

NORTH AMERICAN COLLEGE



ACADEMIC CATALOG 2012-2013

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ACADEMIC CALENDAR

2012-2013 CALENDAR

Fall Semester – 2012

Beginning & Ending: August 27- December 20

August 2012

August 1 Registration begins
August 23-25 Orientation week for new students
August 27 First day of classes

September 2012

September 3 Labor Day Holiday
September 4 Last day to add courses without a fee
September 12 Last day to add courses with a fee & drop courses without a fee
September 26 Last day to drop courses with fee

November 2012

November 2 Last day to drop a course or withdraw with a 'W'
November 21-24 Thanksgiving holiday

December 2012

December 3 Spring 2013 registration begins
December 7 Last day of classes
December 10 Study days or Make- up days
December 11-19 Final Examinations
December 20 Official closing of Fall Semester
December 27 Last day to submit final grades

Spring Semester – 2013

Beginning & Ending: January 14- May 10

January 2013

January 7 – 11 Registration continues
January 14 First day of classes
January 21 Martin Luther King Jr.holiday
January 22 Last day to add courses without a fee

February 2013

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

March 2013

March 11-16 Spring Break
March 27 Last day to drop a course or withdraw with a 'W'
March 29 Good Friday holiday

April 2013

April 15 Fall 2013 registration begins
April 29 Last day of classes
April 30 Study day or Make- up day

May 2013

May 1-9 Final Examinations
May 10 Official closing of Spring Semester
May 17 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 excellence, 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 the 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, valuable and has something of value to contribute to the college environment and society at large.

College Goals

1. Academic Excellence
2. Professional Proficiency
3. Student-Centeredness and Personal Development
4. Engagement with Stakeholders
5. Good Stewardship

HISTORY

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

The Texas Gulf Institute submitted an application for a certificate of authority to offer Bachelor of Science degrees to the Texas Higher Education Coordinating Board (THECB) on January 20, 2009. The Texas Higher Education Coordinating Board unanimously approved that a Certificate of Authority be granted to TGI on October 29, 2009.

The TGI submitted an application for accreditation to the Accrediting Council for Independent Colleges and Schools (ACICS) on October 16, 2009. The ACICS council has awarded the TGI an initial grant of accreditation to offer certificate programs through December 31, 2013. On June 16, 2010, the TGI applied to the ACICS for inclusion of its bachelor's degree programs in accreditation. The application was approved on July 2, 2010.

With the addition of Bachelor of Science degree programs, the Texas Gulf Institute evolved into North American College. The name change was approved by the ACICS on August 16, 2010, and by the THECB on September 10, 2010.

North American College applied to FAFSA to award Federal Financial Aid on September 24, 2010. The application was approved on January 30, 2011.

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) Gulf Language School, a language school offering Intensive English programs. The school is authorized by the U.S. Department of State to issue I-20 forms to foreign students.

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 the 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 27th

Spring Semester: January 14th

FRESHMAN STUDENTS

High school graduates who have not attended college before are considered entering freshmen – even if they received college credit from accredited institute of higher education while in high school through dual credit, AP or IB programs. Transfer students with fewer than 15 hours of college credit from an accredited institute of higher education 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 (\$0 resident, \$100 international)
3. High school transcript (official or certified), or diploma (official or certified) or GED Score,
4. All students must show proof of English proficiency through one of the following ways:
 - i. Students who have graduated from an accredited high school in US or earned a degree from an accredited college or university in US
 - ii. TOEFL (550 PBT, 213 CBT, 79 IBT)
 - iii. IELTS (overall band score of 6.0)
 - iv. Students who have completed (Freshman Composition) with a grade of "C" or better
 - v. 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])
 - vi. Students who have successfully completed the advanced level in the Gulf Language School Intensive English Program (this includes

- students who have tested above the advanced level in the Gulf Language School Diagnostic test)
- vii. Students with scores in the following tests: SAT Critical Reading (500); ACT English (19); GCE, GCSE, IGCSE (C in English Language); WASC, KCSE, SSCE (C in English Language)

All students should meet TSI requirements. Those students who do not satisfy the TSI requirements can take the Accuplacer test at the College during or before orientation.

All documents in a foreign language should be translated into English.

