

NORTH AMERICAN COLLEGE



ACADEMIC CATALOG 2011-2012

TABLE OF CONTENTS

TABLE OF CONTENTS	2
ACADEMIC CALENDAR	4
GENERAL INFORMATION	5
MISSION STATEMENT	5
HISTORY	6
ACCREDITATION AND CERTIFICATIONS	7
ADMISSIONS	8
FRESHMAN STUDENTS	8
TRANSFER STUDENTS	9
CERTIFICATE PROGRAM	9
CREDIT BY EXAMINATION	11
FINANCIAL INFORMATION	13
TUITION AND FEES	13
PAYMENT OF TUITION AND FEES	14
CANCELLATION AND REFUND POLICIES.....	14
FINANCIAL AID AND SCHOLARSHIPS	15
ACADEMIC POLICIES	19
ACADEMIC ADVISING.....	19
ACADEMIC STANDARDS	20
SATISFACTORY ACADEMIC PROGRESS	21
ACADEMIC RECORDS AND TRANSCRIPTS.....	25
DEGREE REQUIREMENTS.....	26
CONCENTRATIONS	27
THE MINOR	27
STUDENT SERVICES	28
STUDENT ORIENTATION	28
LIBRARY.....	28
COMPUTER AND INFORMATION SERVICES	28
CAREER AND COUNSELING SERVICES.....	28
SERVICES FOR INDIVIDUALS WITH DISABILITIES	29
TESTING CENTER	29
HEALTH SERVICES	30
STUDENT CLUBS AND ORGANIZATIONS	30
STUDENT CODE OF CONDUCT.....	30
GRIEVANCE/COMPLAINT PROCEDURE	30
ACADEMIC PROGRAMS	32
GENERAL EDUCATION	32
DEPARTMENT OF BUSINESS ADMINISTRATION	34
DEPARTMENT OF COMPUTER SCIENCE	36
DEPARTMENT OF EDUCATION	38
SCHOOL OFFICE AND TECHNOLOGY ASSISTANT CERTIFICATE PROGRAM	41

COURSE DESCRIPTIONS	42
COMMUNICATION AND LANGUAGE ARTS.....	42
NATURAL SCIENCES	44
FINE ARTS & HUMANITIES	46
SOCIAL & BEHAVIORAL SCIENCES.....	47
BUSINESS ADMINISTRATION	49
COMPUTER SCIENCE	54
EDUCATION.....	58
MATHEMATICS	61
TECHNOLOGY APPLICATIONS.....	64
SCHOOL OFFICE AND TECHNOLOGY ASSISTANT PROGRAM.....	67
BOARD OF DIRECTORS	69
COLLEGE ADMINISTRATION	69
FACULTY.....	70

ACADEMIC CALENDAR

2011-2012 ACADEMIC YEAR

Fall Semester – 2011

Beginning & Ending: August 22- December 16

August 2011

August 1	Registration begins
August 15-19	Orientation week for new students
August 22	First day of classes
August 29	Last day to add courses without a fee

September 2011

September 5	Labor Day Holiday
September 7	Last day to add courses with fee & drop courses without fee
September 21	Last day to drop courses with fee

November 2011

November 2	Last day to drop a course or withdraw with a 'W'
November 23-27	Thanksgiving holiday

December 2011

December 3	Last day of classes
December 5	Spring 2012 registration begins
December 5-6	Study days or Make up days
December 7-15	Final Examinations
December 16	Official closing of Fall Semester
December 30	Last day to submit final grades

Spring Semester – 2012

Beginning & Ending: January 17- May 11

January 2012

January 9 – 16	Registration continues
January 16	Martin Luther King Jr. Holiday
January 17	First day of classes
January 24	Last day to add courses without a fee

February 2012

February 1	Last day to add courses with fee & drop courses without fee
February 15	Last day to drop courses with fee

March 2012

March 12-17	Spring Break
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April 2012

April 3	Last day to drop a course or withdraw with a 'W'
April 6	Good Friday Holiday
April 16	Fall 2012 registration begins
April 30	Last day of classes

May 2012

May 1	Study day or Make up day
May 2-10	Final Examinations
May 11	Official closing of Spring Semester
May 25	Last day to submit final grades

GENERAL INFORMATION

MISSION STATEMENT

North American College, as an institution of higher learning, is committed to providing a nurturing environment for the systematic pursuit of academic and career-related learning, professional and personal development, responsible citizenship, and global cultural competency. The college aims to achieve these goals through instruction, scholarly inquiry, free discussion and dissemination of ideas, and creative activity.

Core Values

The following core values should guide all members of the college community as they strive to achieve individual and joint goals.

Learning – Dedication to discovery, construction, discussion and dissemination of knowledge and its real-world applications.

Honesty and Integrity – Commitment to truth and consistency in one's actions and communication.

Leadership – Courage and commitment to lead with integrity, innovation and openness to new ways of thinking and inquiry.

Teamwork – Pursuit of excellence through consultation and collaboration.

Ethical and Professional Conduct – Pursuit of high ethical and professional standards in every endeavor.

Human Dignity – Recognition that every human being is unique and valuable, and has something of value to contribute to the college environment and society at large.

Institutional Goals

Goal 1: Academic and Career-related Learning

Objective 1.1 Foster academic and career-related student learning

Objective 1.2 Attract and nurture highly qualified faculty with career-related work experience

Objective 1.3 Attract and nurture promising students

Objective 1.4 Provide educational materials and infrastructure that support career-related student learning

Goal 2: Professional Proficiency

Objective 2.1 Develop a curriculum that helps students excel in their professional formation

Objective 2.2 Develop a curriculum that is responsive to the needs and visions of employers

Objective 2.3 Promote life-long learning skills

Objective 2.4 Promote ethical and professional behavior at both the individual and organizational level

Goal 3: Student Centeredness and Personal Development

Objective 3.1 Nurture a student-oriented environment that is responsive to student needs and career goals

Objective 3.2 Provide academic and social services which support students through their stay at the institution

Objective 3.3 Provide educational programs and experiences that promote global cultural competency and respect for diversity

Goal 4: Engagement with Stakeholders

Objective 4.1 Promote institutional programs and activities to stakeholders such as students, employers, advisory committees, occupational experts and community members

Objective 4.2 Seek input from stakeholders on an ongoing basis in the development of institutional plans and programs.

Goal 5: Good Stewardship

Objective 5.1 Manage resources entrusted to the college responsibly by maintaining the effectiveness and efficiency of programs, services, and operations throughout the college.

HISTORY

North American College is owned and operated by Texas Gulf Foundation (TGF), a non-profit educational organization founded on April 7, 2007 and located in Houston, Texas. The main purpose of TGF is to establish superior higher education institutions. Toward this goal, the TGF Board of Directors established Texas Gulf Institute (TGI) and Gulf Language School. These institutes started operation in September 2007. With addition of degree programs, TGI evolved into North American College.

Texas Gulf Institute offered certificate programs and was regulated by the Texas Workforce Commission, Austin, Texas. The primary purpose of Texas Gulf Institute was to offer educational services and training to adults capable of successfully pursuing careers in their chosen fields. The certificate programs offered under TGI are now offered under North American College.

Gulf Language School (GLS) offers intensive English program for those whose native language is other than English. GLS offers six preparatory levels, Academic and Business English courses and TOEFL exam preparation. GLS has been authorized by the U.S. Department of State to issue I-20 forms to foreign students.

TGF also operates (1) the Gulf Educator Certification Program (GECF), which is an alternative teacher certification program accredited by Texas Education Agency State

Board for Educator Certification, and (2) the Gulf Educational Support Services (GESS) which offers professional development services to educators and awards Continuing Professional Education (CPE) credits.

ACCREDITATION AND CERTIFICATIONS

1. North American College is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS), a national accreditation agency recognized by the United States Department of Education, to award certificates, diplomas, and Bachelor's degrees.

ACICS
750 First Street, NE
Suite 980
Washington, DC 20002
<http://www.acics.org>

2. North American College is approved by Texas Higher Education Coordination Board and Texas Workforce Commission to award certificates, diplomas, and Bachelor's degrees.

Texas Higher Education Coordinating Board
1200 E. Anderson Ln.
Austin, TX 78752
<http://www.thecb.state.tx.us>

3. North American College is a member of Career Colleges and Schools of Texas.

Career Colleges and Schools of Texas
823 Congress Avenue
Suite 230
Austin, TX 78701
<http://www.ccst.org>

ADMISSIONS

Admission to North American College (NAC) is based on criteria such as academic achievement and academic preparation. The Admissions Office recommends campus tours and class visits as a means to experience the College's academic and physical environment. All initial inquiries to the College should be made to the Admissions Office in writing, to 3203 N. Sam Houston Pkwy. W., Houston, TX 77038 or by calling 832-230-5555. North American College is committed to recruit a diverse, vibrant student body from across the country and around the globe.

Application Deadline:

Fall Semester: August 15th

Spring Semester: January 10th

FRESHMAN STUDENTS

High school graduates who have not attended college before are considered entering freshmen – even if they received college credit while in high school through dual credit, AP or IB programs. Transfer students with fewer than 15 hours of college credit also must meet admission requirements for entering freshmen. North American College requires prospective freshman students to submit the following credentials:

1. A completed application form,
2. A nonrefundable application fee (\$25 resident, \$60 international), or a fee waiver,
3. High school transcript (official or certified), or diploma (official or certified) or GED Score,
4. International students must show proof of English proficiency. Most international students whose first language is not English must take TOEFL (550 PBT, 213 CBT, 79 IBT) or IELTS (overall band score of 6.0). Exceptions to language testing are:
 - 1) students who have graduated from an accredited high school in US or earned a degree from an accredited United States college or university,
 - 2) students who have completed (Freshman Composition) with a grade of "C" or better,
 - 3) students who have completed a degree or high school diploma in an English speaking country (Australia, Canada (Except Quebec), Ireland, New Zealand, South Africa, United Kingdom (England, Northern Ireland, Scotland Wales),
 - 4) students who have successfully completed the advanced level at Gulf Language School Intensive English Program (this includes students who have tested above the advanced level in the Gulf Language School Diagnostic test),

- 5) students with scores in the following tests: SAT Critical Reading (500); ACT Verbal (19); GCE, GCSE, IGCSE (C in English Language); WASC, KCSE, SSCE (C in English Language)

TRANSFER STUDENTS

North American College requires prospective transfer students to submit the following credentials

1. A completed application form,
2. A nonrefundable application fee (\$25 resident, \$60 international), or a fee waiver,
3. Official transcript(s) from each previous institution attended. Failure to submit official transcripts from one or more of the previously attended institutions may result in dismissal from the college. International college transcripts require a course-by-course evaluation, with a calculated U.S. equivalent grade point average, through a member of the National Association of Credential Evaluation Services (NACES).
4. International students must show proof of English proficiency. Most international students whose first language is not English must take TOEFL (550 PBT, 213 CBT, 79 IBT) or IELTS (overall band score of 6.0). Exceptions to language testing are:
 - 1) students who have graduated from an accredited high school in US or earned a degree from an accredited United States college or university,
 - 2) students who have completed (Freshman Composition) with a grade of "C" or better,
 - 3) students who have completed a degree or high school diploma in an English speaking country (Australia, Canada (Except Quebec), Ireland, New Zealand, South Africa, United Kingdom (England, Northern Ireland, Scotland Wales),
 - 4) students who have successfully completed the advanced level at Gulf Language School Intensive English Program (this includes students who have tested above the advanced level in the Gulf Language School Diagnostic test),
 - 5) students with scores in the following tests: SAT Verbal (500); ACT Verbal (19); GCE, GCSE, IGCSE (C in English Language); WASC, KCSE, SSCE (C in English Language)

CERTIFICATE PROGRAM

North American College requires prospective certificate students to submit the following credentials.

1. A completed application form,

2. A nonrefundable application fee (\$30),
3. High school transcript indicating graduation date, or Diploma or GED Score,
4. Interview with program staff

Transfer GPA:

Transferable coursework from an accredited institution may be used toward an undergraduate degree and a certificate program, but may not include developmental or vocational coursework for an undergraduate degree. Transfer grade point average (GPA) is computed on the basis of transferable course work only.

Transfer Credit:

Developmental or vocational course work is not accepted for transfer credit for an undergraduate degree, but is taken into consideration for admission decisions. Transferable coursework with grades of "C*" or above are accepted for transfer credit. North American College allows for a maximum of 60 credit hours to be transferred from other institutions and/or credit by exam toward a Bachelor's degree, and a maximum of 7 credit hours toward a certificate program. The transferable courses for which transfer credit is awarded will be determined by the departmental/program directors/chairs.

Transfer credits are counted in the calculation of credit hours attempted, credit hours earned, toward successful course completion percentage and maximum time frame allowed.

Transfer student grade level:

0 – 30 transferred credit hours:	freshmen
31 – 60 transferred credit hours:	sophomore

*Student with an associate degree from a community college which has formal articulation agreement with NAC, and students transferring from an international college or university which has two-plus-two agreement with NAC, may transfer a course with "D" or above provided that their transfer GPA is 2.0 or above.

Testing:

North American College requires all incoming undergraduate students to take one of the Texas Success Initiative exams (ASSET, THEA, ACCUPLACER, COMPASS) to determine their current academic level skills in mathematics, reading, and writing before course enrollment. Students who fail one or more sections of these exams will be required to take and successfully complete appropriate remedial courses. A student may be exempt from or waived from the TSI requirements, because of one of the following:

- The student has graduated with an associate or higher degree from an accredited institution and submits appropriate documentation of degree and official transcript.

- The student has transferred to North American College from an accredited institution of higher education and has satisfactorily completed at least 3 hours college-level core-related coursework with a grade of "C" or better. An official transcript must be submitted.
- The student has previously attended any accredited institution of higher education and has been determined by that institution to have met TSI standards. An official transcript must be submitted.
- The students has met the state college readiness standards as measured by TAKS, ACT, or SAT.

CREDIT BY EXAMINATION

North American College accepts credit by examination in AP (Advanced Placement), CLEP (College Level Examination Program), and IB (International Baccalaureate) programs for Bachelor's degrees. The maximum number of credit hours the College will grant by examination is 30. Students must complete a Request for Credit by Examination Form to receive credit by examination.

Advanced Placement

The College recognizes the efforts of high school students who take Advanced Placement (AP) tests. Students earning a score of three or higher on AP examinations sponsored by the College Board will receive college credit, provided the student takes the examination prior to college enrollment.

