIETY
4 Quarter Credit Hours
Prerequisite: None
This course provides the student the opportunity to explore media impact on society and culture. Students will study advertising, ethics, censorship and globalization from both physiological and psychological perspectives.
IMKT120  
MEDIA DESIGN CONCEPTS  
4 Quarter Credit Hours  
Prerequisite: None  
This course provides the student the opportunity to research methods and techniques of creating personal digital content. Students will explore a powerful array of software-based tools including podcasts, movies and websites that utilize design concepts being used with all media.

IMKT140  
DIGITAL BRANDING  
4 Quarter Credit Hours  
Prerequisite: None  
This course provides an overview of branding. Students will explore elements of branding for corporate, small business and self. Students will develop a personal brand and apply it to digital media.

IMKT250  
SOCIAL MEDIA MARKETING  
4 Quarter Credit Hours  
Prerequisite: IMKT110  
This course will focus on effective ways to incorporate the internet into a comprehensive social media marketing campaign. Students will have the opportunity to learn various approaches to delivering a message utilizing this technology. Online marketing techniques such as link strategy, mail lists, content site advertising, newsgroup marketing, viral marketing, RSS, blog-vertising, behavioral advertising, and emerging techniques will be examined.

IMKT310  
MOBILE ADVERTISING  
4 Quarter Credit Hours  
Prerequisite: IMKT250  
This course presents a specific topic of relating to mobile phones and devices. Students also will explore privacy and legal issues while developing product services for the mobile market.

IMKT315  
SEARCH ENGINE MARKETING  
4 Quarter Credit Hours  
Prerequisite: WEB260  
In this course students will conduct research for pay-per-click marketing campaigns including keywords and target markets. The evaluation of client needs, maintenance considerations and effectiveness will also be discussed.

IMKT321  
INTERNET MARKETING RESEARCH  
4 Quarter Credit Hours  
Prerequisite: ADVT340  
This course will present the opportunity to extract data from business resources that can provide information about products, services and consumer behavior. Students will focus on this information through research and understanding research methodologies that are specific to the internet.

IMKT420  
SOCIAL MEDIA OPTIMIZATION  
4 Quarter Credit Hours  
Prerequisite: IMKT250  
In this course students will have the opportunity to be challenged through social media and community websites. Methods such as RSS feeds, blog opportunities and incorporating 3rd party community networks will be explored. Internet marketing campaigns will incorporate exercising these methods.

IMKT460  
INTERNET MARKETING CAMPAIGN  
4 Quarter Credit Hours  
Prerequisite: IMKT420  
Students will be given the opportunity to understand the most successful marketing campaign methods. Topics include viral, e-mail, pay-per-click, social and mobile media. A variety of marketing campaign case studies will be reviewed to support the concepts of internet marketing.

IMKT480  
INTERNET MARKETING CAPSTONE  
4 Quarter Credit Hours  
Prerequisite: ADVT430 or Successful completion of 144 Credit Hours  
The internet marketing capstone course integrates concepts and work from the entire program. A well-rounded, comprehensive project will simulate a professional project scope and allow opportunities for students to apply a range of skills acquired through multiple stages of internet marketing.
IT140
INTRODUCTION TO OPERATING SYSTEMS AND CLIENT/SERVER ENVIRONMENTS
4 Quarter Credit Hours
Prerequisite: CS133
This course is an introduction to the basic concepts of operating systems and specialized networking operating system models. The fundamentals of common operating systems, client/server environments, network infrastructure, theoretic models and system architecture are discussed, including legacy operating system platforms and security processes utilized in today's enterprises.

IT141
END USER SUPPORT
4 Quarter Credit Hours
Prerequisite: IT160
This course is an examination of the tools, techniques, and methodologies used to support and troubleshoot applications and services in a business environment. The emphasis in this course is placed on end-user support, including telephone and remote assistance, as well as in-person support. Students may become involved in problem resolution workflow and the use of problem-tracking software.

IT160
WINDOWS® WORKSTATION ADMINISTRATION
4 Quarter Credit Hours
Prerequisite: IT103
This course introduces installation and post installation topics such as adding, removing and reconfiguring workstation software; adding, deleting and modifying users and groups; and adding, removing and modifying optional software. Students will examine file system security, process management, performance monitoring, storage management, data backup and restoration as well as disaster recovery.

IT221
MICROSOFT® SERVER ADMINISTRATION I
4 Quarter Credit Hours
Prerequisite: NET130
This course covers planning, installing, and administering networks based on Microsoft® servers. Emphasis is placed on version compatibility, installation, the creation and management of users and groups, disk management and file access. Students will also explore designing and planning Active Directory network deployments.
IT231
MICROSOFT® SERVER ADMINISTRATION II
4 Quarter Credit Hours
Prerequisite: IT221
In this course emphasis is placed on file system management, printers, implementation of group policy, disaster recovery techniques, performance monitoring and administration of web resources. Students may also create custom MMCs and install and configure Windows® Server Update Service.