TRANSFER STUDENTS

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

1. A completed application form
2. A nonrefundable application fee (\$0 resident, \$100 international)
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).
5. All students must show proof of English proficiency through one of the following ways:
 - i. Students who have graduated from an accredited high school in US or earned a degree from an accredited college or university in US
 - ii. TOEFL (550 PBT, 213 CBT, 79 IBT)
 - iii. IELTS (overall band score of 6.0)
 - iv. Students who have completed (Freshman Composition) with a grade of "C" or better
 - v. 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])
 - vi. Students who have successfully completed the advanced level in the Gulf Language School Intensive English Program (this includes students who have tested above the advanced level in the Gulf Language School Diagnostic test)
 - vii. Students with scores in the following tests: SAT Critical Reading (500); ACT English (19); GCE, GCSE, IGCSE (C in English Language); WASC, KCSE, SSCE (a grade of C or better in English Language)

All students should meet TSI requirements. Those students who do not satisfy the TSI requirements can take the Accuplacer test at the College during or before orientation.

All documents in a foreign language should be translated into English.

Transfer Credit:

Developmental or vocational course work is not accepted for transfer credit for an undergraduate degree, but is taken into consideration for decisions regarding college readiness. Transferable coursework with grades of “C*” or above is accepted for transfer credit. North American College allows for a maximum of 66 credit hours to be transferred from other institutions and/or credit by exam toward Bachelor’s degree programs. The transferable courses for which transfer credit is awarded will be determined by the departmental/program chairs/ directors. The student can appeal the determination of the department chair by submitting an appeal form to the Vice President of Academic Affairs who will give the final decision on the matter.

Transfer credits are counted in the calculation of credit hours attempted and 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
61 – 66 transferred credit hours:	junior

*Students with an associate degree from a community college which has a formal articulation agreement with NAC, and students transferring from an international college or university which has a 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 for College Readiness:

North American College requires all incoming undergraduate students to take one of the Texas Success Initiative (TSI) 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 in the subjects that they failed. North American College administers the ACCUPLACER exam.

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 student has met the state college readiness standards as measured by TAKS, ACT, or SAT.

CREDIT BY EXAMINATION

North American College accepts credit transfer through credit by examination in AP (Advanced Placement), IB (International Baccalaureate) programs, and CLEP (College Level Examination Program). 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

NAC 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.

The following table lists AP courses and examinations, the semester credit hours that can be earned, and the NAC course equivalent.

AP Exam	Credit hours	NAC course equivalent
English Language and Composition	3	ENGL 1311
English Literature and Composition	3	ENGL 1312
Art History	3	ARTS 1311
Music, Listening and Literature	3	ARTS 1311
Studio Art - drawing portfolio	3	ARTS 1311
Studio Art - 2D Design	3	ARTS 1311
Studio Art - 3D Design	3	ARTS 1311
Calculus AB	3	MATH 1313
Calculus BC	6	MATH 1313 & 2315
Calculus AB sub-score for the Calculus BC	3	MATH 1313

AP Exam	Credit hours	NAC course equivalent
exam		
Statistics	3	MATH 1312
Biology	4	GEOL 1411
Chemistry	4	CHEM 1311 & 1111 or GEOL 1411
Computer Science A	3	TEAP 1311
Computer Science AB	6	TEAP 1311 & COMP 1411
Environmental Science	4	GEOL 1411
Physics B	4	PHYS 1311 & 1111 or GEOL 1411
Physics C (Electricity and Magnetism)	4	PHYS 2412 or GEOL 1411
Physics C (Mechanics)	4	PHYS 1311 & 1111 or GEOL 1411
Economics - Macroeconomics	3	ECON 2361
Economics - Microeconomics	3	ECON 2362
Government and Politics - Comparative	3	GOVT 2311
Government and Politics - U.S.	3	GOVT 2311
History – European	3	HIST 1311 or HIST 2313
History - U.S.	6	HIST 1311 & HIST 1312
History – World	3	HIST 1311
Human Geography	3	GEOG 2311 or PHIL 1311
Psychology	3	PSYC 1311 or HIST 1311

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.

The following table lists IB examinations, the semester credit hours that can be earned, and the NAC course equivalent.