Subject matter areas for Advanced Placement courses are listed as follows:

American Government	French Literature
American History	German Language
Biology	Macroeconomics
Calculus AB	Microeconomics
Calculus BC	Physics B
Chemistry	Physics C (Electricity & Magnetism)
Comparative Government & Politics	Physics C (Mechanics)
English Language & Composition	Psychology
English Literature & Composition	Spanish Language
European History	Statistics
French Language	

The equivalent courses for which credit is awarded will be determined by the departmental curriculum committees.

International Baccalaureate (IB) Diploma Program

The college recognizes the IB Diploma Program. IB (HL) scores sent to the College will be carefully reviewed for credit. Students who receive an IB diploma and receive scores of 4, 5, 6, or 7 on Higher Level (HL) examinations will be awarded a minimum of 24 semester credit hours. Students who have not received an IB diploma may apply for credit on an individual course-by-course basis. A copy of the official IB transcript must be submitted to the Office of Admissions to receive transfer credit.

Examination	Credit Granted
English	6 hours
History of Americas	6 hours
Economics	6 hours
Psychology	3 hours
Anthropology	3 hours
Chemistry	8 hours
Biology	8 hours
Physics	8 hours
Mathematics	4 hours
Computer Science	6 hours
Visual Arts A	3 hours
Visual Arts B	3 hours
Music	3 hours

Equivalent courses for which the credit is awarded will be determined by departmental curriculum committees.

College Level Examination Program (CLEP)

The college awards college credit for most College Level Examination Program (CLEP) Subject Examinations. Credit will not be awarded for the CLEP General Examinations. Students may receive a maximum of three semester hours of credit in U.S. history and three semester hours of credit in Government through credit by examination.

FINANCIAL INFORMATION

Attending North American College represents a significant investment in the future of students. Like all investments, there is a financial aspect to consider. The Financial Aid Office is at your service during the financial planning phase of your time at NAC.

TUITION AND FEES

Degree Programs

PER SEMESTER TUITION

Per credit hour for 1-11 credits	: \$ 500
Tuition for 12-18 credit hours	: \$5,250
Per credit hour for 19 or more credits:	\$ 350

PER SEMESTER FEES

Department Fee	: \$35
Course with Lab Fee	: \$50
Library Fee	: \$35
Student Service Fee	: \$55
Computer and Internet Fee	: \$75
International Student Fee	: \$75
Health Service Fee	: \$25

OTHER SEMESTER FEES

Late Registration Fee	: \$30
Late Add/Drop Fee	: \$30
Withdrawal Fee	: \$30
Late Payment Fee	: \$30

ONE-TIME STUDENT FEES

Application Fee	: \$25	Resident
Application Fee	: \$60	International
TSI Exam Fee	: \$35	
Graduation Fee	: \$50	

SAMPLE APPROXIMATE COST per SEMESTER

Tuition (12-18 hours)	\$5,250
Fees	\$ 225
Room	\$2,250
Meals	\$1,500
Books & Supplies	\$ 550
TOTAL	\$9,775

Certificate & Diploma Programs

School Office and Technology Assistant Program

Registration	:	\$30
Tuition	:	\$3,000
Books & Supplies	:	\$360

TOTAL **\$3,390**

PAYMENT OF TUITION AND FEES

A student cannot complete registration and attend classes unless cleared by the Office of Registrar. Payment of all tuition and fees is required to complete registration and attend classes.

The College offers a deferred payment plan to help students pay for tuition and fees. Only students in good academic and financial standing, and those without pending charges, may take advantage of this plan. A student must make an appointment with a business office to develop their individual deferred payment plan. Payments can be made by check, money order, or credit card. Students must pay close attention to payment deadlines to avoid late fees. Students will be charged \$30 for returned checks.

CANCELLATION AND REFUND POLICIES

CANCELLATION POLICY

A full refund will be made to any student who withdraws from courses prior to or by the first day of class.

REFUND POLICY

North American College follows Texas Higher Education Coordination Board refund guideline. Class days refer to the number of calendar days the institution normally meets for classes, not the days a particular course meets.

All “drop or withdrawal” actions must be submitted by the student in writing to the Registrar’s Office. A student who drops a course on or before the first class day will get a full refund for the tuition and fees applicable to the course. A refund for students who withdraw from the College or a course is calculated based on the following schedule:

SCHEDULE	PERCENTAGE REFUNDED
Prior to or on the first class day	100%
Between the second and 15th class days	70%
Between the 16th and 20th class days	25%
After the 20th class day	None

Refunds will be paid within 14 class days.

FINANCIAL AID AND SCHOLARSHIPS

North American College offers various opportunities to increase the accessibility of the College's educational programs to all qualified students. NAC is committed to helping students and their families find sources of financial aid such as scholarships, grants and loans.

Office of Financial Aid

The Office of Financial Aid helps all students with financial planning at NAC. The services of the Office of Financial Aid include but are not limited to:

- Assisting students with various financial aid sources.
- Organizing Financial Aid Workshops for interested candidates, to increase their awareness of all financial support available to them.
- Helping students apply for financial aid and fulfill the requirements for continuation of aid.

Students should contact the Office of Financial Aid to learn how they can seek financial aid and/or find scholarships.

Federal Financial Aid

North American College participates in the Federal Student Aid (FSA) program offered by the US Department of Education (ED). Need-based aid is provided to students in the form of grants and loans. To receive federal financial aid a student needs to apply for FAFSA (Free Application for Financial Aid). Students who add the school code for North American College which is 041795 on their application can become eligible to receive federal grants and loans. Students should be enrolled as full-time to be considered for full financial aid and be on track of satisfactory academic progress.

The Pell grant program provides up to \$5,550 in the academic year 2011-12 to students with need. In addition, subsidized and unsubsidized federal direct loan is available to students in varying amounts depending on student's dependency status and year in the bachelor program he/she is enrolled in.

Federal financial aid is open for application throughout the academic year of 2011-12. For more information about federal student aid, please contact the Office of Financial Aid.

College Scholarships

Merit-based scholarships are available for qualified freshman, transfer and certificate students. Scholarship recipients must meet all college requirements for regular admission in the fall and spring semester for eligibility. Full-time students (12 credits or more per semester) may qualify for scholarships toward their tuition as outlined in the table below. Part-time students may be granted prorated scholarship amount if available. Students will be responsible for all other expenses such as application and school fees.

In addition, please note:

- The total amount of scholarship money awarded may vary.
- Availability of scholarships is limited and will be awarded on a first-come, first-served basis.

Application Procedure College Scholarships:

Students must submit a Student Scholarship Application form with supporting documents to the Financial Aid Office.

Scholarship Application Deadlines:

- August 15 for Fall 2011
- January 10 for Spring 2012

SCHOLARSHIPS for DEGREE PROGRAMS

The scholarship eligibility criteria, the amount of scholarship awarded, the number of scholarships awarded and the requirement to renew the scholarships are listed as follows:

FRESHMEN SCHOLARSHIPS

Scholarship	Amount of scholarship awarded (annual)	US Resident Scholarship eligibility criteria	International Scholarship eligibility criteria	Minimum CGPA required for renewal
Foundation Scholarship	\$ 10,950	Top 5% of high school class rank OR 1300 SAT (Math + Reading) OR ACT Composite 29 OR Award in International Competitions	1300 SAT (Math + Reading) OR ACT Composite 29 OR Award in International competitions OR Top 1% in national exam	3.40 / 4.00
International Student Merit Scholarship	\$ 10,950	N/A	Outstanding merit as described in application form and supporting documents	3.00 / 4.00
President's Scholarship	\$ 7,000	Top 20% of high school class rank OR 1200 SAT (Math + Reading) OR ACT Composite 26 OR Award in International Competitions	1200 SAT (Math + Reading) OR ACT Composite 26 OR National Award in Olympiads OR Top 2% in national exam OR Outstanding merit as described in application form and supporting documents	2.80 / 4.00
NAC Scholarship	\$4,000	All accepted freshman students	All accepted freshman students	2.10 / 4.00

Note: All qualified students will receive the scholarships stated above. A student who does not meet the minimum CGPA requirement as shown in the table above will be placed into a new scholarship level based on his/her current CGPA.

TRANSFER SCHOLARSHIPS

Scholarship	Amount of scholarship awarded (annual)	Transfer Student eligibility criteria	Requirement to renew scholarship to the following year (Minimum CGPA)
Full Transfer Scholarship*	(Full Tuition and Fees, Books, Meals, Housing) - Pell Award (if applicable)	Up to 10 applicants with highest GPA per program*	N/A
Foundation Scholarship	\$10,950	Min 3.90 / 4.00 CGPA in transferable college coursework	3.50 / 4.00
Provost's Scholarship	\$7,000	Min 2.80 / 4.00 CGPA in transferable college coursework	2.80 / 4.00
NAC Scholarship	\$4,000	All accepted transfer students	2.10 / 4.00

Note: All qualified students will receive the scholarships stated above. A student who does not meet the minimum CGPA requirement as shown in the table above will be placed into a new scholarship level based on his/her current CGPA.

* Full transfer scholarship awardees are selected from among US citizens and/or permanent residents; and must be able to transfer more than 50 credits and must sign up for at least 15 credits during Fall and Spring 2012; and at least 6 credits during Summer. Student must apply for Financial Aid and apply Pell grant to student bill.

ADDITIONAL SCHOLARSHIPS for FRESHMEN and TRANSFER STUDENTS

Housing Residents' Financial Aid Matching Grant: This grant will match 91.0% of Pell Grant amount for all NAC Scholarship Awardees (up to \$5050); 36.9% of Pell Grant amount for all President's/Provost's Scholarship awardees (up to \$2050). The student must be a US citizen or permanent resident and be awarded and accept the Pell Grant; NAC scholarship or President/Provost Scholarship awardees are eligible; must be a housing resident and meal plan recipient; this grant applies to textbooks first, then to meal plan, the remaining amount to housing. This grant is renewed until the student is a recipient of FWS and FSEOG funds. The matching percentage will be recalculated at the end of each year, based on student's financial need and award.

Academic Achievement Scholarship: All students who achieve a 3.40 or above CGPA in their coursework at North American College are eligible to receive a \$500 additional scholarship for the following academic calendar year. The Foundation, Full Transfer or International Merit Scholarship Awardees are not eligible for this scholarship.

SCHOLARSHIPS for CERTIFICATE / DIPLOMA PROGRAMS

SOTA (School Office and Technology Assistant) Scholarship: North American College offers the tuition benefit program for SOTA students. Students may qualify for up to a \$1,860 scholarship toward their tuition. This scholarship is awarded to the first 15 students on a first come first served basis.

ACADEMIC POLICIES

ACADEMIC ADVISING

All incoming students are required to attend the orientation session organized by the Director of Social Services. This orientation program enables students to better understand academic programs, resources, social services, the registration process, career and counseling services, financial aid, and other critical campus services.

North American College requires all incoming undergraduate students to take one of the Texas Success Initiative exams (ASSET, THEA, ACCUPLACER, COMPASS) to determine their current academic level skills in mathematics, reading, and writing before course enrollment. Students who fail one or more sections of these exams will be required to take and successfully complete appropriate remedial courses (MATH R300: Fundamentals of Mathematics, ENGL R300: Basic Writing, ENGL R301: Development of Reading Skills). Students who have met the state college readiness standards as measured by TAKS, ACT, SAT, or other indicators will be exempt from this requirement.

Every NAC student is required to meet the undergraduate/program advisor in their degree/certificate program prior to registering for each semester. Students work with advisors to develop a schedule of courses that will complete their degree/certificate requirements. The advisor and the student discuss educational and career goals, as well as degree/certificate requirements and opportunities.

Transfer students must meet with the undergraduate advisor of their major program prior to registering for the first semester. The undergraduate advisor works with the departmental curriculum committee to determine the transferable courses list before allowing the transfer students to register for their first semester.

DEGREE PLANS AND APPLICATION TO GRADUATE

Undergraduate students who have accrued 60 credit hours toward a bachelor's degree at North American College must have an approved degree plan on file in the department of their major, or with their undergraduate advisor. The student and the undergraduate advisor may modify the plan as needed. A Final Degree Plan is required for the student to graduate, and no student will be allowed to graduate without having such a plan approved by the undergraduate advisor. Students are responsible for tracking their progress and for knowing the College's policies and regulations throughout their studies.

ACADEMIC REGULATIONS FOR INTERNATIONAL STUDENTS

The International Student Advisor administers academic regulations for international students on student visas. In addition to complying with the general academic regulations of the College, international students on student visas are required by law to maintain a full-time status (minimum 12 credit hours) during fall and spring semesters, and to be progressing toward a degree from the College. Such students must obtain their undergraduate advisor's permission before dropping a course, changing majors or programs, or withdrawing from the College.

Any student who fails to comply with the terms and requirements of the visa status will not be allowed to enroll in any courses offered by the college until he or she resolves the issue with the U.S. Citizenship and Immigration Services (USCIS). Students are responsible for keeping their own records and for knowing the USCIS's policies and regulations.

ACADEMIC STANDARDS

Course Registration

Students will only be permitted to attend class when they have properly registered and paid for the course. They must receive permission from an undergraduate/program advisor in their major/certificate program prior to registration. However, students bear ultimate responsibility for all decisions regarding course registration. Registration dates and deadlines are listed in the academic calendar. Students may add courses, make section changes or drop courses only during the time periods specified in the calendar. The Office of Registrar prepares and distributes a schedule of classes. The minimum course load requirement for full-time status in bachelor's degree program is 12 credit hours in each regular semester.

Minimum Class Enrollment

The College reserves the right to discontinue an undergraduate/certificate course if fewer than six students register for that course.

Course Numbers

Courses are identified by subjects and four-digit numbers. The first digit indicates the course level. A "1" indicates first-year or entry level, a "2" indicates second year, while "3" and "4" indicate upper-division courses. The second digit indicates the number of credit hours earned for successful completion of the course. A "4" indicates that the course includes one credit hour of lab work. The final two digits indicate the departmental/program sequence. Example: PHYS 1401 stands for a first year Physics course with four credit hours which is the first in a sequence of Physics courses. This course also includes one credit hour of lab work.