IT245
INTRODUCTION TO NETWORK MANAGEMENT
4 Quarter Credit Hours
Prerequisite: None
Introduction to Network Management explores the management concepts and processes of planning, improving, creating, updating, and revising the processes of monitoring and adjusting performance of the network. Network management has a tactical and operational process as well as strategic implications. Additional topics covered in this class include: network models, managed objects, configuration, managing agents, network management software, protocol suites such as TCP/IP and OSI seven-layer model.

IT250
LINUX OPERATING SYSTEMS
4 Quarter Credit Hours
Prerequisite: NET120
This course is designed to provide students with a foundation in the Linux Operating System. Topics include disk formatting, installation, file systems, basic commands, user accounts, text manipulation, shell scripting, network services and security. Students will explore the use of boot loaders, package managers and file sharing services. Students may also review material in preparation for professional certification opportunities.

IT270
SECURITY FUNDAMENTALS
4 Quarter Credit Hours
Prerequisites: IT140, or NET130 and IT160
This course examines the concepts and principles of security by exploring the important role security plays at the personal, business and national level. Students examine threats and vulnerabilities to security and common solutions. Students may also learn practical skills for dealing with various types of security issues including virus detection and removal, personal firewall configuration, data backup, and spy and adware detection and removal. Students may also review material in preparation for professional certification opportunities.

IT295
INFORMATION TECHNOLOGY CAPSTONE
4 Quarter Credit Hours
Prerequisite: Program Chair Approval
This course allows students to gain practical experience in information technology through the completion of projects that simulate a professional work environment.

IT315
TECHNICAL WRITING FOR INFORMATION TECHNOLOGY
4 Quarter Credit Hours
Prerequisite: ENGL101
This course provides students with technical writing skills needed in Information Technology. Students will be exposed to technical writing principles and will have the opportunity to learn how to write reader-friendly documentation, end-user guides and materials. This course emphasizes techniques of designing user-centric documents in order to facilitate accessibility of information. Students will also have the opportunity to learn how to use technical writing software to develop and create effective online help projects.

IT322
LINUX SYSTEM ADMINISTRATION
4 Quarter Credit Hours
Prerequisite: IT250
This course explores the Linux operating system, system administration, software applications and hardware interface. Students should install and configure the Linux operating system and configure the system with an emphasis on network administration and laboratory work. Students may also review material in preparation for professional certification opportunities.

IT324
DATABASE ADMINISTRATION
4 Quarter Credit Hours
Prerequisite: CS225
This course focuses in the design, installation, setup, implementation and maintenance of databases using industry standard relational database systems. The critical tasks of planning and implementing database security, backup and recovery strategies are examined. Additionally, students will review the managerial and technical roles and responsibilities of the database administrator.
IT360
MESSAGING SERVERS
4 Quarter Credit Hours
Prerequisite: None
This course explores the installation and configuration of Microsoft’s Exchange Server. The course will cover preparation, installation, web access, global and user configuration, along with mailbox, database, and storage group management and normal backup procedures.

IT365
DIRECTORY SERVICES
4 Quarter Credit Hours
Prerequisite: IT221
This course explores best practices in the use of Group Policy in a Microsoft network environment. Subject areas will include constructing administrative installation points for applications, Remote Installation Services, and the Distributed File System. Backups and disaster recovery are also covered.

IT400
INFORMATION SYSTEMS SECURITY
4 Quarter Credit Hours
Prerequisite: IT270
The course examines system security and information assurance. Students examine security techniques, develop security procedures and analyze methodologies. Students examine techniques for inspection and protection of information assets, detection of and reaction to threats to information assets, and examination of pre- and post-incident procedures, technical and managerial responses, and an overview of the information security planning and staffing functions.

IT410
ETHICAL HACKING
4 Quarter Credit Hours
Prerequisite: None
This course covers ways that computers and networks are attacked by hackers using techniques and common utilities. Students explore security threats and ways that system vulnerabilities are exploited to attack systems. Topics include Intrusion Detection Systems (IDS), ethical hacking techniques, sniffers, protocols, social engineering, vulnerability analysis, and penetration testing to ensure infrastructure security.

IT420
EMERGING NETWORK TECHNOLOGIES
4 Quarter Credit Hours
Prerequisite: None
This course introduces students to a variety of emerging technologies. Coursework and projects will place an emphasis on integrating new technologies with existing technologies as well as evaluating the appropriateness of new technologies in various settings.

IT426
SYSTEM INTEGRATION AND ORGANIZATION DEPLOYMENT
4 Quarter Credit Hours
Prerequisite: IT140
System Integration and Organization Deployment focuses on the technical and cultural integration of a system into an organization. This course explains and expands upon system support strategies, user support plans, enterprise integration approaches, standards, and best practices. Discussion of organizational culture and change management is also explored.

IT480
INFORMATION TECHNOLOGY PROJECT MANAGEMENT
4 Quarter Credit Hours
Prerequisite: None
This course provides students with a framework for the planning, implementation and management of an information technology project. Project management is discussed from both a technical and behavioral perspective. The focus of this course is on management of development for enterprise-level systems.