IB examination	Credit hours	NAC course equivalent
Art/Design	3	ARTS 1311
Biology	4	GEOL 1411
Chemistry	4	CHEM 1311 & 1111 or GEOL 1411
Computer Science/ Computing Studies	3	TEAP 1311
Dance	3	ARTS 1311
Economics	3	ECON 2361
English - A1	6	ENGL 1311 & 1312
Film	3	ARTS 1311
Geography	3	GEOG 2311 or HIST 1311
History	3	HIST 1311
History of the Americas	3	HIST 1311
Management	3	MNGT 2341
Mathematics	3	MATH 1311
Mathematic Studies	3	MATH 1311
Music	3	ARTS 1311
Physics	4	PHYS 1311 & 1111 or GEOL 1411
Psychology	3	HIST 1311 or PSYC 1311
Theater Arts	3	ARTS 1311
Visual Arts	3	ARTS 1311

College Level Examination Program (CLEP)

The college awards college credit for most College Level Examination Program (CLEP) subject examinations. The following table lists CLEP subject examinations, the semester credit hours that can be earned, and the NAC course equivalent.

CLEP subject examination	Credit hours	NAC course equivalent
Calculus with elementary functions	3	MATH 1313
College Algebra	3	MATH 1311
Mathematics	3	MATH 1311
Pre-calculus	3	MATH 1311
Trigonometry	3	MATH 1311
General Biology	4	GEOL 1411
General Chemistry	4	CHEM 1311 & 1111 or GEOL 1411
American Government	3	GOVT 2311
History of the United States I	3	HIST 1311
History of the United States II	3	HIST 1312

CLEP subject examination	Credit hours	NAC course equivalent
Human Growth and Development	3	EDUC 1313
Introductory Psychology	3	HIST 1311 or PSYC 1311
Introductory Sociology	3	HIST 1311 or SOCI 1311
Principles of Macroeconomics	3	ECON 2361
Principles of Microeconomics	3	ECON 2362
Western Civilization I	3	HIST 1311 or HIST 2313
Western Civilization II	3	HIST 1311 or HIST 2313

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	: \$ 550
Tuition for 12-18 credit hours	: \$5,625
Per credit hour for 19 or more credits:	\$ 375

PER SEMESTER FEES

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

OTHER SEMESTER FEES

Late Registration Fee	: \$30
Late Add/Drop Fee	: \$30
Withdrawal Fee	: \$30
Late Payment Fee	: \$25

ONE-TIME STUDENT FEES

Application Fee	: \$ 0	Resident
Application Fee	: \$100	International
TSI Exam Fee	: \$ 35	
Graduation Fee	: \$ 50	

SAMPLE APPROXIMATE COST per SEMESTER

Tuition (12-18 hours)	\$5,625
Fees	\$ 225
Room	\$1,800
Meal Service	\$1,650
Books & Supplies	\$ 550
TOTAL	\$9,850

PAYMENT OF TUITION AND FEES

A student cannot complete registration and attend classes unless cleared by the Registrar's Office. 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 at NAC Cashier's Office. Payments may also be mailed to NAC Cashier's Office:

NAC Cashier's Office
3203 N Sam Houston Pkwy W.
Houston, TX 77038

Please write your NAC ID number in the memo section of your check. Students must pay close attention to payment deadlines to avoid late fees. Students will be charged \$25 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 strictly enforces the refund guidelines set by the Texas Higher Education Coordination Board. 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

Refund checks will be sent to the student's permanent mailing address (as recorded with the Registrar's Office) within 14 calendar days.

Those withdrawing students receiving any form of financial aid should also consult with the Return to Title IV policy. This policy provides information about how the students should return financial aid funds for unearned credit.

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 including federal financial aid.
- 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. 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 Federal Student 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 2012-13 to students with need. In addition, subsidized and unsubsidized federal direct loans are available to students in varying amounts depending on student's dependency status and year in the undergraduate program he/she is enrolled in.

Federal financial aid is open for application throughout the academic year of 2012-13. For more information about federal student aid, please contact the Office of Financial Aid.

College Scholarships*

Merit-based scholarships are available for qualified freshman and transfer 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 a prorated scholarship amount if available. Students will be responsible for all other expenses such as application and school fees.

* All college scholarships are provided by the Texas Gulf Foundation.

In addition, please note:

- The total amount of scholarship money awarded may vary.
- Availability of scholarships may be limited and be awarded on a first-come, first-served basis.
- NAC has the right to terminate a student's scholarship at any time without prior notice.