Credit Hours

The unit of measurement for academic work is the credit hour. One academic semester credit hour is equal to a minimum course time of:

- (A) 15 hours of classroom lecture;
- (B) 30 hours of laboratory experience;
- (C) 45 hours of externship/practicum

Adding, Dropping, or Changing Courses

Students wishing to make enrollment changes, such as add, drop, change of section, or change of grading basis (graded, audit, and pass/fail) must follow the deadlines published in the academic calendar for the current semester. All changes require the appropriate form, and must be completed in the Office of Registrar no later than the published deadline.

For fall and spring semesters, courses officially dropped before *the last day to drop courses with a fee* are not recorded on the transcript. The courses dropped before *the last day to drop a course or withdraw with a 'W'* are recorded as "W", but are not computed in the GPA.

Grading and Point Equivalents

North American College will utilize the following grade scales and point equivalents:

A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
F	0.00
P	Credit earned without impact on the student's GPA
R	Repeated course
T	Transfer credit
I	Incomplete
W	Withdrawal
AUD	Audit only; no credits earned

The GPA is calculated by adding the total number of grade points earned, then dividing that number by the total number of hours completed at the College.

Transfer of Credit for Registered Students

Undergraduate students in their first three years of study at North American College who would like to enroll in courses at other accredited institutions applicable to their degree at NAC must first complete a Transfer of Credit Form, and obtain authorization from the department chair/advisor in their major prior to registration.

Authorization will not normally be granted when a course that the student wishes to take elsewhere is being offered at the College in the same semester.

SATISFACTORY ACADEMIC PROGRESS

Satisfactory progress in attendance and academic work is a requirement for all students enrolled in North American College (NAC). Federal regulations require all schools participating in state and federal financial aid programs to monitor SAP. These standards are applicable to all students attending NAC. The Vice President of Academic Affairs is responsible for the administration of Satisfactory Academic Progress.

The standards of progress for assessing students include (i) minimum cumulative grade point average (“CGPA”) requirements (qualitative component), (ii) minimum semester credit hour completion rate (quantitative component), and (iii) completion of a degree within a maximum time frame (quantitative component).

Evaluation

All students i.e., full-time, part-time, undergraduate and across educational programs should maintain the following “satisfactory academic progress” in their course work.

North American College conducts evaluations of student progress based on the time table below to determine whether the student has met the standards of satisfactory academic progress in each of the following areas:

<u>Student Progress</u>	<u>Frequency</u>
Grade point average (GPA)	per semester
Cumulative grade point average (CGPA)	per semester
Maximum coursework allowed	per semester
Credit hours attempted	per academic year
Credit hours earned	per academic year

Students who complete their programs in a shorter time framework are subject to the same criteria based on the percentages of maximum time frame allowable.

Maximum Time Frame and Successful Course Completion

The standard program length is eight semesters for Bachelor’s degree programs and two semesters for certificate/diploma programs. The maximum time frame allowed for students to complete a program is 150% of the normal program length, namely 12 semesters for Bachelor’s degree programs and three semesters for certificate/diploma programs. Students must successfully complete 120 credit hours for a Bachelor’s degree program and 17 credit hours for SOTA certificate program. Students who do not complete the degree requirements within the maximum time frame allowed will be dismissed from the College.

Each semester, undergraduate students are required to attempt at least 6 credit hours and no more than 22 credit hours. Students should attempt enough credit hours each year so that they will be able to successfully complete their degree program within the maximum time frame allowed. The following table specifies the minimum completion percentage schedule for degree programs:

<i>Academic Year</i>	<i>Credit Hours attempted</i>	<i>Credit Hours earned</i>	<i>Completion %</i>
1	36	18	50%
2	66	33	50%
3	96	53	55%
4	126	76	60%
5	156	102	65%
6	180	120	67%

Bachelor's degree program students will be evaluated at the end of each semester; they must satisfy the required CGPA to comply with Satisfactory Academic Progress as listed below:

Minimum CGPA requirement

0 – 21 credit hours: 1.70

22 – 42 credit hours: 1.80

43 – 59 credit hours: 1.90

> 60 credit hours: 2.00

In order to apply for graduation, students should have at least 2.00 CGPA within the time frame allowed complying with Satisfactory Academic Progress.

Each semester, SOTA students are required to attempt at least 6 credit hours 75% of which they must complete. Students cannot exceed the maximum credit hours of 15 allowed each semester. Students will be evaluated at the end of each semester; they must satisfy the required CGPA based on attempted and/or transfer credit hours.

0 – 10 credit hours: 1.75

11 – 17 credit hours: 2.00

A student who does not have a 2.00 CGPA cannot be considered as a candidate for a certificate of completion.

Unsatisfactory Progress

Probation

Students who fail to maintain satisfactory academic progress at the end of the first semester are given an academic warning while they are placed on academic probation for the following semesters. The student will be notified of such a decision via email, phone call and letter. Students placed on academic probation may enroll for any subsequent semester. If they achieve the required minimum CGPA at the end of the probationary period, they will be returned to good academic standing. If they do not obtain the required minimum CGPA, but their GPA for the current semester is 2.00 or more, they are allowed to continue on academic probation. A student who is on probation may not apply for graduation.

When a student is placed on academic probation, the undergraduate/program advisor counsels the student prior to returning to class. The date, action taken, and terms of probation will be clearly indicated in the student's permanent file.

The student's stance on probationary period does not have any effect on the calculation of the CGPA and successful course completion percentage.

Suspension

Students previously on academic probation who fail to achieve the minimum 2.00 GPA in the current semester are suspended from the College. Students placed on academic suspension are not allowed to enroll at NAC for the next semester. NAC will notify the student of this action and document the student's file accordingly.

NAC may allow a student who has been academically suspended due to unsatisfactory progress to reenroll after a minimum of one semester. Such reinstatement does not circumvent the approved refund policy. Suspended students can be readmitted only once.

Withdrawals

Courses officially dropped before *the last day to drop courses with a fee* are not recorded on the transcript. The courses dropped before *the last day to drop a course or withdraw with a 'W'* are recorded as "W", but are not computed in the GPA and CGPA. This course is considered as an attempted course but not counted as earned credit in the calculation of course completion percentage for satisfactory academic progress. Furthermore, attempted course credits are counted in the maximum time frame.

A student who withdraws from school for an appropriate reason unrelated to the student's academic status may request a grade of "Incomplete".

Incompletes

A faculty member can assign a grade of "I" to a student who has successfully completed a majority of classwork and who has an unavoidable and compelling reason for not completing the rest of it on schedule. Upon completion of the work within the next regular (Fall or Spring) semester, the faculty member awards the student an appropriate letter grade between "A" and "F". If the student fails to complete the requirements within this time frame, the 'I' becomes an 'F'. All 'I's must be changed to grades prior to graduation.

Incomplete grade from a course does not affect the CGPA. This course is considered as an attempted course and counted as incomplete in the calculation of course completion percentage for satisfactory academic progress.

Repeated Course

A student may repeat a course taken at NAC, provided the original grade was lower than "B" (3.00). A course may not be repeated at another institution. The course grade for a repeated attempt appears on the student's transcript with an "R" indicating repeated course and used for computing the CGPA. Each repeated course is counted toward attempted credit hours but counted only once as earned credit hours. Furthermore, repeated course credits are counted in the maximum time frame. Repeated course grade will be used for calculation of CGPA.

Transfer Credit

Transfer credits are counted in the calculation of the credit hours attempted, credit hours earned, toward successful course completion percentage and maximum time frame allowed.

Appeals

Should a student disagree with the application of these satisfactory progress standards, he/she must first discuss the problem with the appropriate instructor(s). If still dissatisfied, the student may then appeal to the program director/department chair. If the matter is not resolved to the student's satisfaction, the student may appeal to the office of the Vice President of Academic Affairs. The student may request the Vice President of Academic Affairs or a university-level committee to examine the matter and make the final decision. Students whose appeals are granted due to mitigating circumstances are placed on probation and considered to be making satisfactory academic progress. The student's stance during an appeal process does not have any effect on the calculation of the CGPA and successful course completion percentage.

Policy on Academic Dishonesty

All members of North American College academic community embrace the Academic Honesty Policy as an essential element of the institution's academic credibility. Any offenses against academic honesty is dealt with in a fair and consistent manner. Complete detail of the Academic Honesty Policy and procedures can be found in the Student Handbook.

ACADEMIC RECORDS AND TRANSCRIPTS

North American College protects the security, confidentiality, and integrity of student records, and maintains special security measures to protect all academic records. It recognizes that the privacy and maintenance of student educational records is a necessary and vital part of the student's education. Offices housing records as outlined below (**Location of Educational Records**) complies with the Family Educational Rights and Privacy Act (FERPA) and all pertinent policy regulations. Two copies of the academic records are stored in locked offices or file cabinets, and unauthorized access is strictly prohibited.

Archived records are kept in a separate locked office room and confidential documents are shredded prior to disposal. The release of information to students is based on FERPA requirements and necessitates proof of identification by the student.

Location of Educational Records

Educational records are kept at the following offices: The Office of Registrar, International Student Office, and Financial Aid Office.

Transcript Requests

The Transcript of Records or “transcript” is an inventory of the courses taken and grades earned by a student throughout his/her stay at the College, including transferred credits from other institutions. The Office of Registrar issues academic transcripts. In accordance with the Family Educational Rights and Privacy Act (FERPA), personnel in the Office of Registrar issues transcripts only upon the written consent of the student. No transcripts will be released until all university obligations are satisfied.

Transcript requests may be processed as regular or expedited. Regularly processed transcript requests are finalized within four (4) business days from the date of request submission. Students may request up to five official transcripts per year. Additional official transcripts cost \$5.00 per copy.

Expedited transcript requests are fulfilled on the business day following the date of submission request. Requests submitted after 3pm will be deemed as submitted on the following working day. The fee for expedited requests is \$10 per transcript plus the expedited shipment fee.

Access to Student Records

Students may inspect and review their educational records based on written request. Access is given to students within 30 days after the request has been made. An appropriate administrative official or member of the faculty obtains the record for the student and remains present while the student reviews the records.

DEGREE REQUIREMENTS

North American College offers three baccalaureate degrees and a certificate program:

1. Bachelor of Science in Computer Science
2. Bachelor of Science in Business Administration
3. Bachelor of Science in Interdisciplinary Studies in Education
4. School Office and Technology Assistant Certificate Program

Students seeking a baccalaureate degree in either Computer Science or Business Administration are required to complete 120 semester credit hours: 36 credits of general education, 54 credits of core courses, and 30 credits of electives (12 of these elective credits must represent departmental elective courses).

For a B.S. degree in Interdisciplinary Studies in Education, students are required to complete 120 semester credit hours: 36 credits of general education, 63 credits of core

courses, and 21 credits of electives (12 of these elective credits must represent departmental elective courses).

Students enrolled in the School Office and Technology Assistant certificate program are required to complete 17 semester credit hours.

A detailed course list can be found in the Academic Programs Section of the Catalog.

Students must file the required form for graduation according to the following schedule:

- a. by October 1 for December graduation,
- b. by March 1 for May and August graduation.

All financial obligations to the College must be satisfied before the College can issue a diploma or an official transcript to a student.

CONCENTRATIONS

North American College offers students the opportunity to focus on a specific area within the major. Students may pursue an area of concentration by taking a planned sequence of courses in the student's major. A student must choose a minimum of 18 credit hours in the area of concentration. Students should consult the undergraduate advisor of their major to establish a plan that fulfills the necessary requirements. The area of concentration is officially noted on the student's transcript.

THE MINOR

The College encourages students to complete one or more minors, that is, a planned sequence of courses in a discipline other than the student's major. A minor must be between 18 and 24 additional credit hours, at least 9 of which are upper-division credits, and 9 of which must be taken at North American College. Students should consult the undergraduate advisors of both their major and minor programs to establish a plan that fulfills the requirements. Each minor is officially noted on the student's transcript.

STUDENT SERVICES

Student service professionals support students' academic, social, and personal needs so they can enjoy a productive daily life at the College. Areas of support include student orientation, the use of library resources and technology infrastructure, career and personal counseling, services for individuals with disabilities, the testing center, and student clubs and organizations.

STUDENT ORIENTATION

The Director of Social Services organizes orientation sessions for all incoming students. This orientation program enables students to better understand NAC academic programs, resources, social services, registration, career and counseling services, financial aid, and other aspects of the college experience. The date, time and place of the orientation are included in the admission package.

LIBRARY

The library resources include catalogued books, hardcopy journals and magazines, electronically accessible books and periodicals, and audio-visual reference material. Students may find information about the library such as the electronic resources, hours of operation and borrowing policies on the library's website. Electronic resources of the library may be accessed through the computer workstations in the library as well as via any networked computer with a web browser. A login ID and a password may be required for off-campus access to some electronic resources. The librarian is available to answer any questions about the library resources and usage, to assist in locating proper databases as well as for orientation seminars.

COMPUTER AND INFORMATION SERVICES

The Computer and Information Services designs and maintains the college-wide information system infrastructure, provides services and access to computational resources for all students, faculty, and staff.

The Computer and Information Services (CIS) organizes training programs for all constituencies throughout the year. The CIS maintains and supports existing information services according to published policies, updates and services college-owned computer hardware; provides internet access and internet-based services; and maintains centralized data storage and print services.

CAREER AND COUNSELING SERVICES

The Office of Career and Counseling Services helps students pursue their academic and personal goals during and after college. The Office's personal and vocational counseling programs include workshops, seminars, and individual counseling.

The objectives of the Career and Counseling Services are to:

- Support students in reaching their career related goals.
- Help students with professional and personal development.

To reach its objectives, the Office

- designs a career plan for each student.
- helps students develop resumes, portfolios, etc.
- conducts mock interviews.
- organizes career fairs.
- organizes practicum, internship, co-ops and volunteer service-based learning experiences.
- provides training for professional and personal development (workshops, seminars, etc.).
- contacts potential employers and arrange interviews as part of our placement services.
- offers students self-assessment through reliable testing services.
- organizes workshops emphasizing preventive approaches to physical and social health.

Students should contact the Career and Counseling Services Office to obtain more detailed information about services, and to schedule individual appointments.

SERVICES FOR INDIVIDUALS WITH DISABILITIES

The Disability Services Division, located within the Career and Counseling Services, helps students with disabilities fully enjoy their college experience. Services are geared towards meeting the academic, social, and personal needs of students with disabilities. The College will not subject students to discrimination of any kind, and provides necessary accommodations so each student shall benefit from programs and services.