IT485
CAREER PORTFOLIO DEVELOPMENT FOR INFORMATION TECHNOLOGY
4 Quarter Credit Hours
Prerequisite: None
This class explores theory and practical issues in career/ portfolio development. In addition to examining their own skills, values and goals, students should examine the historical, social and economic forces that influence the labor market and the process of career decision-making. Students create an e-portfolio and participate in weekly labs, which allow application of concepts to everyday practice. Topics covered include history of labor market changes, cultural understandings of work, work and identity, inequity and work, strategies for self-assessment, career decision-making, the value of personal reflection, and the future of work, employer research, cover letter writing and resume writing. Students are encouraged to utilize the resources of the Career Development office.
MRKT310
BRANDING AND MARKETING
4 Quarter Credit Hours
Prerequisites: RMKT105 and RMMT275
This course discusses the various components of marketing and branding in the fashion industry. Focus will be put on the marketing plan and how public relations and advertising supports the marketing efforts. Students will study various successful brands and identify successful branding and advertising campaigns. Global marketing will be discussed in addition to guidelines for attracting particular market segments.

NET120
NETWORK FUNDAMENTALS
4 Quarter Credit Hours
Prerequisite: None
This course is an introduction for the novice, networking student on the basic concepts and principles of computer networks. This course prepares students to move on to a more advanced network technologies course of study, while obtaining the skills and knowledge necessary to perform basic network installations and troubleshooting. Students also have the opportunity to learn a variety of practical skills and design methods for home, small business, and large enterprise networks. The student gets a hands-on, interactive learning experience, as well as a thorough examination of network concepts and topics.

MATH130
COLLEGE ALGEBRA
4 Quarter Credit Hours
Prerequisite: None
This course is designed to enable students to reason quantitatively from a variety of mathematical perspectives. Topics include statistics, logic, geometry, estimation, and the process of problem solving. Calculators or computers will be used where appropriate.

MATH130AL
COLLEGE ALGEBRA
4 Quarter Credit Hours
Prerequisite: None
This course is designed to enable students to reason quantitatively from a variety of mathematical perspectives. Topics include statistics, logic, geometry, estimation, and the process of problem solving. Calculators or computers will be used where appropriate.

MATH215
DISCRETE MATHEMATICS
4 Quarter Credit Hours
Prerequisite: MATH130
This course builds a mathematical foundation in concepts associated with the Computer Sciences. Topics include symbolic logic, induction, sets, relations, functions, Big-Oh, graphs, trees, automata and context-free grammars. Emphasis will be placed on providing a context for the application of the mathematics within computer science.

MATH220
STATISTICS: DATA-DRIVEN DECISION MAKING
4 Quarter Credit Hours
Prerequisite: MATH130
The decisions that you make on a daily basis are filled with risks and uncertainty. These decisions are based on the comprehension of data that is encountered from various sources. This course gives an understanding of data and how this data is used to make decisions through statistical techniques with the aid of a computer program for data processing and analysis.
**NET270**  
NETWORK ROUTING CONCEPTS AND DESIGN  
4 Quarter Credit Hours  
Prerequisite: NET130  
This course will introduce students to concept and techniques of intermediary network operations. Students explore types of routers and strategies for network services such as protocols, remote terminal access and the IOS administration, which includes policies, system monitoring technologies, and testing methodologies. Students continue in their exploration of commonly used network models and routing protocols based on a Cisco network solution. Students may also review material in preparation for professional certification opportunities.

**NET275**  
NETWORK SECURITY  
4 Quarter Credit Hours  
Prerequisite: IT270  
This course introduces network security concepts as they relate to personal computers in a networked environment. Students explore security, countermeasures, local area network (LAN) security topologies, server security services, network security measures, security protocols, and security hardware and software strategies. Students may also review material in preparation for professional certification opportunities.

**NET280**  
NETWORK SWITCHING AND WIRELESS CONCEPTS  
4 Quarter Credit Hours  
Prerequisite: NET270  
This course explores local area network (LAN) switching and wireless technologies. Students examine the operation and role of LAN technologies and protocols in the network. Students employ command-line interface to configure routers and switches within the LAN environment. This course continues the exploration network models and protocols based on a Cisco network solution. Students may also review material in preparation for professional certification opportunities.

**NET330**  
WIDE AREA NETWORK CONCEPTS  
4 Quarter Credit Hours  
Prerequisite: NET280  
This course examines WAN technologies and network services required by enterprise networks. Students explore WAN technologies, including PPP and Frame Relay, and related topics, such as access control lists and Network Address Translation. In addition, students explore other WAN technologies, such as DSL, cable moderns, and Virtual Private Networks (VPNs). This course completes the exploration of network models and protocols based on a Cisco network solution. Students may also review material in preparation for professional certification opportunities.

**PHIL405**  
ETHICS  
4 Quarter Credit Hours  
Prerequisite: ENGL102  
Ethics is the study of moral philosophy in relation to society and human behavior. Students will study theoretical and applied ethical constructs, from both a Western and non-Western approach, that shape beliefs and relate to decision-making processes.

**PSYC201**  
PSYCHOLOGY  
4 Quarter Credit Hours  
Prerequisite: None  
This course explores various aspects of the science of psychology. Students will examine the originating theories of psychological theories, the brain, sensation and perception, intelligence, learning, memory, development through the life span, personality, motivation, mental health disorders, therapies, and social psychology.