Application Procedure College Scholarships:

All incoming students are placed into one of the five college scholarship (NAC, Provost, President, Board, or Foundation Scholarship) groups depending on their previous academic achievements. All students are also qualified to receive academic achievement scholarships (Level 1 through 4) based on their college scholarship group.

In addition, the College offers other institutional merit based scholarships including asset scholarships (Level 1-3), International Diversity Scholarships (Level 1 and 2) and Exceptional Merit Scholarship for International Students.

Students must submit supporting documents to qualify for these College scholarships. Applications missing supporting documents may not receive full consideration. Not all students are eligible for all of the scholarship programs offered at NAC. Please read the details of each scholarship program below.

College Scholarship Application Deadlines:

- August 20 for Fall 2012
- January 7 for Spring 2013

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:

2012-13 SCHOLARSHIPS FOR U.S. RESIDENTS

Title:	FOUNDATION	Type:	Merit
Award:	\$7,000	# of awardees:	All qualifying students entering in 12-13 academic year
Eligibility Criteria:	Freshmen:	SAT 1250 (Math + Reading) or, ACT (Composite) 28 or Top 1% class rank AND SAT 1150 (Math + Reading) or Top 1% class rank AND ACT 25 (Composite)	
	Transfer students:	3.50 CGPA in both overall and transferable courses AND 50 transferrable credits	
Requirement to Renew:	Minimum of 3.50 CGPA each year (for 4 years). Failure to satisfy the CGPA requirement will result in student being demoted to a lower scholarship level.		
Title:	BOARD	Type:	Merit
Award:	\$6,000	# of awardees:	All qualifying students entering in 12-13 academic year
Eligibility Criteria:	Freshmen:	SAT 1150 (Math + Reading) or, ACT (Composite) 25 or Top 10% class rank AND SAT 1050 (Math + Reading) or Top 10% class rank AND ACT 23 (Composite)	
	Transfer students:	3.00 CGPA in both overall and transferable courses AND 40 transferrable credits	
Requirement to Renew:	Minimum of 3.00 CGPA each year (for 4 years). Failure to satisfy the CGPA requirement will result in student being demoted to a lower scholarship level.		
Title:	PRESIDENT	Type:	Merit
Award:	\$5,000	# of awardees:	All qualifying students entering in 12-13 academic year
Eligibility Criteria:	Freshmen:	SAT 1050 (Math + Reading) or, ACT (Composite) 23 or Top 20% class rank AND SAT 950 (Math + Reading) or Top 20% class rank AND ACT 20 (Composite)	
	Transfer students:	2.67 CGPA in both overall and transferable courses AND 15 transferrable credits	
Requirement to Renew:	Minimum of 2.67 CGPA each year (for 4 years). Failure to satisfy the CGPA requirement will result in student being demoted to a lower scholarship level.		
Title:	PROVOST	Type:	Merit
Award:	\$4,000	# of awardees:	All qualifying students entering in 12-13 academic year
Eligibility Criteria:	Freshmen:	SAT 950 (Math + Reading) or, ACT (Composite) 20 or Top 25% class rank or award in international/national/state academic competition	
	Transfer students:	2.50 CGPA in both overall and transferable courses AND 15 transferrable credits	
Requirement to Renew:	Minimum of 2.50 CGPA each year (for 4 years). Failure to satisfy the CGPA requirement will result in student being demoted to a lower scholarship level.		
Title:	NAC	Type:	Merit
Award:	\$3,000	# of awardees:	All qualifying students entering in 12-13 academic year
Eligibility Criteria:	Freshmen:	All enrolled students	
	Transfer students:	2.00 CGPA in both overall and transferable courses AND 15 transferrable credits	
Requirement to Renew:	Good Academic standing each year Failure to satisfy the CGPA requirement will result in student losing this scholarship.		