To be eligible for disability services, students must provide documentation about their disability and discuss specific needs with a counselor.

TESTING CENTER

The Testing Center determines each undergraduate student's readiness for college. When a new student is admitted to the College, before enrollment, he or she must take one of the Texas Success Initiative exams (ASSET, THEA, ACCUPLACER, COMPASS) to determine their current academic level skills in mathematics, reading, and writing before course enrollment. Students who fail one or more sections of these exams will be required to take and successfully complete appropriate remedial courses (MATH R300: Fundamentals of Mathematics, ENGL R300: Basic Writing, ENGL R301: Development of Reading Skills). Students who have met the state college readiness standards as measured by TAKS, ACT, SAT, or other indicators will be exempt from this requirement.

HEALTH SERVICES

A nurse or nurse aide is available to handle minor emergencies and give health-related information. Students are strongly encouraged to sign up for health insurance, available from many affordable service providers. International students are strongly encouraged to obtain appropriate health insurance during their studies.

STUDENT CLUBS AND ORGANIZATIONS

Every enrolled student is automatically a member of the Student Government Association, dedicated to increasing the student voice and involvement on campus.

Students may also join other clubs and organizations, honor societies, and networks. By participating in these social activities, students improve their leadership, collaboration, and communication skills, and build on their intellectual and professional development.

Students are encouraged to discuss participation in these clubs and organizations with other students, faculty, and the community. Communication channels include newspapers, bulletins, photographs, web sites, and videos. A list of clubs available can be obtained from the Office of Social Services.

STUDENT CODE OF CONDUCT

The College sets high expectations in its mission statement and list of core values. The Student Code of Conduct supports these standards by outlining and enforcing acceptable behaviors. All College students must abide by the regulations described in the Student Code of Conduct, which is part of the Student Handbook. Students are also required to follow all local, state and federal laws.

GRIEVANCE/COMPLAINT PROCEDURE

North American College has established a grievance procedure to ensure students their rights to due process. Students who wish to file a grievance are encouraged to do so without fear of retaliation, consequences or repercussions. Student grievances or complaints should be submitted in writing to a faculty member, program director or the Vice President of Academic Affairs within 30 days of the incident. Failure to file a grievance petition within the specified time period shall be deemed a waiver thereof. In the event that the grievance remains unresolved, the grievance can be taken to the Board President of Texas Gulf Foundation. The contact information for the Board President can be obtained from school administrative office.

It is permissible for the student to take the grievance directly to a higher authority without first bringing it to the attention of his or her immediate authority. Should the grievance

not be resolved to the student's satisfaction through the use of these channels, the student may refer the complaint directly to:

ACICS
750 First Street, NE Suite 980
Washington, DC 20002

ACADEMIC PROGRAMS

North American College offers three baccalaureate degrees and a certificate program:

1. Bachelor of Science in Computer Science
2. Bachelor of Science in Business Administration
3. Bachelor of Science in Interdisciplinary Studies in Education
4. School Office and Technology Assistant Certificate Program

All students seeking a Bachelor's degree are required to complete 36 hours of General Education courses at NAC.

GENERAL EDUCATION

The General Education Program provides students with a high-quality education enabling them to acquire, analyze, interpret, and synthesize information and knowledge; to communicate effectively in writing and speech; to reason critically, symbolically, quantitatively and scientifically; to recognize ethical issues; to appreciate diversity; to utilize information technology effectively; and to develop artistic skills.

PROGRAM OBJECTIVES:

- i. Demonstrate effective written and oral communication skills
- ii. Foster incisive critical thinking
- iii. Develop quantitative, symbolic, formal, mathematical, and logical thinking and problem solving skills
- iv. Recognize ethical issues
- v. Appreciate diversity, and develop global cultural competency
- vi. Increase scientific reasoning ability
- vii. Improve information technology literacy
- viii. Develop artistic skills

**GENERAL EDUCATION COURSES for a BACHELOR'S DEGREE
(36 credit hours)**

SUBJECT PREFIX	COURSE NUMBER	TITLE	CR	AREA
COMM	1311	Fundamentals of Communication	3	Oral Communication
ENGL	1311	Composition and Rhetoric I	3	Written Communication
ENGL	1312	Composition and Rhetoric II	3	Written Communication
MATH	1311	College Algebra	3	Mathematics
GEOL PHYS	1411 1311/1111	Earth Science + Lab General Physics +Lab	4	Natural Sciences
PHIL	1311	Intro. to Logic and Critical Thinking	3	Humanities and Fine Arts
ETHC	1211	Professional Ethics	2	Humanities and Fine Arts
ARTS	1311	Art Appreciation	3	Humanities and Fine Arts
HIST	1311	U.S. History I	3	Social and Behavioral Science
GOVT	2311	U.S. Government I	3	Social and Behavioral Science
ECON	2361	Principles of Macroeconomics	3	Social and Behavioral Science
TEAP TEAP	1311 1313	Computer Literacy Office Application	3	Computer

TOTAL CREDIT HOURS: 36

DEPARTMENT OF BUSINESS ADMINISTRATION

Business Administration program provides our students with a high-quality education and prepares them to become proficient and responsible managers that today's business environment needs the most. Our graduates are acquainted with information related to the legal framework of the business world, and are well prepared for a changing business environment with a global perspective.

OBJECTIVES:

- i. Prepare students with the necessary knowledge and skills for a changing business environment and for contemporary business information systems.
- ii. Provide students with analytical thinking skills and knowledge pertaining to the global business environment.
- iii. Provide students with opportunities to apply their knowledge and skills in real life business cases.
- iv. Equip students with good oral and written communication skills that enable them to express themselves and present their materials well.
- v. Provide students with an awareness of the legal framework and ethical principles of business.

DEGREE REQUIREMENTS

For a B.S. degree in Business Administration, students must complete 120 semester credit hours: 36 credits of general education, 54 credits of core courses, and 30 credits of electives, 12 of which must be departmental elective courses.

The Business Administration program focuses on six areas of business specialization, including accounting, finance, management, marketing, international business, and general business.

General education requirements are outlined in the general education section of the catalog. Specific general education courses required for the program are outlined below.

Specified General Education Requirements

COMM 1311 Fundamentals of Communication
ECON 2361 Principles of Macroeconomics
MATH 1311 College Algebra

Core Courses (54 hours)

MATH 1312 Statistics
ACCT 2311 Fundamental of Financial Accounting
ACCT 2312 Fundamentals of Managerial Accounting
BUSI 3322 Business Ethics
BUSI 3321 Business Information Management
BUSI 332 Business Law
BUSI 4324 International Business

COMM 1312	Business and Professional Speaking
ECON 2362	Principles of Microeconomics
ENGL 3316	Technical Professional Writing
FINA 1331	Personal Finance
FINA 3332	Fundamentals of Finance
FINA 3333	Financial Markets and Institutions
MNGT 2341	Management and Organizational Behavior
MNGT 3342	Operations Management
MNGT 4344	Leadership
MRKT 2351	Principles of Marketing
MRKT 3352	Consumer Behavior

Each student has an opportunity to specialize in an area of concentration. The additional coursework required for each concentration area is outlined as follows:

Accounting Concentration

ACCT 3313	Intermediate Accounting
ACCT 3314	Cost Accounting
ACCT 4315	Governmental Accounting
ACCT 4316	Auditing

Finance Concentration

FINA 4334	Investments
FINA 4335	Financial Analysis and Valuation
FINA 4336	International Finance
FINA 4337	Risk Management

International Business Concentration

FINA 4336	International Finance
MNGT 4346	International Management
MRKT 4355	International Marketing

Management Concentration

MNGT 4343	Small Business Management
MNGT 4345	Human Resource Management
MNGT 4346	International Management
MNGT 4347	Management Science

Marketing Concentration

MRKT 4353	Advertising and Promotional Strategies
MRKT 4354	Sales Management
MRKT 4355	International Marketing
MRKT 4356	Marketing Research

DEPARTMENT OF COMPUTER SCIENCE

The North American College Computer Science Department provides students with a high-quality education which will prepare them for long and successful careers in industry, academia and/or government. Our graduates will gain skills to solve modern society's many complex technological problems and acquire life-long learning skills to help them adapt to changing computing technologies and work environments. Our graduates will also develop strong oral and written communication skills, and a clear understanding of ethical issues related to the computing profession.

OBJECTIVES:

- i. Provide students with a deep, broad knowledge of applied and theoretical areas of computer science
- ii. Provide students with opportunities to apply their knowledge and skills to solving of real-life problems
- iii. Prepare students to work more collaboratively and communicate more effectively in their professional work environment
- iv. Increase awareness of ethical issues and the global impacts of computing technologies on society

DEGREE REQUIREMENTS

For a B.S. degree in Computer Science, students must complete 120 semester credit hours: 36 credits of general education, 54 credits of core courses, and 30 credits of electives 12 of which must be departmental elective courses.

The Computer Science program focuses on two areas of specialization, including software engineering and computer networking.

General education requirements are outlined in the general education section of the catalog.

Core Courses (54 hours)

COMP 1411	Introduction to CS I
COMP 1412	Introduction to CS II
COMP 2313	Data Structures
COMP 2415	Systems Programming
COMP 2316	Computer Organization
COMP 3317	Algorithms
COMP 3318	Operating Systems
COMP 3319	Object Oriented Software Development
COMP 3320	Programming Languages
COMP 3321	Database Systems
COMP 3322	Software Engineering
COMP 4393	Senior Design Project
MATH 1312	Statistics
MATH 1313	Calculus I

MATH 2315 Calculus II
MATH 2317 Discrete Mathematics
MATH 3321 Probability and Statistics

Each student has an opportunity to specialize in an area of concentration. The additional coursework required for each concentration area is outlined as follows:

Software Engineering Concentration

COMP 3323 Software Design
COMP 4355 Object Oriented Analysis and Design
COMP 4356 Software Project Management
COMP 4357 Dependable Software Systems
COMP 4326 Web Application Development

Computer Networking Concentration

COMP 3324 Computer Networks
COMP 3325 Computer & Network Security
COMP 4351 Network Administration
COMP 4352 Internetworking Technology

DEPARTMENT OF EDUCATION

The Department of Education provides students with high-quality education that enables them to prepare curricula, design and deliver instruction using state-of-the-art instructional technology, communicate with parents and students, and manage classrooms effectively based on a sound foundational knowledge of human development, learning environments, and cognitive and behavioral models. Our graduates will also develop life-long learning skills and ability to recognize ethical issues within their profession.

In June 2011, State Board of Education Certification (SBEC) board approved North American College Teacher Certification Program, a traditional route to obtaining teacher certification in the State of Texas. The Bachelor of Science in Interdisciplinary Studies in Education program went through minor changes to adapt to SBEC requirements. The following program description will be effective upon approval from ACICS. Until then, students in the B.S. in Interdisciplinary Studies in Education are subject to the 2011 Spring Catalog in matters relating to degree requirements.

OBJECTIVES:

- i. Give students a sound foundational knowledge of human development, learning environments, and cognitive and behavioral models.
- ii. Equip students with skills to develop curricula, and then design and deliver superior instruction using technology.
- iii. Help teacher candidates gain effective communication skills when dealing with parents and students, and manage classrooms more effectively.
- iv. Help students develop life-long learning skills and new recognition of critical ethical issues related to their profession.

DEGREE REQUIREMENTS

For a B.S. degree in Interdisciplinary Studies in Education students are required to complete 120 semester credit hours: 48 credits in general education, 63 credits in core courses (36 credits program core + 27 credits concentration core), and 9 credits in electives (6 credits of which must represent departmental elective courses).

The program offers students pursuing a B.S. degree in Interdisciplinary Studies in Education five concentrations to choose from: Mathematics, Physical Science, Technology Application, Social Studies and English Language Arts.

Program Core Courses (36 credits)

EDUC 1311	Introduction to Teaching Profession
EDUC 1313	Learning Theories and Development
EDUC 3314	Classroom Management
EDUC 3315	Curriculum and Instructional Design
EDUC 3316	Integrating Technology into the Curriculum
EDUC 3317	Education in Culturally Diverse Environments
EDUC 3318	Education of the Exceptional Children

EDUC 4320 Issues in Secondary Schools - Reform, Law and Ethics
EDUC 4321 Measurement and Assessment in Education
EDUC 4323 Reading in Content Areas
EDUC 4691 Practicum

Each student has an opportunity to specialize in an area of concentration. The additional coursework required for each concentration area is outlined as follows as well as courses for teacher certification:

Mathematics Concentration (27 credits)

MATH 1312 Statistics
MATH 1313 Calculus I
MATH 2315 Calculus II
MATH 2316 Linear Algebra
MATH 2317 Discrete Mathematics
MATH 3318 Euclidean Geometry and Trigonometry for Teachers
MATH 3319 Introduction to Statistics and Probability
MATH 3320 Differential Equation
MATH 3323 Problem Solving and Reasoning in Mathematics

Mathematics Certificate Courses: (12 Credit Hours)

TEAP 1313 Office Application
MATH 2314 History of Mathematics
MATH 3322 Teaching Problem Solving in Math
MATH 4324 Teaching Secondary School Math

Physical Science (27 Credit Hours)

MATH 1313 Calculus I
MATH 2315 Calculus II
CHEM 1311 Principles of Chemistry
CHEM 3413 Inorganic Chemistry
CHEM 3414 Organic Chemistry
PHYS 1311 Principles of Physics I
PHYS 2412 Principles of Physics II
PHYS 3314 Fundamentals of Physics Teaching

Physical Science Certificate Courses: (18 Credit Hours)

TEAP 1313 Office Application
CHEM 3412 Physical Chemistry
CHEM 3415 Analytical Chemistry
PHYS 2413 Principles of Physics III
PHYS 4315 Methods in Science Teaching

Technology Applications-Core (27 Credit Hours)

TEAP 1312	Programming Language
TEAP 2314	Introduction to Instructional Technology
TEAP 3319	Instructional Design Foundations
TEAP 3320	Introduction to Small Computers in Education
TEAP 3321	Educational Network Applications
TEAP 3222	Computer Programming for Educators
TEAP 3323	Planning and Developing Instructional Media
TEAP 3324	Authoring Systems Instructional Software Design
TEAP 3326	Foundations of Distance Education

Technology Applications Certificate Courses: (9 Credit Hours)