**RMKT105**  
CONSUMER BEHAVIOR CONCEPTS  
4 Quarter Credit Hours  
Prerequisite: None  
This course will focus on basic concepts and theories of consumer behavior as they relate to psychological, social, ethical, situational and financial influences. Buying habits and global influences will be examined in relation to consumer product knowledge and adoption.
RMKT150
MARKETING I
4 Quarter Credit Hours
Prerequisite: RMKT105
This course provides an overview of marketing as it applies to the value of strategic planning, brand loyalty and product placement in the attempt to meet the continuous shift in consumer interests. International, global and e-commerce markets will be discussed as well as the significance of marketing ethics and social responsibility.

RMKT220
MARKETING II
4 Quarter Credit Hours
Prerequisite: RMKT150
This research-based course gives students the opportunity to develop a strategic marketing plan. External and internal factors that affect the marketing components will be examined to develop a SWOT Analysis. Students will develop branding, product pricing and promotional strategies as well as assess and adjust budgetary and financial plans.

RMKT305
FORECASTING TRENDS
4 Quarter Credit Hours
Prerequisite: FASH202 OR RMMT175
This course focuses on trend forecasting in relation to business profitability and competitiveness. Factors that drive trends, trend mapping and the trend life cycle will be examined. Students will also examine a trend strategy as it relates to the techniques used for observation, data collection and evaluation as well as create trend concept boards using industry software.

RMKT410
BRANDING AND ADVERTISING
4 Quarter Credit Hours
Prerequisites: RMKT220 and RMMT175
This course focuses on the essential components of branding and advertising as they relate to the development of successful promotional campaigns. Brand planning, market selection and various media strategies will be discussed as they apply to creating effective advertising messages and visuals. Brand identity protection, trademarks, package design, and the social and legal effects of advertising will also be examined.

RMMT101
MERCHANDISING PRINCIPLES
4 Quarter Credit Hours
Prerequisite: None
This course introduces merchandising principles and practices employed within retail environments. Topics include store organization, planning, inventory control, financial considerations, operational management, and customer services. Merchandising concepts, retailing techniques, and consumer behavior are discussed.

RMMT120
VISUAL MERCHANDISING I
4 Quarter Credit Hours
Prerequisite: DESIGN101
This course provides an overview of the design elements and principles of visual merchandising as they impact brand image and sales. Store floor plan layout, product presentation and coordination will be discussed. Students will be introduced to design software used to produce effective visual merchandising presentations.

RMMT150
RETAIL COMPUTER APPLICATIONS
4 Quarter Credit Hours
Prerequisite: None
This course will introduce students to commonly used computer applications software and how they are used as tools in retail business environments. Document formatting, table, chart and diagram creation and the incorporation of formulas and functions will be practiced. The features of point of sale (POS) software will also be examined.

RMMT175
VISUAL MERCHANDISING II
4 Quarter Credit Hours
Prerequisite: RMKT120
This course further develops the students’ knowledge of visual merchandising design elements and principles as they impact brand image and sales. Students will formulate a store proposal and budget for a visual merchandising plan and create a digital presentation that will include digitally designed in-store, window and store-front displays.
RMMT201
FUNDAMENTALS OF ACCOUNTING
4 Quarter Credit Hours
Prerequisites: MATH130 and RMMT150
This course provides an introduction to financial record keeping for small business proprietors. Accounting theory is stressed. Topics include business transaction analysis, journal and ledger utilization, statement preparation using electronic spreadsheets, accounting cycle completion and payroll accounting.

RMMT210
MANAGEMENT SOLUTIONS
4 Quarter Credit Hours
Prerequisite: None
This course will examine the basic functions of effective management principles. Students will be given the opportunity to assess the internal and external factors that affect business environments and organizational change. An overview of leadership styles, business communication and motivation will also be discussed.

RMMT250
SELLING STRATEGIES
4 Quarter Credit Hours
Prerequisite: RMKT105
This course introduces students to personal, product and adaptive selling strategies related to value creation and customer loyalty. Emphasis will be placed on assessing consumer needs, buying behaviors and motives. Communication styles, various approaches to selling and negotiation methods will be covered as well as techniques for motivating and managing an effective sales team.

RMMT260
HUMAN RESOURCE MANAGEMENT
4 Quarter Credit Hours
Prerequisite: COMM101
This course provides an overview of the roles and functions of human resources. Equal Employment Opportunity and legal regulations pertaining to health, safety and security will be discussed in addition to the acquisition of resources. Students will also discuss current practices and case studies as they apply to employee training, development, evaluation, compensation, benefits and incentive programs.

RMMT275
PRICING TECHNIQUES
4 Quarter Credit Hours
Prerequisites: MATH130 and RMKT105
This course provides students with an overview of the external and internal factors that influence pricing decisions. Price segmentation, promotions and discount management will be discussed in addition to pricing structures and strategies related to functioning in a competitive market.

RMMT290
PROFESSIONAL BUSINESS PRACTICE
4 Quarter Credit Hours
Prerequisite: RMMT210
This course will give students the opportunity to complete a self-assessment in order to set goals and create a career plan. Training and development, employer expectations, job success strategies, networking and professional communication will be discussed. Students will also be given the opportunity to practice successful interviewing methods as well as create a professional business card, letterhead, resume and cover letter.