Title: ACADEMIC ACHIEVEMENT SCHOLARSHIP - LEVEL 1	Type: Merit
Award: \$4,000	# of awardees: All qualifying students entering in 12-13 academic year
Eligibility Criteria:	Freshmen & Transfer: Entering students who are Foundation Scholarship recipients
	Current Students: 3.50 CGPA at the end of each year
Requirement to Renew: 3.50 CGPA each year	
Title: ACADEMIC ACHIEVEMENT SCHOLARSHIP - LEVEL 2	Type: Merit
Award: \$3,000	# of awardees: All qualifying students entering in 12-13 academic year
Eligibility Criteria:	Freshmen & Transfer: Entering students who are Board Scholarship recipients
	Current Students: 3.00 - 3.49 CGPA at the end of each year
Requirement to Renew: 3.00 CGPA each year	
Title: ACADEMIC ACHIEVEMENT SCHOLARSHIP - LEVEL 3	Type: Merit
Award: \$2,000	# of awardees: All qualifying students entering in 12-13 academic year
Eligibility Criteria:	Freshmen & Transfer: Entering students who are President or Provost Scholarship recipients
	Current Students: 2.50 - 2.99 CGPA at the end of each year
Requirement to Renew: 2.50 CGPA each year	
Title: ACADEMIC ACHIEVEMENT SCHOLARSHIP - LEVEL 4	Type: Merit
Award: \$1,000	# of awardees: All qualifying students entering in 12-13 academic year
Eligibility Criteria:	Freshmen & Transfer: Entering students who are NAC Scholarship recipients
	Current Students: 2.00 - 2.49 CGPA at the end of each year
Requirement to Renew: 2.00 CGPA each year	
Title: ASSET SCHOLARSHIP - LEVEL 1	# of awardees: Select essays (based on available amount)
Award: \$3,500	Type: Merit
Eligibility Criteria for Freshmen: Students entering in 2012-2013 academic year who submit an essay	
Requirement to Renew: Academic good standing each year	
Title: ASSET SCHOLARSHIP - LEVEL 2	# of awardees: Select essays (based on available amount)
Award: \$1,500	Type: Merit
Eligibility Criteria for Freshmen: Students entering in 2012-2013 academic year who submit an essay	
Requirement to Renew: Academic good standing each year	
Title: ASSET SCHOLARSHIP - LEVEL 3	# of awardees: Select essays (based on available amount)
Award: \$500	Type: Merit
Eligibility Criteria for Freshmen: Students entering in 2012-2013 academic year who submit an essay	
Requirement to Renew: Academic good standing each year	

2012-13 SCHOLARSHIPS FOR INTERNATIONALS

Title:	FOUNDATION	Type:	Merit
Award:	\$7,000	# of awardees:	All qualifying students entering in 12-13 academic year
Eligibility Criteria:	Freshmen: SAT 1250 (Math + Reading) or, ACT (Composite) 28 or, exemplary merit displayed through international or national competitions, reference letters, certificates, credentials, national exam ranking, English proficiency, local competitions, artistic talent, etc.		
	Transfer students: 3.50 CGPA in both overall and transferable courses AND 50 transferrable credits		
Requirement to Renew:	Minimum of 3.50 CGPA each year (for 4 years). Failure to satisfy the CGPA requirement will result in student being demoted to a lower scholarship level.		
Title:	BOARD	Type:	Merit
Award:	\$6,000	# of awardees:	All qualifying students entering in 12-13 academic year
Eligibility Criteria:	Freshmen: SAT 1150 (Math + Reading) or, ACT (Composite) 25 or, outstanding merit displayed through international or national competitions, reference letters, certificates, credentials, national exam ranking, English proficiency, local competitions, artistic talent, etc.		
	Transfer students: 3.00 CGPA in both overall and transferable courses AND 40 transferrable credits		
Requirement to Renew:	Minimum of 3.00 CGPA each year (for 4 years). Failure to satisfy the CGPA requirement will result in student being demoted to a lower scholarship level.		
Title:	PRESIDENT	Type:	Merit
Award:	\$5,000	# of awardees:	All qualifying students entering in 12-13 academic year
Eligibility Criteria:	Freshmen: SAT 1050 (Math + Reading) or, ACT (Composite) 23 or, remarkable merit displayed through international or national competitions, reference letters, certificates, credentials, national exam ranking, English proficiency, local competitions, artistic talent, etc.		
	Transfer students: 2.67 CGPA in both overall and transferable courses AND 15 transferrable credits		
Requirement to Renew:	Minimum of 2.67 CGPA each year (for 4 years). Failure to satisfy the CGPA requirement will result in student being demoted to a lower scholarship level.		
Title:	PROVOST	Type:	Merit
Award:	\$4,000	# of awardees:	All qualifying students entering in 12-13 academic year
Eligibility Criteria:	Freshmen: SAT 950 (Math + Reading) or, ACT (Composite) 20 or, noteworthy merit displayed through international or national competitions, reference letters, certificates, credentials, national exam ranking, English proficiency, local competitions, artistic talent, etc.		
	Transfer students: 2.50 CGPA in both overall and transferable courses AND 15 transferrable credits		
Requirement to Renew:	Minimum of 2.50 CGPA each year (for 4 years). Failure to satisfy the CGPA requirement will result in student being demoted to a lower scholarship level.		
Title:	NAC	Type:	Merit
Award:	\$3,000	# of awardees:	All qualifying students entering in 12-13 academic year
Eligibility Criteria:	Freshmen: All enrolled students		
	Transfer students: 2.00 CGPA in both overall and transferable courses AND 15 transferrable credits		
Requirement to Renew:	Good academic standing each year Failure to satisfy the CGPA requirement will result in student losing this scholarship.		