TEAP 1313	Office Application
TEAP 2317	Applications of Technology in Education
TEAP 3325	Curriculum Applications of the Internet

Social Studies (27 Credit Hours)

GOVT 2312	U.S. Government II
HIST 2312	U.S. History II
HIST 2313	Western Civilization
HIST 2314	History of Texas
GEOG 2312	Regional Geography of the World
GEOG 3313	Geography of US and Canada
PSYC 1311	General Psychology
SOCI 1311	Introduction to Sociology
ECON 2363	Principles of Economics

Social Studies Certificate Courses: (9 Credit Hours)

TEAP 1313	Office Application
GEOG 2311	Introduction to Human Geography
SOCS 4311	Teaching the Social Studies in the Secondary Schools

English Language Arts (27 Credit Hours)

ENGL 2313	Introduction to Writing (Technical, Creative, Critical)
ENGL 2314	Introduction to Poetry, Drama, Fiction, and non-fiction
ENGL 3315	Old, Medieval, and Renaissance English Literature and Drama
ENGL 3317	Restoration, 18th, 19th, Modern, Contemporary English Literature
ENGL 3318	Early, 19th Century, Modern and Contemporary American Literature
ENGL 3319	Modern and Contemporary World Literature
ENGL 3320	Issues in Composition Secondary Classroom
ENGL 3321	Professional Report Writing
ENGL 3322	Studies in Linguistics and History of the English Language

English Language Arts - Certificate Courses: (9 Credit Hours)

TEAP 1313	Office Application
ENGL 4323	Teaching Grammar, Composition, Spelling, and Listening
ENGL 4324	Reading and Writing in the Secondary Classroom

SCHOOL OFFICE AND TECHNOLOGY ASSISTANT CERTIFICATE PROGRAM

The School Office and Technology Assistant (SOTA) Program is designed for students who wish to develop or update those skills that are essential to a successful office and technology support professional in a school or business environment. Completion of the School Office and Technology Assistant certificate of completion helps bring employment opportunities, greater earning potential and career advancement, and increased job satisfaction to its graduates. Students receive instruction and practice skills in Microsoft Office programs, business communication, basic educational concepts, and office procedures in a school environment. Students also receive guidance in pursuing career opportunities and goals. The externship experience allows students to put their knowledge into practice and encounter a real-life work environment prior to employment.

OBJECTIVES:

- i. Develop word processing, spreadsheet, presentation, electronic communication, scheduling, contact management, and database management skills using Microsoft Office programs including Word, Excel, Power Point, Outlook, and Access.
- ii. Develop business communication skills in writing and speaking.
- iii. Develop a basic understanding of educational terminology and types of interactions among stakeholders in a school environment such as parents, faculty and administrators.
- iv. Develop basic knowledge and skills in office procedures.
- v. Develop basic skills for pursuing career opportunities and the attainment of career goals.

DEGREE REQUIREMENTS

Students enrolled in School Office and Technology Assistant certificate program are required to complete 17 semester credit hours.

Courses

SOTA 1301	Microsoft Office Applications
SOTA 1302	Business Communication: Effective Speaking
SOTA 1303	Business Communication: Effective Writing
SOTA 1304	Introduction to Human Development and Learning
SOTA 1305	Developing a Career in Education – A Practical Approach
SOTA 1206	Externship in a School Setting

COURSE DESCRIPTIONS

Courses numbered 3000 or above are considered to be upper-division courses.

COMMUNICATION AND LANGUAGE ARTS

ENGL R300: Basic Writing

Cr. 3. (3-0). This course will help students to concentrate on writing skills needed for successful completion of college-level work, such as correct grammar, punctuation, sentence development, and paragraph development. This course will focus on the composition of effective and correct paragraphs organized around a controlling idea. It may not be used to satisfy any degree requirements.

Prerequisite: None

ENGL R301: Development of Reading Skills

Cr. 3. (3-0). This course offers intensive instruction in fundamental reading skills, emphasizing word recognition, comprehension, reference techniques, and introductory note-taking skills. The subjects taught include phonics, word structure analysis, sentence meaning, and the organization of ideas in a simple outline. This course may not be used to satisfy any degree requirements.

Prerequisite: None

ENGL 1311 Composition and Rhetoric I

Cr. 3. (3-0). This course is designed to help students practice the fundamentals of the writing process in personal and expository writing. Emphasis is on developing essays, writing for a particular audience, evaluating, analyzing, revising and editing texts.

Prerequisite: None

ENGL 1312 Composition and Rhetoric II

Cr. 3. (3-0). This course offers continued development of writing skills and development of academic writing, with emphasis on literary analysis, expository and persuasive essays, study of research methods and materials, and preparation of research papers.

Prerequisite: ENGL 1311

ENGL 2313 Introduction to Writing (Technical, Creative, Critical)

Cr. 3. (3-0). This course offers continued development of writing skills and development of academic writing, with emphasis on technical communications, various forms of business correspondence, basic procedures for research writing, creative and critical essay writing.

Prerequisite: ENGL 1311

ENGL 2314 Introduction to Poetry, Drama, Fiction, and non-fiction

Cr. 3. (3-0). This course introduces poetry writing with emphasis on its forms and distinctive characteristics. The course will include poets from several different historical periods in which English verse has been composed, and poets from the diverse national/ethnic groups who have written in English. Students will be introduced to analyzing and writing about literature, focusing on the genres of fiction, non-fiction and

drama. Students will learn techniques for reading analytically and critically and for writing critical/research papers on fiction, non-fiction and drama.

Prerequisite: none

ENGL 3315 Old, Medieval, and Renaissance English Literature and Drama

Cr. 3. (3-0). This course focus on the study of the literature of the Ancient, the Middle Ages and the longer English Renaissance, including the 17th century

Prerequisite: None

ENGL 3316 Technical & Professional Writing

Cr. 3. (3-0). This course helps students develop additional academic writing skills such as writing reports, memoranda, proposals and other kinds of texts used in business, government, industry and academia.

Prerequisite: None

ENGL 3317 Restoration, 18th, 19th, Modern, Contemporary English Literature

Cr. 3. (3-0). This course focus on the study of the literature of the longer eighteenth century and nineteen century, from the Restoration to the French Revolution as well as the reign of Queen Victoria. This course also covers the period of the twentieth- and twenty-first centuries.

Prerequisite: None

ENGL 3318 Early, 19th Century, Modern and Contemporary American Literature

Cr. 3. (3-0). This course focus on the study of the American literature from 1820 to 1865, including the birth of Romanticism, Transcendentalism, the slave narrative, and the abolitionist and woman's suffrage movement; from 1865 to 1914: an investigation of the ways in which mainstream and marginalized writers responded to post-Civil-War changes and conditions, including the literary movements of realism, naturalism, regionalism, and "local color." This course also introduce the American literature of the modern period (1914-1945): poetry and prose that range from the experimentalism of elitist art to immigrant stories to hardboiled detective fiction, as well as the developments in North American literature from the nineteen-fifties to the present

Prerequisite: None

ENGL 3319 Modern and Contemporary World Literature

Cr. 3. (3-0). This course focus on cross-cultural survey of 20th century literature from Latin America, Africa, Asia, Europe, and the United States Reading and discussion of major modern novelists who have influenced the form and content of other writers.

Analysis of the writing and sociological, political, and historical contexts of the authors.

Prerequisite: None

ENGL 3320 Issues in Composition Secondary Classroom

Cr. 3. (3-0). This course introduce student to the theoretical basis for and practical applications of cutting-edge instructional methods in Secondary School English Language Arts. The course focus on how to plan curriculum units that integrate skills instruction in the areas of reading (both literature and non-fiction texts), writing (both expository and creative), speaking/listening, critical thinking, creative performance and media communications.

Prerequisite: None

ENGL 3321 Professional Report Writing

Cr. 3. (3-0). This course teaches advanced skills for short to mid-length informational and analytical reports common to the school place. Students learn to research, interpret, organize, and critically evaluate information. There is an emphasis on solving problems, using evidence, making carefully informed decisions and realistic recommendations as well as adapting the message to the audience. The importance of document design, accurate documentation of sources, responsible use of rhetoric, and clear and purposeful writing are strongly promoted.

Prerequisite: ENGL 1311

ENGL 3322 Studies in Linguistics and History of the English Language

Cr. 3. (3-0). This course examines the Linguistics and history of English from the prehistoric roots that bind it to other languages of Europe and Asia, through the period of its earliest attestation, and into the modern era. The course approaches the subject from the perspective of modern linguistics and also develop familiarity with the theory and analytical methods of this field.

Prerequisite: None

ENGL 4323 Teaching Grammar, Composition, Spelling, and Listening

Cr. 3. (3-0). This course focus on the preparation for teaching grammar, usage, punctuation, composition, spelling, critical thinking, and listening in secondary schools.

Prerequisite: ENGL 1312

ENGL 4324 Reading and Writing in the Secondary Classroom

Cr. 3. (3-0). This course is designed to instruct students in the teaching of reading and writing in the secondary classroom, with an emphasis on principles, trends, methods, materials, approaches and strategies. Based on theories of interactive language and writing development, the course presents methodology designed to help teachers develop literacy and comprehension abilities in the English Language Arts.

Prerequisite: ENGL 1312

COMM 1311 Fundamentals of Communication

Cr. 3. (3-0). This course introduces students to the theory and practice of interpersonal, small group, and public communication.

Prerequisite: None

COMM 1312 Business and Professional Speaking

Cr. 3. (3-0). This course develops students' critical thinking, analytical and oral communication skills. It focuses on the effective organization and delivery of presentations and the construction of creative arguments in a business context.

Prerequisite: COMM 1311

NATURAL SCIENCES**CHEM 1311 Principles of Chemistry**

Cr. 3. (3-0). This course introduces students to structure and properties of atoms and molecules and the states of matter, relationship of electronic structure to the properties of elements and simple compounds, properties of solutions, acid-base and redox reactions in solution.

Prerequisite: None

CHEM 1111 Principles of Chemistry Lab

Cr. 1. (0-2). Experiments that illustrate topics covered in CHEM 1311.

Prerequisite: None

Co-requisite: CHEM 1311

CHEM 3412 Physical Chemistry

Cr. 4. (3-2). This course introduces students to the theory of chemical kinetics, thermodynamics, electrochemistry, aspects of solution equilibria, including solubility, acid-base reactions, redox reactions, and complex formation as well as the application of these theories to gravimetric and volumetric analysis. A lab component is included.

Prerequisite: CHEM 1311

CHEM 3413 Inorganic Chemistry

Cr. 4. (3-2). This course introduces students to the relationship between electronic and molecular structure and the properties of the elements and of inorganic compounds and organometallic compounds. Student will learn application of spectroscopic, thermodynamic, and kinetic studies to elucidate the mechanisms and reactions of inorganic and organometallic substances. A lab component is included.

Prerequisite: CHEM 1311

CHEM 3414 Organic Chemistry

Cr. 4. (3-2). This course introduces students to the chemistry of the compounds of carbon with emphasis on the relation of molecular structure to chemical and physical behavior. Laboratory work includes appropriate techniques and synthetic and analytical methods.

Prerequisite: CHEM 1311

CHEM 3415 Analytical Chemistry

Cr. 4. (3-2). This course introduces students to the quantitative measurements on complex chemical systems that show matrix effects or require isolation of a compound prior to its determination; general approaches to quantitative problems at the trace level; critical comparisons of competitive procedures with emphasis upon principles of separation process, including chromatography; recognition and evaluation of possible sources of error; approaches for optimizing conditions so as to minimize time and/or effort required to attain prescribed levels of accuracy and precision. A lab component is included.

Prerequisite: CHEM 1311

GEOL 1411 Earth Science

Cr. 4. (3-2). This course introduces students to physical geography/earth science. It includes study of physical systems and processes demonstrating the basic principles of physical and historical geology, astronomy, meteorology, and oceanography. A lab component is included.

Prerequisite: None

PHYS 1311 Principles of Physics-I

Cr. 3. (3-0). This algebra-based course using the new and untraditional method of interactive physics. The method is designed to increase problem-solving and analytical thinking skills and to guide students toward a coherent and logical approach to an understanding of the world. Topics include Newtonian mechanics, fluids, kinematics and

dynamics of linear and angular motions, universal gravitation, conservation of energy and momentum, elasticity and simple harmonic motion.

Prerequisites: MATH 1311

PHYS 1111 Principles of Physics-I-LAB

Cr. 1. (0-2). Experiments that illustrate topics covered in PHYS 1111.

Prerequisite: None

Co-requisite: PHYS 1111

PHYS 2412 Principles of Physics-II

Cr. 4. (3-2). Second semester of an algebra-based course includes mechanical and electromagnetic waves, acoustics, resonance, nature of light and color, geometrical and physical optics, electricity and magnetism, DC and AC circuits. A lab component is included.

Prerequisites: PHYS 1311

PHYS 2413 Principles of Physics-III

Cr. 4. (3-2). This course focus on the discussion of relativity, Bohr theory, atomic structure, classical and quantum probability and measurement, wave/particle duality, radioactivity, nuclear reactions and fundamental particles. Experiments are done to measure gamma ray spectra, the half-life of a radioactive isotope and gamma ray absorption. A lab component is included.

Prerequisites: PHYS 1311

PHYS 4314 Fundamentals of Physics Teaching

Cr. 3. (3-0). This course focus on strategies, curricula, and resources for the teaching of high school physics. Application of the knowledge of physics, adolescent psychology, and pedagogical theory to secondary teaching.

Prerequisites: PHYS 1311

PHYS 4315 Methods in Science Teaching

Cr. 3. (3-0). This course is designed as a presentation of current teaching methods as well as relevant approaches for teaching science in the secondary schools. Materials, methods, and strategies for teaching life, physical, and earth sciences will be presented.

Prerequisites: PHYS 1311

FINE ARTS & HUMANITIES

ARTS 1311 Art Appreciation

Cr. 3. (3-0). This course surveys the purposes and processes of arts from a variety of different backgrounds, as well as that of various cultures from the prehistoric to the 20th century. It also examines the visual elements and principles of design.

Prerequisite: None

PHIL 1311 Introduction to Logic and Critical Thinking

Cr. 3. (3-0). This course provides the tools for dealing with both everyday and more technical arguments and concepts. Analysis and resolution of confusions, ambiguities, and fallacies.