RMMT301
FINANCE
4 Quarter Credit Hours
Prerequisite: RMMT201
This course will introduce basic financial management and financial planning used in business. The Time Value of Money will be covered in regards to compound interest, discounting, and payments and annuities. Students will also learn to calculate different types of interest rates and the weighted average cost of capital as well as use ratios when evaluating business performance.

RMMT315
E-COMMERCE
4 Quarter Credit Hours
Prerequisite: RMMT320
This course will provide an overview of e-commerce as it relates to online business models including hybrid organizations and partnerships. The relationship between web site development, media convergence, customer information security and payment systems will be examined. Techniques used to assess and measure performance of e-commerce businesses will also be discussed.
RMMT320
ONLINE RETAILING
4 Quarter Credit Hours
Prerequisite: BUSN101
This course will provide students with an understanding of management, marketing and promotional strategies commonly used within online retail establishments. Students will have the opportunity to compare and contrast online retailing strategies with those of brick and mortar businesses. Assortment planning, logistics and inventory management will be discussed along with strategies for building and maintaining customer relationships in an online environment. Legal regulations and ethical concerns in e-business will also be examined.

RMMT325
INVENTORY PLANNING AND MANAGEMENT
4 Quarter Credit Hours
Prerequisite: RMMT325
This course provides students with an overview of inventory management as it relates to operational environments. Emphasis is placed on managing inventory accuracy in regards to receiving, processing, storing, classifying, recording and management of stock. Inventory assortment planning and supply-chain management will also be addressed.

RMMT350
GLOBAL SOURCING AND PRODUCT ANALYSIS
4 Quarter Credit Hours
Prerequisite: ECON315
This course provides students with an insight into global sourcing and procurement. The opportunities, benefits and challenges of global sourcing will be discussed in regards to supplier location, reputation, and political and economic conditions. Quality control, total cost of ownership and risk management will also be examined.

RMMT375
BUSINESS ETIQUETTE AND NEGOTIATIONS
4 Quarter Credit Hours
Prerequisite: RMMT260
This course examines proper etiquette practices and strategies for negotiating within a business environment. Students will examine the negotiation process as it relates to distributive and integrative bargaining techniques through leveraging, perception and persuasion. Ethical conduct and methods for dispute resolution in addition to cultural and other issue-sensitive considerations will also be discussed.

RMMT390
BUYING I
4 Quarter Credit Hours
Prerequisite: RMMT325
This course provides students with an introduction to buying as it applies to sales and inventory planning in the retail environment. Students will analyze sales histories and trends as well as profit and loss statements to determine buying needs. Emphasis will be placed on the calculation of markups, markdowns, turnover, BOM, open-to-buy, GMROI, shortages and overages and average stock and stock-to-sales ratio using electronic spreadsheets.

RMMT405
BUYING II
4 Quarter Credit Hours
Prerequisite: RMMT390
This course continues to build off of the concepts and formulas learned in Buying I. Students will create a six-month dollar merchandise plan and an assortment plan and determine open-to-buy using electronic spreadsheets. The different types of purchasing discounts and shipping terms will be explored and the importance of building vendor relationships and negotiation skills will be elaborated on.

RMMT420
EXPORTING AND IMPORTING
4 Quarter Credit Hours
Prerequisite: RMMT350
This course will examine importing and exporting procedures and practices. Foreign and international law, terms of sale, licensures, regulations and insurances will be discussed. Various types of international sales transactions and agreements will be examined as well as proper documentation procedures.

RMMT450
BUSINESS LAW PRACTICES
4 Quarter Credit Hours
Prerequisite: BUSN101
This course examines law as it relates to various business environments. Crimes, torts and intellectual property will be examined in addition to contracts, domestic and international agreements, internet law, negotiable instruments and transactions. Employment and labor laws, government laws and regulations, property laws and insurance and liabilities will also be discussed.
SE150
INTRODUCTION TO JAVA PROGRAMMING
4 Quarter Credit Hours
Prerequisites: MATH130 and CS133
This course introduces programming using the Java language. The basic concepts of object-oriented programming will be discussed in this course. Topics studied will include algorithmic logic, control structures, data and program design, objects and classes. Students will complete several Java programs before the end of this course. This course should prepare students to take Intermediate Java Programming.

SE160
INTERMEDIATE JAVA PROGRAMMING
4 Quarter Credit Hours
Prerequisite: SE150
Intermediate Java Programming builds on the foundation established in SE150 Introduction to Java Programming. More attention is given to object-oriented features, graphics, user interfaces, basic data structures, exceptions, multi-threading, multimedia, files, and streams.

SE205
FUNDAMENTALS OF DATABASE SYSTEMS
4 Quarter Credit Hours
Prerequisite: CS133
This course introduces database design, and implementation and database management systems. Topics covered in this course include conceptual and logical database designs for several businesses, implementing these designs using a database management system and developing business applications that access these databases.