Title:	ACADEMIC ACHIEVEMENT SCHOLARSHIP - LEVEL 1 –INT	Type:	Merit
Award:	\$4,000	# of awardees:	All qualifying students entering in 12-13 academic year
Eligibility Criteria:	Freshmen & Transfer:	Entering students who are Foundation Scholarship recipients	
	Current Students	3.50 CGPA at the end of each year	
Requirement to Renew:	3.50 CGPA each year		
Title:	ACADEMIC ACHIEVEMENT SCHOLARSHIP - LEVEL 2 –INT	Type:	Merit
Award:	\$3,000	# of awardees:	All qualifying students entering in 12-13 academic year
Eligibility Criteria:	Freshmen & Transfer:	Entering students who are Board Scholarship recipients	
	Current Students	3.00 - 3.49 CGPA at the end of each year	
Requirement to Renew:	3.00 CGPA each year		
Title:	ACADEMIC ACHIEVEMENT SCHOLARSHIP - LEVEL 3 –INT	Type:	Merit
Award:	\$2,000	# of awardees:	All qualifying students entering in 12-13 academic year
Eligibility Criteria:	Freshmen & Transfer:	Entering students who are President or Provost Scholarship recipients	
	Current Students	2.50 - 2.99 CGPA at the end of each year	
Requirement to Renew:	2.50 CGPA each year		
Title:	ACADEMIC ACHIEVEMENT SCHOLARSHIP - LEVEL 4 –INT	Type:	Merit
Award:	\$1,000	# of awardees:	All qualifying students entering in 12-13 academic year
Eligibility Criteria:	Freshmen & Transfer:	Entering students who are NAC Scholarship recipients	
	Current Students	2.00 - 2.49 CGPA at the end of each year	
Requirement to Renew:	2.00 CGPA each year		
Title:	INTERNATIONAL DIVERSITY SCHOLARSHIP - LEVEL 1	# of awardees:	First two students from each country on a first-come first-served basis; awarded upon registration
Award:	\$5,000	Type:	Merit
Eligibility Criteria:	Freshmen & Transfer:	Recipients (students entering in 2012-2013) of President-Int, Provost-Int, or NAC Scholarships who are citizens of countries heavily underrepresented on campus	
Requirement to Renew:	Good academic standing each year		
Title:	INTERNATIONAL DIVERSITY SCHOLARSHIP - LEVEL 2	# of awardees:	Next three students from each country on a first-come first-served basis; awarded upon registration
Award:	\$2,500	Type:	Merit
Eligibility Criteria:	Freshmen & Transfer:	Recipients (students entering in 2012-2013) of President-Int, Provost-Int, or NAC Scholarships who are citizens of countries heavily underrepresented on campus	
Requirement to Renew:	Good academic standing each year		

The guidelines and regulations that govern the institutional scholarships at the North American College are listed as follows:

1. Each new NAC student is automatically given one of the following college scholarships depending on previous academic achievements as demonstrated by supporting documents submitted to Admissions Office: NAC Scholarship, Provost Scholarship, President Scholarship, Board Scholarship, Foundation Scholarship. In addition each student is assigned an academic achievement scholarship which ranges from Level 1 to 4 depending on the college scholarship that he/she gets.
2. The college scholarships and academic achievement scholarships are given for one year and renewed automatically for up to 5 years given the student meets the minimum requirements to maintain the scholarship.
3. Each year in July, the Scholarships and Grants Committee convenes to evaluate the scholarship statuses of each student.
 - a. For those students who meet the minimum requirements to maintain their scholarship, their college scholarship is renewed for another year. In addition depending the student's end of year CGPA, they may be eligible to receive a higher level of academic achievement scholarship. Please check the table above to see the promotion CGPA requirements for academic achievement scholarships.
 - b. Those students who do not meet the minimum requirements for maintaining their current college scholarship level are reduced to a lower level of college scholarship. The academic achievement scholarship level is also reduced simultaneously.
4. College scholarships (NAC, Provost, President, Board and Foundation) can be renewed or reduced. Other scholarships can be renewed, reduced or promoted.
5. Students will be sent notification letters to their permanent addresses regarding the status of their scholarships in early July each year. Those students who would like to appeal to the decision of the Scholarships and Grants Committee, should do so through the financial aid office.
6. Asset Scholarships are only available for freshmen students. The Scholarship Awarding Committee evaluates the applications each year and awards those U.S. resident students depending on their scholarship application package.
7. The "Exceptional Merit Scholarship for International Students" and "Diversity Scholarships" are available for international students only. These scholarships can be renewed up to four years depending the student satisfies the minimum requirement to maintain the scholarship. Eligibility rules and minimum requirements are given below:

Example 1:

Consider a student named Jane who received the NAC Scholarship in the amount of \$3,000 and the Level 4 Academic Achievement Scholarship in the amount of \$1,000 for her first year of study as shown below:

NAC Scholarship	\$3,000
AAS – Level 4	1,000
Total Institutional Scholarships	<u>\$4,000</u>

By the end of the freshmen year Jane attempted and earned 30 credit hours and her CGPA stands at 3.12 out of 4.00.

Jane satisfies the minimum requirement of good academic standing (as described in the SAP policy) to maintain her NAC Scholarship. Because her CGPA is between 3.00 and 3.49, Jane’s AAS scholarship will be updated. She will actually be promoted to Level 2 Academic Achievement Scholarship for her Sophomore year. Thus, her updated scholarships for the second year of study will be as follows:

NAC Scholarship	\$3,000
AAS – Level 2	3,000
Total Institutional Scholarships	<u>\$6,000</u>

Jane’s college scholarships will be continuously updated at the end of her third and fourth year of study to reflect the changes in her CGPA.

Example 2:

Consider a student named Cathy who received President Scholarship in the amount of \$5,000 and Level 2 Academic Achievement Scholarship in the amount of \$2,000 for her first year of study as shown below:

President Scholarship	\$5,000
AAS – Level 3	2,000
Total Institutional Scholarships	<u>\$7,000</u>

By the end of the freshmen year Cathy attempted and earned 27 credit hours, and her CGPA stands at 2.27 out of 4.00.

At the end of her first year of study, Cathy fails to satisfy the minimum CGPA requirement of 2.67 out of 4.00 to maintain her President Scholarship. So her college scholarship will be reduced to the NAC Scholarship. In addition, her academic achievement scholarship will also be decreased. Since her CGPA is between 2.00 and 2.49, Cathy’s AAS scholarship will be lowered to the Level 4 Academic Achievement Scholarship for her Sophomore year. Thus her updated scholarships for the second year of study will be as follows:

NAC Scholarship	\$3,000
AAS – Level 1	1,000
Total Institutional Scholarships	<u>\$4,000</u>

Cathy's college scholarships will be continuously updated at the end of her third and fourth year of study to reflect the changes in her CGPA.

Exceptional Merit Scholarship for International Students

The North American College Student Services Office, complying with the College's mission to promote global cultural competency, awards the International Exceptional Merit Scholarship to international freshman students who demonstrate a strong commitment to community service and leadership as well as possess exceptional talents in art, music, sports, creative writing or entrepreneurship. The purpose of this scholarship is to create a more vibrant, diverse and student friendly College environment; therefore, awardees are expected to eagerly and frequently participate and take active role in campus activities and social events.

All candidates are evaluated by a committee based on the scholarship rubrics and qualified candidates are awarded the scholarship in various amounts depending on their evaluation score. This amount can only be used to cover tuition, housing and dining services provided by college, books purchased from college bookstore and NAC Health Insurance. However the amount of all scholarships cannot exceed the total cost of attendance.

The scholarship is renewable every year based on students' annual performance and sustained participation in community service, club and social activities recommended by the Student Services Office. Evaluation for renewals will take place in July and students will be notified of the decision in early August of each year.