Prerequisite: None

SOCIAL & BEHAVIORAL SCIENCES

ETHC 1201 Professional Ethics

Cr.2. (2-0). This course, as an introduction to ethical decision-making in professional life, examines individual, organizational, and macro-level issues in different professions. Both descriptive and normative models of unethical and ethical decision making are analyzed to help students make more informed ethical decisions.

Prerequisite: None

GEOG 2311 Introduction to Human Geography

Cr.3. (3-0). This course aims to provide a broad introduction to the field of geography as a social science. The concepts and methods of geography will be employed to examine the following topics: the relationship between people and their environments; the importance of culture in influencing activities; the factors affecting spatial interaction and location; and global patterns of economic development. The relevance of the geographic approach in understanding a range of contemporary problems will also be considered.

Prerequisite: None

GEOG 2312 Regional Geography of the World

Cr.3. (3-0). This course introduce the survey course that emphasizes the human and physical geography of the world's major regions. Each region is surveyed as to its location and component countries and peoples, world importance, distinctive physical and cultural characteristics, relations to other areas of the world, and the major problems and potentialities associated with each.

Prerequisite: None

GEOG 3313 Geography of US and Canada

Cr.3. (3-0). This course provides a systematic and regional analysis of the United States and Canada with emphasis on contemporary economic, environmental, political and social issues

Prerequisite: None

GOVT 2311 U.S. Government I

Cr. 3. (3-0). This course on the Constitution and Government of the United States examines the institutional structures of government at national and state levels, including the legislative process, executive and bureaucratic structures, and the judiciary systems.

Prerequisite: None

GOVT 2312 U.S. Government II

Cr. 3. (3-0). This course on the constitution of Texas and state, county, and municipal governments examines the constitutions of the State of Texas and the United States, federalism and intergovernmental relations, local government, and the political process. Note: Students transferring their government course work from out-of-state must enroll in this course to complete the Texas legislative requirement.

Prerequisite: None

HIST 1311 U.S. History I

Cr. 3. (3-0). This course is a general survey of United States history from the discovery of the continent to the end of Reconstruction in 1877.

Prerequisite: None

HIST 2312 U.S. History II

Cr. 3. (3-0). This course is a general survey of United States history from 1877 to the present.

Prerequisite: None

HIST 2313 Western Civilization

Cr. 3. (3-0). This course is an overview of the origins and development of what is known as Western Civilization, from its ancient beginnings up to the era of the Renaissance and Reformation. Western Civilization refers to the civilization that began in the ancient Near East and then developed primarily in Europe, northern Africa and the westernmost edges of Asia. The cultural and political legacy of this civilization is vast and has become predominant in much of the world.

Prerequisite: None

HIST 2313 History of Texas

Cr. 3. (3-0). This course is a survey of the political, economic, social, cultural, and intellectual development of Texas from the period of Spanish discovery to the present.

Prerequisite: None

PSYC 1311 General Psychology

Cr. 3. (3-0). This course focus on the nature of psychology with emphases on the study of personality development, decision making, reactions to frustration, mental health, and how the individual interacts with and is influenced by others.

Prerequisite: None

SOCI 1311 Introduction to Sociology

Cr. 3. (3-0). This course focus on sociological perspectives including concepts and methods; social class and social status, the family, minorities, crime, religion, power, urbanization and population.

Prerequisite: None

SOCS 4311 Teaching the Social Studies in the Secondary Schools

Cr. 3. (3-0). This course aims to prepare students for the secondary social studies, the awareness of the importance of professionalism, exploring and practicing a variety of teaching strategies and activities, and the skills of planning, questioning, classroom management and assessment. The course will help students to develop skills and procedures to create positive learning opportunities that reflect understanding of the unique characteristics of young adolescents.

Prerequisite: None

BUSINESS ADMINISTRATION

ACCOUNTING COURSES

ACCT 2311 Fundamentals of Financial Accounting

Cr. 3. (3-0). This course introduces students to the theory of accounting and financial reporting, and generally accepted accounting practices. The primary emphasis is on financial statements and accounting for assets, liabilities, equities, revenues and expenses.

Prerequisite: None

ACCT 2312 Fundamentals of Managerial Accounting

Cr. 3. (3-0). This course focuses on the development, interpretation and use of relevant cost behavior, control, and traceability concepts for management planning, controlling and decision making. Topics include product and direct costing, performance standards and variance analysis, accounting, profitability, and capital budgeting.

Prerequisite: ACCT 2311

ACCT 3313 Intermediate Accounting

Cr. 3. (3-0). This comprehensive course on essential accounting issues includes such essential topics as the development of accounting standards, financial reporting, and the primary accounting activities of a business.

Prerequisite: ACCT 2312

ACCT 3314 Cost Accounting

Cr. 3. (3-0). This course examines the fundamentals of cost accounting within an organization. Topics included standard costing, variance analysis, cost-volume-profit analysis, and budgeting.

Prerequisite: ACCT 2312

ACCT 4315 Governmental Accounting

Cr. 3. (3-0). This course provides a framework for understanding the special accounting and reporting requirements of government and nonprofit organizations. Topics include reporting concepts and budgeting principles for governmental and nonprofit economic entities.

Prerequisite: ACCT 2312

ACCT 4316 Auditing

Cr. 3. (3-0). This course covers the concepts, principles, and practical applications of auditing in business. It also stresses the concepts and practical applications that serve as a foundation for auditing skills.

Prerequisite: ACCT 3313

BUSINESS COURSES

BUSI 3321 Business Information Management

Cr. 3. (3-0). This interdisciplinary course focuses on computer-based information systems and explores the basic technical, behavioral, economic, and organizational concepts relevant to information, decision making, and systems in a business context.

Prerequisite: TEAP 1311

BUSI 3322 Business Ethics

Cr. 3. (3-0). This course examines the role and importance of ethics in a complex business environment, as well as the relationships and social responsibilities of individuals, organizations and communities. Students will also discuss ethical philosophy and apply an ethical decision making process to practical ethical dilemmas confronting leaders and managers in the workplace.

Prerequisite: None

BUSI 3323 Business Law

Cr. 3. (3-0). Topics for this course include the legal principles of business; dispute resolution and procedures; contract law; bankruptcy law; property law; security interests, negotiable instruments and sales.

Prerequisite: None

BUSI 4324 International Business

Cr. 3 (3-0). This course overviews financial, managerial, and marketing problems confronted by multinational firms. Worldwide patterns of trade and investments are also discussed.

Prerequisite: FINA 3332, MNGT 2341, MRKT 2351

ECONOMICS COURSES**ECON 2361 Principles of Macroeconomics**

Cr. 3. (3-0). This course provides an introduction to decision-making in the public sector; competing economic theories; economic analysis of inflation, unemployment, and economic growth; money and banking; monetary and fiscal policy; national income measurements; and international economics.

Prerequisite: None

ECON 2362 Principles of Microeconomics

Cr. 3. (3-0). This course provides an introduction to how markets function in the allocation scarce resources. Common analytical tools are used to examine the behavior of individual consumers and firms, and a framework to determine the efficiency of various market outcomes is developed. Topics include consumer theory, the behavior of firms, competition, monopoly, market equilibrium, and the role of government in the economy.

Prerequisite: None

ECON 2363 Principles of Economics

Cr. 3. (3-0). This course introduces the fundamental theories of microeconomics and macroeconomics. The economic principles studied in this course apply to everyday life as students research an industry, debate issues with trade agreements, discuss the effects of a shift in labor supply and demand, and discuss the strengths and weaknesses of the Consumer Price Index calculation.

Prerequisite: None

FINANCE COURSES:

FINA 1331 Personal Finance

Cr. 3. (3-0). This course provides students with skills to solve real world problems. It focuses on problems and applications related to personal finance, including financial planning, personal investing, budgeting, tax planning, real estate financing, credit management, insurance protection, and retirement and estate planning.

Prerequisite: None

FINA 3332 Fundamentals of Finance

Cr. 3. (3-0). This course examines financial principles applicable to business organization. Topics include risk return trade off, the time value of money, fundamentals of stocks and bonds and their valuation, capital budgeting, dividend and debt policy.

Prerequisite: ACCT 2312, ECON 2361, ECON 2362, MATH 1312

FINA 3333 Financial Markets and Institutions

Cr. 3. (3-0). This course analyzes asset and liability management for financial institutions. Topics include financial markets such as stocks, bonds, mortgages, derivatives and foreign exchange.

Prerequisite: FIN 3332

FINA 4334 Investments

Cr. 3. (3-0). This course focuses on investment theories and their application in securities such as stocks, bonds, REITs, and mutual funds. Modern portfolio theory is also discussed.

Prerequisite: FIN 3332

FINA 4335 Financial Analysis and Valuation

Cr. 3. (3-0). This course analyzes the financial statements of corporations, using analytical tools and methods ranging from ratio computation and cash flow measures to equity valuation. Topics include cash flow analysis, profitability analysis, credit analysis, short-term and long-term forecasting, and equity analysis and valuation.

Prerequisite: FIN 3332

FINA 4336 International Finance

Cr. 3. (3-0). This course focuses on the financial operations of corporations in international financial markets. Topics include forecasting exchange rates in foreign exchange markets, the components of international monetary systems, currency risk management techniques, and global financial decisions.

Prerequisite: FIN 3332

FINA 4337 Risk Management

Cr. 3. (3-0). This course focuses on ways to measure and properly price risk.. It also introduces insurance and the derivatives necessary for risk management and control.

Prerequisite: FIN 3332

MANAGEMENT COURSES

MNGT 2341 Management & Organizational Behavior

Cr. 3. (3-0). This course examines tools for understanding the organizational activities of groups and corporations. It also relates theory and research to organizational problems

by reviewing concepts in motivation and perception, decision-making, communication and influence, group behavior, conflict and cooperation, corporate culture, organizational structure and environmental influences.

Prerequisite: None

MNGT 3342 Operations Management

Cr. 3. (3-0). This course focuses on concepts and principles of management of processes and resources used in manufacturing and service operations. Topics include inventory control, product and service development, quality assurance methods, project management, forecasting and scheduling.

Prerequisite: MNGT 2341

MNGT 4343 Small Business Management

Cr. 3. (3-0). This course examines the economic and social environment in which small businesses function, and the critical role of entrepreneurship in fostering business growth and development. Class sessions focus on operations, marketing, financial and human resources, strategic management, and effective relations between government and small firms.

Prerequisite: MNGT 2341

MNGT 4344 Leadership

Cr. 3. (3-0). This course is a survey of the theory and practice of organizational leadership. It will also help students to develop requisite management skills.

Prerequisite: MNGT 2341

MNGT 4345 Human Resource Management

Cr. 3. (3-0). This course examines human resource management functions such as recruitment, selection, training, benefits and compensation.

Prerequisite: MNGT 2341

MNGT 4346 International Management

Cr. 3. (3-0). This course examines business strategy and organization in international markets. Topics include international trade and investment, business practices for global corporations, the organization of multinational corporations, and foreign trade flows.

Prerequisite: MNGT 2341

MNGT 4347 Management Science

Cr. 3. (3-0). This course introduces quantitative and analytical methods for modeling to solve business problems. Tools such as linear programming, decision analysis and Monte Carlo simulation techniques are examined.

Prerequisite: MNGT 2341

MARKETING COURSES

MRKT 2351 Principles of Marketing

Cr. 3. (3-0). This course introduces marketing concepts and their application in the marketing of products, services, ideas, and organizations. Topics include consumer behavior; market segmentation and target market selection, and management of marketing mix variables such as product, price, placement, and promotion.

Prerequisite: None

MRKT 3352 Consumer Behavior

Cr. 3. (3-0). This course provides strategic marketing tools to analyze consumer behavior. It includes an assessment of factors influencing individual consumption in the market place and product design.

Prerequisite: MRKT 2351

MRKT 4353 Advertising and Promotional Strategies

Cr. 3. (3-0). This course examines advertising and promotional strategies, including sales promotion, personal selling, media selection, publicity, and budget setting.

Prerequisite: MRKT 2351

MRKT 4354 Sales Management

Cr. 3. (3-0). This course focuses on the relationship between buyers and sellers, and the management of a sales force. Topics include sales force organization, recruiting sales people, sales training, motivating and rewarding sales people, and productive performance evaluation.

Prerequisite: MRKT 2351

MRKT 4355 International Marketing

Cr. 3. (3-0). This course examines the coordination and implementation of marketing strategies and techniques for corporations within an increasingly competitive global market.

Prerequisite: MRKT 2351

MRKT 4356 Marketing Research

Cr. 3. (3-0). This course focuses on the role of research in the marketing decision-making process. It also explores the utilization of quantitative and qualitative methods of data analysis.

Prerequisite: MRKT 2351

COMPUTER SCIENCE

COMP 1411 Introduction to CS I

Cr. 4. (3-2). This course introduces fundamental concepts of structured programming, data types, control structures, algorithm development; program design and implementation using a high level language; and software development tools. It includes a lab component.

Prerequisite: None

COMP 1412 Introduction to CS II

Cr. 4. (3-2). This course reviews structured programming and data types. It then introduces the object-oriented programming paradigm, focusing on the definition and use of classes, along with the fundamentals of object-oriented design. It includes a lab component.

Prerequisite: COMP 1411

COMP 2313 Data Structures

Cr. 3. (3-0). This course introduces the fundamental concepts of data structures and algorithms. Topics include fundamental data structures (including stacks, queues, linked lists, hash tables, trees, and graphs), sorting, searching, and recursion.

Prerequisite: COMP 1412

COMP 2415 Systems Programming

Cr. 4. (3-2). This course examines interaction with a multi-user, multi-tasking operating system (e.g. Unix, Linux) via systems programs. Topics include the details of the file system and I/O, multi-tasking, inter-process communication, process control and shell scripting. It includes a lab component.

Prerequisite: COMP 1412

COMP 2316 Computer Organization

Cr. 3. (3-0). This course covers basic computer organization including the CPU, memory and peripherals; digital representation of data and instructions; and assembly language programming, assembler, loader, macros, subroutines, and program linkages.

Prerequisite: MATH 2317

COMP 3317 Algorithms

Cr. 3. (3-0). This course focuses on the design and analysis of algorithm; heuristics; advanced tree structures; advanced hashing techniques; advanced sorting and searching; graphs and sets; NP-Completeness; and time and space complexities.