SE210
PROGRAMMING WITH C++
4 Quarter Credit Hours
Prerequisites: CS133 and MATH130
Students are introduced to the C++ programming language in this course. The course includes the basic concepts of both the structured programming and object-oriented programming models. Emphasis is on applying sound software engineering principles. Basic declarations and statements, control structures, data and program design, arrays, text strings, pointers, abstraction, classes and objects are covered. Students are required to complete several programs.
SE220
INTERMEDIATE C++ PROGRAMMING
4 Quarter Credit Hours
Prerequisite: SE210
This course builds upon the fundamental topics covered in SE210 Programming with C++. The focus is on the more powerful features of C++ including I/O formatting, file I/O, overloading, inheritance, polymorphism, templates and exceptions. A major emphasis is on object-oriented program design, construction and test. Students are required to complete numerous programs using these advanced features.

SE310
C# PROGRAMMING
4 Quarter Credit Hours
Prerequisite: SE220
This course introduces computer programming using the C# programming language. The basic concepts of object-oriented programming are discussed. Topics studied will include an introduction to managed (programming) languages, the Microsoft Visual Studio Integrated Development Environment (IDE), program control structures, data and program design, objects and classes, methods, arrays and object-based applications. Students will complete several C# programs while completing this course. The course will also prepare students to take SE320 Intermediate C# Programming.

SE320
INTERMEDIATE C# PROGRAMMING
4 Quarter Credit Hours
Prerequisite: SE310
This course builds on the foundation established in SE310 C# Programming. More attention is given to C#’s object-oriented features of inheritance and polymorphism, graphical user interfaces, basic generic collection data structures, overloaded operators, multithreading, exceptions, files and streams.

SE330
DATA STRUCTURES
4 Quarter Credit Hours
Prerequisite: SE160
In this course a student learns the principles behind both simple and advanced data structures. Study includes data types, arrays, stacks, queues, lists and trees. Students demonstrate understanding of these principles through the completion of several programs.

SE340
STRUCTURED QUERY LANGUAGE FOR DATA MANAGEMENT
4 Quarter Credit Hours
Prerequisite: SE205
This course gives complete coverage of SQL, with an emphasis on storage, retrieval and the manipulation of data.

SE350
THE SOFTWARE ENGINEERING PROFESSION
4 Quarter Credit Hours
Prerequisite: None
This course introduces the student to the breadth of the software engineering profession. The importance of communication among a variety of stakeholders, the role of standards, and professional ethics are emphasized. Students investigate the historical and current practices in the software engineering discipline, and then explore its future directions.

SE360
SOFTWARE DESIGN PATTERNS
4 Quarter Credit Hours
Prerequisite: SE310
This course reviews the use of reusable, object-oriented design patterns that are commonly used during the development of enterprise software applications. Creational, Structural, Behavioral patterns may be reviewed. Methods of documenting design patterns and their practical application will be discussed.

SE370
SCRIPTING FOR THE WEB
4 Quarter Credit Hours
Prerequisite: CS133
Scripting for the Web provides an introduction to client-side scripts used to create dynamic web pages. Topics include form validation techniques, script control structure syntax, image rollovers, auxiliary windows and web page objects. The appropriate protocol between client and server will also be explored. Other industry standard scripting languages may be explored.
SE300
WEB-BASED DATABASE APPLICATIONS
4 Quarter Credit Hours
Prerequisite: SE370
This course is an in-depth study of creating dynamic Web applications using a database and advanced topics in Web programming. Web user interface design, along with client/server side script form validation and server-side script database access, will be presented. This course requires the completion of a functioning Web-based application using a database.

SE400
OBJECT ORIENTED METHODS
4 Quarter Credit Hours
Prerequisite: SE160
Object Oriented Methods introduces the student to the basic concepts of object-oriented analysis and design. Use case modeling, class modeling and state modeling using common notations are covered. Completion of several exercises and a final project are required.

SE410
SOFTWARE PROCESSES
4 Quarter Credit Hours
Prerequisite: SE320 or successful completion of 60 Credit Hours
This course gives the student an overview of the software process using the most common development methodologies currently used in industry. Students are introduced to IEEE standards for software processes. The relationship between software quality and process is emphasized with the benefits of process improvement.

SE420
SOFTWARE REQUIREMENTS ENGINEERING
4 Quarter Credit Hours
Prerequisite: IT140
Software Requirements Engineering introduces students to requirements elicitation, identification, definition, and documentation. Students will explore and practice elicitation techniques, define functional and non-functional requirements, write use case scenarios, explore user interface alternatives, learn how to analyze and model requirements, and develop a requirements traceability matrix that spans the software development lifecycle.

SE440
SOFTWARE DESIGN
4 Quarter Credit Hours
Prerequisite: SE420
Software Design defines and describes the behavior of a software system. In this course, students learn to select and apply a design method and use a modeling notation to clearly communicate and document a software solution. A variety of design processes, methods, tools, and types of software designs are explored throughout the course. Requirements are incorporated into the design and traced to ensure completeness, correctness and consistency via the requirements traceability matrix. Students apply the theory by developing a software design specification.

SE450
SOFTWARE PROJECT MANAGEMENT
4 Quarter Credit Hours
Prerequisites: BUSN450 and SE330
Software Project Management covers the fundamentals of project management adapted to account for the unique aspects of software projects that differentiate these projects from other kinds of projects (manufacturing, R&D, business operations). Methods, tools, and techniques for planning and estimating, measuring and controlling, leading and directing, and managing risk in software projects are covered.

SE460
USER INTERFACE DESIGN
4 Quarter Credit Hours
Prerequisite: CS133
Developing usable software products is vital in today’s competitive marketplace. This course provides in-depth coverage of the computer human interface, user interface design, user profiling, prototyping and usability testing. Note: this class does not require programming skills.

SE470
SOFTWARE TESTING
4 Quarter Credit Hours
Prerequisite: SE440
Software Testing provides an overview of a variety of testing practices and methods, and then gives the students the opportunity to apply the theory as they perform software tests. This course focuses on the types of tests that are conducted during the software development lifecycle, such as unit testing, usability testing, operational testing, integration testing, stress testing, and system testing. Students develop a test procedure, a test plan, conduct system and usability testing, and write a test report that documents the results.
SE475
HUMAN ELEMENTS IN PROJECTS AND ORGANIZATIONS
4 Quarter Credit Hours
Prerequisite: CS133
This course focuses on issues of productivity, quality of work, motivation, morale, communication, and coordination within computer science, software engineering, and business data processing projects and organizations. Communication and coordination among the layers of individuals, teams, projects, organizations, and business milieus are addressed. Emphasis can be placed on particular topics in the course, depending on the interests of the students, their sponsors, and the instructor. During each session, students will compile lists of action items for improving the topics covered. For students with work experience, their lists will reflect their experiences; students without work experience will prepare lists that reflect typical strengths, weaknesses, and best practices based on the presentations, readings, and experiences of their classmates and the instructor.

SE485
SOFTWARE ENGINEERING CAPSTONE
4 Quarter Credit Hours
Prerequisite: SE410 or successful completion of 120 Credit Hours
Software Engineering Capstone involves the development of a software product from conception through deployment. Working in teams, students design and develop a software system based on user requirements. This course reinforces the principles of requirements engineering and software design. It includes the analysis and design of a software product and a plan for the overall project.

SOCS201
CULTURAL DIVERSITY
4 Quarter Credit Hours
Prerequisite: None
This course is designed to enhance understanding of and appreciation for human diversity through the critical analysis of sociological, socioeconomic and cultural issues. The class will explore topics from a variety of perspectives and viewpoints as a means of developing deeper insight into how race, ethnicity, social class, gender, sexuality, and religion affect human relations.

SOCS401
POLITICAL SCIENCE
4 Quarter Credit Hours
Prerequisite: ENGL102
This course examines the scope and method of political science. This course explores the social nature of politics, with a focus on how power and opinions are distributed throughout a variety of populations, institutions, and political entities. Students will analyze the effects of American culture and media on political structures and decision-making processes, and will contemplate the effects of international relations and political changes on contemporary society.

WEB101
WEB DESIGN FUNDAMENTALS
4 Quarter Credit Hours
Prerequisite: None
This course provides an overview of the field of web design and development from a practical and professional viewpoint. The use of color, layout, textures, imagery and typography as they apply to effective web design will also be discussed.

WEB110
PROGRAMMING FOR THE INTERNET
4 Quarter Credit Hours
Prerequisite: None
This course focuses on the fundamentals of web creation and usage. Differences and limitations of browsers, Internet terminology, and Internet usage will be discussed. Use of XHTML in the creation of web design will be conferred as well as an introductory overview of graphic web applications and development of an introductory web site.

WEB120
USABILITY AND INTERFACE DESIGN
4 Quarter Credit Hours
Prerequisite: WEB110
In this course, students will have the opportunity to learn theories of graphic user interface (GUI) and human computer interface (HCI) to understand how users relate and interact with computers and the web.
WEB240
ADVANCED SCRIPTING TECHNIQUES
4 Quarter Credit Hours
Prerequisite: WEB220
Students are expected to continue developing their skills to create web pages and explore color, text, speed, and space limitations of both hardware and software. Students will also page their pages live, maintain and update them and explore troubleshooting issues and maintenance of a website and server.

WEB250
CONTENT MANAGEMENT SYSTEMS
4 Quarter Credit Hours
Prerequisite: WEB210
In this course students can apply technical knowledge to implement and administer a web server, creating content, managing online content providers, and publishing online successfully.

WEB255
CONTENT MANAGEMENT SYSTEMS II
4 Quarter Credit Hours
Prerequisite: WEB250
In this course, students will create templates and other user interface components for the storage, retrieval and modification of content stored within a content management system (CMS).

WEB260
WEBSITE ADVERTISING AND DESIGN
4 Quarter Credit Hours
Prerequisite: WEB120
This course focuses on the communication skills and design techniques that are necessary for creating promotional materials and advertising campaigns. Students will have the opportunity to use what they learned from case studies and apply it for developing advertising strategies and transform them into completed projects in web media. Market research, consumer behavior, and sales techniques will be discussed.