Prerequisite: COMP 2313

COMP 3318 Operating Systems

Cr. 3. (3-0). This course focuses on operating system structure and design techniques; process management, CPU and disk scheduling; process synchronization, concurrency, and memory and file management, virtual memory; mass storage and I/O systems; and OS security.

Prerequisite: COMP 2316

COMP 3319 Object Oriented Software Development

Cr. 3. (3-0). This course introduces an object-oriented paradigm including encapsulation, inheritance, abstraction and polymorphism, as well as the implementation of these concepts using an object-oriented programming language.

Prerequisite: COMP 1412

COMP 3320 Programming Languages

Cr. 3. (3-0). This course covers the principles of programming language design; specification of syntax and semantics; and programming styles and their underlying paradigms, including imperative, functional, logic and object-oriented programming styles.

Prerequisite: COMP 2313

COMP 3321 Database Systems

Cr. 3. (3-0). This course teaches the fundamentals of database systems, including relational and other data models, database design, data description and query languages, file organization, index structures, database integrity and security, access control, interfacing with database systems, transaction programming, and design and implementation of database applications.

Prerequisite: None

COMP 3322 Software Engineering

Cr. 3. (3-0). This course introduces basics concepts of software engineering, including software requirement analysis, design representation, programming methodologies, verification, validation, maintenance and software planning.

Prerequisite: COMP 1412

COMP 3323 Software Design

Cr. 3. (3-0). Introduces techniques and notations with formal (mathematical) underpinnings for specifying the structural and behavioral properties of software systems. Covers these systems at various levels of abstraction, from architecture to subsystem decompositions to module/class dependencies and interfaces. Students analyze, synthesize, and express software designs using a variety of special-purpose design notations, and obtain practical experience with a team project. Topics include software architecture, architectural styles, module interconnection languages, modularity and information hiding principles, object-oriented design patterns (structural and behavioral), Petri nets, state charts, state transition diagrams, and Z notation.

Prerequisite: COMP 3322

COMP 3324 Computer Networks

Cr. 3. (3-0). This course introduces the fundamental concepts and principles of modern computer networks with an emphasis on protocols, architectures, and implementation issues of application, transport, network, data link and physical layers.

Prerequisite: None

COMP 3325 Computer & Network Security

Cr. 3. (3-0). This course teaches the fundamentals of computer and network security, including cryptography, authentication, and authorization; attack types, detection and defense techniques at the OS and network level; security in modern operating systems and virtual machines.

Prerequisite: None

COMP 4326 Web Application Development

Cr. 3. (3-0). This course teaches the fundamentals of web application development: markup languages, layout design, client and server side programming using HTML, XHTML, XML, Ajax, JavaScript, DHTML; database and Web integration.

Prerequisite: COMP 1412

COMP 4351 Network Administration

Cr. 3. (3-0). This course focuses on administration of networked operating system such as Windows Server and Linux. It includes, monitoring, managing and troubleshooting of network resources such as files, folder access, printing devices, device drivers, backup devices, recovery as well as protocols and system services.

Prerequisite: COMP 3324, COMP 3318

COMP 4352 Internetworking Technology

Cr. 3. (3-0). This course shows students how to plan and design a network using various internetworking technologies to meet performance, security, capacity, and scalability requirements. This includes the fundamental, technical, and design issues associated with campus LANs.

Prerequisite: COMP 3324

COMP 4353 Data Mining

Cr. 3. (3-0). This course introduces fundamental topics of data mining and knowledge discovery, including statistical foundations, database support, data preprocessing, data warehousing, association discovery, classification, clustering, and mining complex data types.

Prerequisite: COMP 3321

COMP 4354 Advanced Database Systems

Cr. 3. (3-0). This course examines advanced concepts in the design and implementation of database systems, including query optimization, concurrency control, recovery, transaction processing, distributed databases, object-relational databases, data warehousing, web and semi-structured data.

Prerequisite: COMP 3321

COMP 4355 Object Oriented Analysis and Design

Cr. 3. (3-0). This course examines the core principles, techniques, and tools in object oriented analysis and design. Topics include Unified Modeling Language (UML), requirements management, use-cases, conceptual modeling, design heuristics and patterns, refactoring and application of object-oriented development concepts.

Prerequisite: COMP 3319

COMP 4356 Software Project Management

Cr. 3. (3-0). Focuses on first-line management of software system development. Covers major themes including estimation (software cost factors, estimation models, and risk management), planning (work breakdown, scheduling, staffing, resource allocation, and creation of a project plan), and execution (team building, leadership, motivation, process tracking, control recovery, and communication within and outside the project).

Prerequisite: COMP 3322

COMP 4357 Dependable Software Systems

Cr. 3. (3-0). Offers an in-depth treatment of software testing and software reliability, two components of developing dependable software systems. Testing topics include path testing, data-flow testing, mutation testing, program slicing, fault interjection and program perturbation, paths and path products, syntax testing, logic-based testing, testing within the software development process, test execution automation and test design automation tools. Reliability topics include reliability metrics, fault avoidance, cleanroom software development, fault tolerance, exception handling, N-version programming, recovery blocks, formal methods, functional specifications.

Prerequisite: COMP 3322

COMP 4393 Senior Design Project

Cr. 3. (3-0). This is a capstone course intended to facilitate the integration and application of knowledge and skills gained in various courses within the computer science curriculum. The project involves teamwork; modeling of real world problems; design, development and testing of a software-based solution; and its documentation.

Prerequisite: Consent of the Instructor

EDUCATION

EDUC 1311 Introduction to Teaching Profession

Cr. 3. (3-0). This course introduces prospective teachers as well as other education students to the teaching profession. Presenting both historical and current views of teaching and education, this course encourages students to think more deeply, more broadly, and more systematically about what teaching is, what teachers do, and whether teaching is an appropriate career choice for them. In the course students will develop research and theory-based views of educational history, teaching practices, various contexts of teaching and teachers, and contemporary issues related to teacher education.

Prerequisite: None

EDUC 1312 Building a Career in Education

Cr. 3. (3-0). This course aims to provide guidance, resources, and hands-on practice to students for the attainment of their career related goals in education.

Prerequisite: None

EDUC 1313 Learning Theories and Development

Cr. 3. (3-0). This course analyzes learning and development theories and their implications for learning and teaching. It examines factors that impact and facilitate learning, as well as instructional strategies that support the cognitive, social, and emotional development of learners

Prerequisite: None

EDUC 3314 Classroom Management

Cr. 3. (3-0). This course teaches effective classroom management with an emphasis on helping students become self-regulated learners; i.e. the application of various management techniques to help students become more responsible for their behaviors and choices. Theories and diverse strategies related to effective classroom management will be discussed.

Prerequisite: None

EDUC 3315 Curriculum and Instructional Design

Cr. 3. (3-0). This course focuses on the design of instruction, in particular on the theory and method of design based on congruence between identified needs and approaches to curriculum development. Topics include curricular design models and the integral connection between curriculum, assessment, and instruction; strategies for curriculum alignment; investigation and application of research-based instructional strategies; and the use of technology to enhance instruction.

Prerequisite: None

EDUC 3316 Integrating Technology into the Curriculum

Cr. 3. (3-0). This course examines the use of computers in the classroom and their impact on the learning environment. Topics include selection of resources, materials, and strategies for systemic achievement of curriculum goals; investigation of innovative and effective technological advances; and practices for use in teaching and learning.

Prerequisite: None

EDUC 2317 Education in Culturally Diverse Environments

Cr. 3. (3-0) This course offers perspectives on multicultural education in our schools today; on the appreciation of differences based on race, culture, ethnicity, and gender; and on how classroom practices can reflect a mature understanding of culturally diverse environments.

Prerequisite: None

EDUC 3318 Education of Exceptional Children

Cr. 3. (3-0) This course examines educators' responses to the needs of students with disabilities, those who are Limited English Proficient, and those who are academically or intellectually gifted. The focus is on differentiating and individualizing instruction for each student's mental, physical, emotional, and vocational development in the least restrictive environment.

Prerequisite: None

EDUC 3319 Technology and Diverse Learners

Cr. 3. (3-0) This course examines the use of computer technology to enhance learning for diverse populations; the link between technology and culture; and the diffusion of technology, its revolutionary influence on educational institutions and impact on social issues such as equity, inclusion, and personal development.

Prerequisite: None

EDUC 4320 Issues in Secondary Schools - Reform, Law and Ethics

Cr. 3. (3-0) This course examines the key areas of educators' legal and ethical responsibilities, such as equity in education, documentation, intellectual property, accommodations for the disabled, student privacy, confidentiality, and personal relations between teachers and students. Specific legal cases will be discussed.

EDUC 4321 Measurement and Assessment in Education

Cr. 3. (3-0) This course examines principles of educational measurement and evaluation in secondary schools. Topics include test construction, test reliability and validity, item analysis, interpretation of test results, grading and reporting of educational achievement.

Prerequisite: None

EDUC 4322 Research Methods in Education

Cr. 3. (3-0) This course is a comprehensive survey of quantitative and qualitative research methods and teaches the steps of scholarly research, from the formulation of a research question to final publication. The steps of scholarly research, including literature review, research questions, sampling designs, measurement, data collection, data analysis, statistical procedures, and reports, will be practiced.

Prerequisite: None

EDUC 4323 Reading in Content Areas

Cr. 3. (3-0) This course focuses on the development of reading skills and the interaction of readers with the text. Topics include the readability of curriculum materials, accommodating learning in light of students' diverse reading abilities, and assessment of student learning.

Prerequisite: None

EDUC 4324 Cognitive Development

Cr. 3. (3-0) This course examines qualitative and quantitative changes associated with human cognitive, emotional, physical, and social development from childhood through adolescence; and hence, the impact of a person's relationships with other individual and the environment.

Prerequisite: None

EDUC 4691 – Practicum

Cr. 6. (0-0-6) During practicum, student put into practice the skills they have gained in the Interdisciplinary Studies in Education program. Students will be able to manage the real problems of the school successfully; understand the needs of school administrators, teachers, students, and parents; apply technology in the classroom; and create lesson plans and other documentation based on the needs of the schools.

Prerequisite: Successful completion of 60 credit hours

MATHEMATICS

MATH R300 Fundamentals of Mathematics

Cr. 3. (3-0). This course reviews topics from pre-college algebra, including signed numbers, operations with algebraic expressions, first-degree equations and inequalities in one variable, factoring, the Cartesian coordinate system, systems of first-degree equations in two variables solved by graphical and algebraic means, exponents and radicals, an introduction to quadratic equations, and stated problems. This course may not be used to satisfy any degree requirements

Prerequisite: None

MATH 1311 College Algebra.

Cr. 3. (3-0). This course involves the study of linear, polynomial, rational, exponential, logarithmic and inverse functions; the theory and system of equations; complex numbers; sequences and series; and matrices and determinants. The course requires a lab component.

Prerequisite: None

MATH 1312 Statistics

Cr. 3. (3-0). This course covers data collection, frequency distributions, probability and probability distributions, sampling and sampling distributions, hypothesis testing with applications in various fields, regression and correlation analysis.

Prerequisite: MATH 1311

MATH 1313 Calculus I

Cr. 3. (3-0). : This course teaches Calculus of rational functions: limits, derivatives, applications of the derivative, antiderivatives, the definite integral with applications, mean value theorem and applications, fundamental theorem of calculus, and numerical integration.

Prerequisite: MATH 1311

MATH 2314 History of Mathematics

Cr. 3. (3-0). This course introduces the history of mathematics from ancient times to the twentieth century with emphasis on three aspects: the development of mathematics throughout the centuries, mathematics as a human endeavor, and the history of mathematics as an educational tool.

Prerequisite: MATH 1311

MATH 2315 Calculus II

Cr. 3. (3-0). This course teaches Calculus of transcendental functions: additional techniques and applications of integration, indeterminate forms, improper integrals, Taylor's formula, and infinite series.

Prerequisite: MATH 1313

MATH 2316 Linear Algebra

Cr. 3. (3-0). This course focuses on systems of linear equations, vector spaces, linear transformations, matrices, and determinants.

Prerequisite: MATH 1311

MATH 2317 Discrete Mathematics

Cr. 3. (3-0). This course introduces set algebra; algebraic structures including semi-groups and groups; basic elements of graph theory; and Boolean algebra and propositional logic, and their application in computer science.

Prerequisite: MATH 1311

MATH 2318 Euclidean Geometry and Trigonometry for Teachers

Cr. 3. (3-0). This course delves into Euclidean geometry-axioms and proofs, lines and triangles; trigonometric functions and the study of transformations-translations, rotations, reflections, dilations and symmetry. The curriculum also covers coordinate geometry, vectors and matrices, non-Euclidean geometry and problem solving.

Prerequisite: MATH 1311

MATH 2319 Introduction to Statistics and Probability

Cr. 3. (3-0). This course focuses on methods of representing and analyzing data, measures of central tendency and measures of dispersion. Additional areas of study concentration included discrete and continuous random variables, combinations and permutations, random samples and analyzing samples, binomial, geometric, and normal distributions and problem solving.

Prerequisite: MATH 1312

MATH 2320 Differential Equation

Cr. 3. (3-0). This course introduces ordinary differential equations of first order, higher order linear equations, Laplace transform methods, series methods; numerical solution of differential equations. Applications to physical sciences and engineering.

Prerequisite: MATH 1311

MATH 3321 Probability and Statistics

Cr. 3. (3-0). Course content includes sample spaces, events, and probabilities, random variables and distributions, expectations, variances and covariances; basic discrete and continuous distributions; and the Central Limit Theorem. Sampling, estimation and hypothesis testing, regression, analysis of variance, and exploratory techniques will be taught and practiced.

Prerequisite: MATH 1312

MATH 3322 Teaching Problem Solving in Math

Cr. 3. (3-0) This course introduces techniques of teaching mathematics to produce deeper levels of conceptual and procedural understanding. Topics include the methodology of absorbing new ideas, efficiently and accurate calculation, the formulation of alternate solutions; and addressing the five critical mathematical processes, which include communication and problem solving.

Prerequisite: None

MATH 3323 Problem Solving and Reasoning in Mathematics

Cr. 3. (3-0). This course examines problem solving strategies in mathematics: reduction to smaller problems; analogy; conjecture and proof; and the processes of abstraction, generalization, and specialization. Also, methods of induction and deduction will be discussed.