WEB280
WEB DESIGN PROJECT
4 Quarter Credit Hours
Prerequisite: WEB255
This course covers principles and best practices of project management in Web site development. The four domains of scope are covered: definition, planning, execution, and closure.
WEB290
ADVANCED OPEN SOURCE SYSTEMS
4 Quarter Credit Hours
Prerequisite: WEB230
This course provides intermediate level instruction in Open Source applications for website development. Students will have the opportunity to expand their knowledge of server operating systems and dynamic content applications.

WEB295
INTERACTIVE MOBILE APPLICATION I
4 Quarter Credit Hours
Prerequisite: WEB240
This course focuses on utilizing current technologies for web authoring to provide content for the mobile browsers.

WEB297
INTERACTIVE MOBILE APPLICATION II
4 Quarter Credit Hours
Prerequisite: WEB295
This course introduces students to Rich Internet Applications (RIA) development, optimizing interfaces for human interaction, and the use of persistent data within a mobile application.

WEB300
PROJECT MANAGEMENT
4 Quarter Credit Hours
Prerequisite: WEB280
This course provides students with a framework for the planning, implementation and management of an industry-based project. Project management is discussed from both a technical and behavioral perspective.

WEB310
MARKUP LANGUAGES
4 Quarter Credit Hours
Prerequisite: WEB290
This course explores the use of later generation markup languages and their supportive technologies. Topic concentration focuses on but is not limited to Web-based applications.

WEB325
SEARCH ENGINE OPTIMIZATION
4 Quarter Credit Hours
Prerequisite: WEB260
In this course students will explore image, local, industry-specific and vertical search engines. Students will be given the opportunity to learn how to increase website relevance and determine how products and services are viewed. Quality and quantity methods will be used to analyze online consumer behavior.

WEB330
WEB ANALYTICS
4 Quarter Credit Hours
Prerequisite: WEB260
This course focuses on how to evaluate whether a website is accomplishing its marketing objectives, and how to report the productivity of the website to the company/client.

WEB340
Designing for Server-Side Technology
4 Quarter Credit Hours
Prerequisite: WEB290
This course provides an introduction to server-side programming.

WEB345
INTERACTIVE MOBILE APPLICATION III
4 Quarter Credit Hours
Prerequisite: WEB297
In this course, advanced mobile application development topics including debugging, end user experiences, user interfaces and data persistence. Porting to multiple mobile platforms will be demonstrated and applied.

WEB350
ADVANCED SERVER-SIDE TECHNOLOGY
4 Quarter Credit Hours
Prerequisite: WEB340
This course provides intermediate level instruction in server-side programming.
WEB360
INTRODUCTION TO DATABASE
4 Quarter Credit Hours
Prerequisite: WEB210
In this course students will explore concepts and features of relational database systems and design. It explores the use of industry standard database systems and their role in delivering Information Technology solutions to common business needs. Students are also introduced to SQL (Structured Query Language) statements commonly used in database administration to create and manage database objects and data.

WEB370
DATABASE AND DYNAMIC WEB DESIGN
4 Quarter Credit Hours
Prerequisite: WEB360
This course will focus on user-centered design principles, database structures, and server side scripting to create dynamic web sites. Particular attention will be paid to design issues relating to the display of dynamic content on the screen and how that dynamic content will be delivered.

WEB380
OBJECT ORIENTED PROGRAMMING I
4 Quarter Credit Hours
Prerequisite: WEB210
This course provides an introduction to object-oriented programming utilizing the Java programming language. Topics will include data types, pointers, arrays, string processing, classes and objects and event-driven, interactive programming techniques.

WEB400
OBJECT ORIENTED PROGRAMMING II
4 Quarter Credit Hours
Prerequisite: WEB380
In this course, web application development using the Java programming language will be discussed and demonstrated. Topics will include servlet and JSP programming, web application server installation and administration and design patterns.

WEB415
INTERNET LAW AND INTELLECTUAL PROPERTY
4 Quarter Credit Hours
Prerequisite: None
This course examines business law. Topics include legal, business and e-commerce environments, business regulations, dispute resolutions, liabilities, and the ethical and social responsibilities of business.

WEB420
WEB COMMERCIALIZATION
4 Quarter Credit Hours
Prerequisite: WEB370
This course builds upon a professional understanding of web design and development, emphasizing the trend towards website commercialization. Topics of this course include web-based interfaces, online supply chain management, e-commerce tools and techniques, branding, basic marketing strategies, and Search Engine Optimization.

WEB430
WEB APPLICATION SECURITY
4 Quarter Credit Hours
Prerequisite: WEB350
This course covers the entire scope of planning and designing effective web sites to maintaining and managing them. It highlights all phases of development and managing security and complexity of sites in all stages. The risks, benefits, and threats of online marketing will also be discussed. Network security, daily web server administration, configuration settings, back-ups, and troubleshooting will be covered.

WEB440
WEB ADMINISTRATION
4 Quarter Credit Hours
Prerequisite: WEB430
This course focuses on the skills needed to perform central administration tasks on web server(s) in a server-centric network. Topics covered by this course include resource and user management, security, migration, and the variety of possible server roles to be implemented.

WEB460
WEB DEVELOPMENT CAPSTONE
4 Quarter Credit Hours
Prerequisite: WEB400
The web development capstone is a research-based course that integrates concepts and work from throughout the Web Design and Development program. Projects will simulate a professional web development environment.