Prerequisite: MATH 1311

MATH 4324 Teaching Secondary School Math

Cr. 3. (3-0). This course focus on methods, techniques and evaluative instruments applicable to the teaching of secondary school mathematics.

Prerequisite: MATH 1311

TECHNOLOGY APPLICATIONS

TEAP 1311 Computer Literacy

Cr. 3. (3-0) This course examines the role of computers in today's society, including the use of basic hardware, software, operating systems, and current applications in various segments of society. It introduces students to the Internet, word processing, spreadsheets, databases, and programming concepts with an emphasis on critical thinking and problem solving.

Prerequisite: None

TEAP 1311 Programming Language

Cr. 3. (3-0) This course introduces the fundamental concepts of programming languages, data types, control structures, and algorithm development. It also introduces program design and implementation using a high level language and software development tools.

Prerequisite: TEAP 1311

TEAP 1313 Office Applications

Cr. 3. (3-0). This course introduces the Microsoft Office Family and covers the core features of MS Word, MS Excel, MS Outlook, and MS PowerPoint. Topics include installing Microsoft Office; editing, formatting, and saving documents; working with styles and templates, and advanced functionalities of MS Office products.

Prerequisite: None.

TEAP 2314 Introduction to Instructional Technology

Cr. 3. (3-0). This course introduces the use of computers as productivity tools, societal and ethical implications, and applications and related technology in society.

Prerequisite: None.

TEAP 2315 Desktop Publishing and Digital Graphics

Cr. 3. (3-0). This course introduces basic desktop publishing concepts in the design of interesting, high quality, professional, and well organized publications; as well as advanced graphical editing methods in digital graphics using modern desktop publishing software products.

Prerequisite: TEAP 1311

TEAP 2316 Multimedia and Video Technology

Cr. 3. (3-0). This course explores the use of digital audio editing and the creation of audio files, as well as the use of digital video editing and the creation of various video formats. Other topics include transitions, effects, and planning for multimedia applications.

Prerequisite: TEAP 1311

TEAP 2317 Applications of Technology in Education

Cr. 3. (3-0). This course engages student in the use of technology as an educational tool. Students will have the opportunity to explore and utilize technology applications that enhance the teaching/learning process.

Prerequisite: TEAP 1311

TEAP 3318 Web Mastering

Cr. 3. (3-0). This course teaches the fundamentals of Web page development: markup languages; layout design; using HTML, JavaScript, and DHTML; cascading style sheet (CSS) techniques; publishing and managing web sites; and server side scripting, such as ASP.NET.

Prerequisite: TEAP 1312

TEAP 3319 Instructional Design Foundations

Cr. 3. (3-0). This course focuses on the application of instructional design principles to the development of instruction. Topics include contemporary issues and trends in instructional design, foundations in learning research, requirements for instruction, task and needs analysis, learning situations and instructional models, learner characteristics, hardware and software innovations, assessing instructional outcomes, and factors affecting utilization.

Prerequisite: TEAP 1311

TEAP 3320 Introduction to Small Computers in Education

Cr. 3. (3-0). This course introduce computers for educators, including computer terminology, operations, overview of applications, hardware, and software. Hands-on experience with small computers included.

Prerequisite: TEAP 1311

TEAP 3321 Educational Network Applications

Cr. 3. (3-0). This course examines fundamental concepts of computer networking and knowledge of server-based applications for instructional settings. It also emphasizes hands-on activities pertaining to installing and setting up server operation, content management, and learning management systems and other related tools.

Prerequisite: TEAP 1311

TEAP 3322 Computer Programming for Educators

Cr. 3. (3-0). This course improves students' fundamental understanding and skills of computer authoring programs to develop interactive multimedia and hypermedia applications..

Prerequisite: TEAP 1311

TEAP 3323 Planning and Developing Instructional Media

Cr. 3. (3-0). This course focus on the production and use of visual instructional media, including visual design, photographic techniques, video production, and computer graphic presentations.

Prerequisite: TEAP 1311

TEAP 3324 Authoring Systems Instructional Software Design

Cr. 3. (3-0). This course covers visual design for learning and CSS Web design. Students acquire knowledge of visual design guidelines and principles for creating effective multimedia and hypermedia learning materials.

Prerequisite: TEAP 1311

TEAP 3325 Curriculum Applications of the Internet

Cr. 3. (3-0). This course covers the theory and practice of teaching online courses in secondary school settings. The course emphasizes the design of instructional activities with online communication, collaboration, and assessment tools.

Prerequisite: TEAP 1311

TEAP 3326 Foundations of Distance Education

Cr. 3. (3-0). This course overview of the field of distance education including history, research, technologies, and related design models.

Prerequisite: TEAP 1311

TEAP 4327 Information Technology Hardware and Software

Cr. 3. (3-0). This course introduces basic concepts in information technology including: the Internet; computer hardware issues, such as network communication, disk drives, CD-ROMs, memory and modems; and software related issues, such as operating systems and modern software applications.

Prerequisite: TEAP 1301

SCHOOL OFFICE and TECHNOLOGY ASSISTANT PROGRAM

SOTA 1301: Microsoft Office Applications

Cr. 3. (3-0). This course introduces the Microsoft Office Family and covers the core features of MS Word, MS Excel, MS Outlook, and MS PowerPoint. Topics include installing Microsoft Office; editing, formatting, and saving documents; working with styles and templates, and advanced functionalities of MS Office products.

Prerequisite: None

SOTA 1302: Business Communication: Effective Speaking

Cr. 3. (3-0). This class will introduce students to the theory and practice of effective oral communication in business and professional settings. Upon completion of this course students will be able to: 1) Define successful speaking – what it is and how it achieves its purpose. 2) Incorporate personal qualities into business communication and fine-tune them for future “real world” use. 3) Apply different voice tones and language styles to particular speaking situations such as front office encounters, telephoning, teleconferencing, meetings, and presentations. 4) Work in teams on collaborative speaking tasks in accomplishing goals in today’s business world.

Prerequisite: None

SOTA 1303: Business Communication: Effective Writing

Cr. 3. (3-0). This class will introduce students to the theory and practice of effective written communication in business and professional settings. Upon completion of this course students will be able to: 1) Define successful writing – what it is and how it achieves its purpose. 2) Incorporate personal qualities into business communication and fine-tune them for future “real world” use. 3) Apply different styles and structures to particular writing situations that are central to the business community, such as résumés, memos, letters, and reports. 4) Work in teams on collaborative writing tasks in accomplishing goals in today’s business world.

Prerequisite: None

SOTA 1304: Introduction to Human Development and Learning

Cr. 3. (3-0). This course introduces students to the learning and development theories and their implications for learning and teaching. It examines factors that impact and facilitate learning, as well as instructional strategies that support the cognitive, social, and emotional development of learners. Upon completion of this course students will be able to: 1) demonstrate an understanding of the stages of human development 2) demonstrate an understanding of emotional, social, personality, and moral/ethical development during the early childhood, elementary and adolescent years and the importance of individual variability 3) Demonstrate an understanding of the various theories of human development during early childhood and early adolescence.

Prerequisite: None

SOTA 1305: Developing a Career in Education – A Practical Approach

Cr. 3. (3-0). This course aims to provide guidance, resources, and hands-on practice to students for the attainment of their career related goals in education. Upon completion of this course students will be able to: 1) Acquire the information necessary to better understand their career-related needs in selecting a career path. 2) Develop their job search and interview skills, and strengthen their resumes and cover letters. 3) Understand the roles of the secretaries, teacher’s aides, teachers, and administrators in

a school setting 4) Discuss daily school procedures and issues related to the school office, records, school safety, telephone calls, and class observation. The course will have a hands-on approach and real-time practice opportunities for the students.
Prerequisite: None

SOTA 1206: Externship in a School Setting

Cr. 2. (Practicum). During this portion of the program, students will put into practice the skills they have gained in program subjects. Upon completion of this externship students will be able to: 1) Manage the real problems of the school office successfully, 2) Understand the needs of school administrators, teachers, students, and parents. 3) Understand the use of technology in school environment, 4) Create letters, fliers, brochures and other office documents based on the needs of the schools.

Co-requisite: SOTA 1305

BOARD OF DIRECTORS

The Board of Texas Gulf Foundation (TGF) functions as the College's major policy making body and planning unit. The interests of the major constituencies of the institution are represented by one or more board members. The voting members of the board do not receive any compensation from the institution. The president (CEO) of the college also serves on the board as a non-voting member.

Texas Gulf Foundation is a 501(c)(3) educational non-profit organization. The governing board members of the Foundation are Cahit Gezgin, Ph.D., Maria Curtis Ph.D., Serkan Erdin, Ph.D., Murat Torlak, Ph.D., and George Atkinson, Ph.D.

COLLEGE ADMINISTRATION

List of administrators:

Name	Title	Area of Assignment	Degree
Yuksel A. Aslandogan	President	Day to day institutional operations	Ph.D. in Computer Science, The University of Illinois at Chicago
Edward D. Hodo	Administrative Consultant	Advisor – Legal issues, college administration,	Ph.D. in Economics / Finance, University of Mississippi
Coskun Cetinkaya	Vice President of Academic Affairs	Academic affairs, enrollment, compliance, and library	Ph.D. in Electrical and Computer Engineering, Rice University
John C. Topuz	Vice President of Administrative Affairs	Business Office, financial aid office, social services	D.B.A. in Finance, Louisiana Tech University

FACULTY

Kudbettin Aksoy

- **Area of teaching specialization:** Learning and Development Theories, Research Design, Measurement
- **Rank:** Assistant Professor
- **Degrees:**
Ph.D., Educational Psychology - Individual Differences, University of Houston
M.Ed., Curriculum and Instruction, University of Houston
B.S., Teaching Mathematics, Bosphorus University

Barbara J. Baethe

- **Area of teaching specialization:** Guidance and Counseling, Behavioral Sciences, and Curriculum and Instruction
- **Rank:** Adjunct Professor
- **Degrees:**
Ed.D., Curriculum & Instruction / Educational Administration, Texas A&M University
M.Ed., Guidance & Counseling, University of Houston
B.S., Elementary Education / Sociology, University of Houston

Coskun Cetinkaya

- **Area of teaching specialization:** Computer Hardware and Networking
- **Rank:** Associate Professor and VP of Academic Affairs
- **Degrees:**
Ph.D., Electrical and Computer Engineering, Rice University
M.S., Electrical and Computer Engineering, University of Southern California
B.S., Electrical and Electronics Engineering, Anatolia University

Lawrence Clark

- **Area of teaching specialization:** Rhetoric and Composition
- **Rank:** Instructor
- **Degrees:**
Ph.D., English, Texas A& M University
M.A., English, University of Texas-Pan American
B.A., Communications, William Carey University

Bulent Dogan

- **Area of teaching specialization:** Educational Technology
- **Rank:** Assistant Professor
- **Degrees:**
Ed.D., Curriculum and Instruction, University of Houston
B.S., Electrical and Computer Engineering, Seljuk University

Elife Dogan

- **Area of teaching specialization:** Mathematics
- **Rank:** Assistant Professor
- **Degrees:**
 - Ph.D., Mathematics, Texas Tech University
 - M.S., Mathematics, Texas Tech University
 - B.S., Mathematics, Bilkent University

Osman Kanlioglu

- **Area of teaching specialization:** Microsoft Office Applications, Externship
- **Rank:** Assistant Professor
- **Degrees:**
 - Ph.D., Electrical and Computer Engineering, University of Houston
 - M.S., Electrical and Electronic Engineering, Middle Eastern Technical University
 - B.S., Electrical and Electronic Engineering, Middle Eastern Technical University

Lori Lehtola

- **Area of teaching specialization:** History
- **Rank:** Adjunct Professor
- **Degrees:**
 - Ph.D., Medieval History, University of Houston
 - M.A., Medieval History, San Jose State University
 - B.A., History, San Jose State University

Anna Mikulska

- **Area of teaching specialization:** Political Science, Government
- **Rank:** Adjunct Professor
- **Degrees:**
 - Ph.D., Political Science, University of Houston
 - M.S., Political Science, University of Windsor

Suat Namli

- **Area of Teaching Specialization:** Mathematics
- **Rank:** Assistant Professor
- **Degrees:**
 - Ph.D., Mathematics, Louisiana State University
 - M.S., Mathematics, Louisiana State University
 - B.S., Mathematics, Bilkent University

Ozgur Ozer

- **Area of teaching specialization:** Curriculum and Instruction, Integrating Technology, Issues in Education, Research Design
- **Rank:** Assistant Professor
- **Degrees:**
 - Ed.D., Curriculum and Instruction, University of Houston
 - M.Ed., Curriculum and Instruction, University of Houston
 - B.S., Physics, Bosphorus University

Ibrahim Suslu

- **Area of teaching specialization:** Computer Operating Systems, Distributed Computing, Programming
- **Rank:** Assistant Professor
- **Degrees:**
Ph.D., Computer Science, Louisiana State University
M.S., Computer Science, Southern University and A&M University
B.S., Electrical and Computer Technology, Marmara University

David Strong

- **Area of teaching specialization:** Marketing and Management
- **Rank:** Adjunct Faculty
- **Degrees:**
Ph.D., Applied Management and Decision Sciences, Walden University
M.B.A., Marketing, Amberton University
B.B.A., Business Management, University of Texas at Austin

John C. Topuz

- **Area of teaching specialization:** Corporate Finance
- **Rank:** Professor and VP of Administrative Affairs
- **Degrees:**
D.B.A., Finance, Louisiana Tech University
M.A., Economics, University of New Orleans
M.S., Computer Science, St Joseph University
M.B.A., Yildiz Technical University
B.S., Mining Engineering, Istanbul Technical University

Sheila Vale-Abenov

- **Area of Teaching Specialization:** English
- **Rank:** Adjunct Lecturer
- **Degrees:**
M.A., Professional Writing & Technical Comm., UH-Downtown
B.A., History, University of Houston-Downtown

Sharon Worley

- **Area of Teaching Specialization:** English & Humanities
- **Rank:** Adjunct Professor
- **Degrees:**
Ph.D., Humanities, University of Texas at Dallas
M.A., Art History, Tufts University
B.S., Business Administration (Finance major), Ohio State University

Blerina Xhabli

- **Area of Teaching Specialization:** Mathematics
- **Rank:** Instructor
- **Degrees:**
Ph.D., Mathematics, University of Houston
M.S., Mathematics, University of Houston
B.S., Mathematics, Bosphorus University