The application deadline for this scholarship is August 10, 2012. To apply for this scholarship, students should submit the following documents:

- *International Exceptional Merit Scholarship application form*
- *Resume demonstrating extensive involvement in community service and leadership activities, and highlighting exceptional talents*
- *Application essay that describes the level of engagement in community service, breadth and quality of student's talents and student's passion to carry on those activities on campus*
- *Supporting documents that present the evidence of student's talents and achievements*
- *Two letters of recommendation*

All applicants will be interviewed upon receipt of the application package.

ACADEMIC POLICIES

ACADEMIC ADVISING

All incoming students are required to attend the orientation session organized by the Registrar's Office. 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. 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 prior to registering for each semester. Students work with advisors to develop a schedule of courses that will complete their degree 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 departmental/program chairs/ directors 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 Office (ISO) 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 permission from both the academic advisor and the ISO 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 degree 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 a bachelor's degree program is 12 credit hours in each regular semester.

Minimum Class Enrollment

The College reserves the right to discontinue an undergraduate 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 the 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
Pass	Credit earned without impact on the student's GPA
Fail	Failed from the course
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:

Student Progress

Grade point average (GPA)
Cumulative grade point average (CGPA)
Maximum coursework allowed
Credit hours attempted
Credit hours earned

Frequency

per semester
per semester
per semester
per academic year
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. 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. Students must successfully complete 120 credit hours for a Bachelor’s degree 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 (Academic Good Standing) 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.

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 Good Standing, 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 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 Good Standing 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".

A student who withdraws from school without proper reason is not allowed to return the school the following semester.

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.

An 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 grades will be used for calculation of CGPA.

Transfer Credit

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

Class Attendance Policy

Regular class attendance is required for students at North American College. Excessive absenteeism may lead to a reduced grade, if not an “F”. Faculty members are responsible for keeping attendance records for their courses. Each faculty must include his or her attendance policy in the course syllabus.

Excused Absences: Absences resulting from illness, participation in college approved activities, and family or other emergencies may constitute excused absences. The student must present supporting documentation to the instructor in order to make up missed class work.

Excessive Absences: More than one week of unexcused absences is considered as excessive absenteeism. The instructor may not accept late class work when the student’s absence is unexcused.

Absences on Religious Holidays: In accordance with Texas Education Code, Section 51.925, subchapter (Z), a student’s absence may be considered excused for the observance of a religious holiday. The student will be allowed to take missed examinations and complete make-up work provided that the student has notified the instructor of the planned absence in advance. “A religious holy day means a holy day observed by a religion whose place of worship is exempt from property taxation under the Texas Tax Code, Section 11.20.”

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 for Academic Affairs. The student may request the Vice President for 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 the 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 are 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

FERPA

The Family Educational Rights and Privacy Act (FERPA) protects the privacy of student educational records including financial information and prevents North American College from providing that information to any third parties. Access to student records is limited to students, parents of dependent students, and authorized school personnel.

- (i) A student is defined as "any individual who is or has been in attendance at an educational institution."
- (ii) Parents of dependent student is defined as:
 - (a) The term "dependent" means —
 - (1) a qualifying child, or
 - (2) a qualifying relative.
 - (b) The term "dependent" does not include an individual who is not a citizen or national of the United States unless such individual is a resident of the United States or a country contiguous to the United States.
 - (c) Qualifying child —
 - (1) **In general**
The term "qualifying child" means, with respect to any taxpayer for any taxable year, an individual —
 - (A) who bears a relationship to the taxpayer described in paragraph (2),

- (B) who has the same principal place of abode as the taxpayer for more than one-half of such taxable year,
- (C) who meets the age requirements of paragraph (3),
- (D) who has not provided over one-half of such individual's own support for the calendar year in which the taxable year of the taxpayer begins, and
- (E) who has not filed a joint return (other than only for a claim of refund) with the individual's spouse under section 6013 for the taxable year beginning in the calendar year in which the taxable year of the taxpayer begins.

(2) Relationship

For purposes of paragraph (1)(A), an individual bears a relationship to the taxpayer described in this paragraph if such individual is—

- (A) a child of the taxpayer or a descendant of such a child, or
- (B) a brother, sister, stepbrother, or stepsister of the taxpayer or a descendant of any such relative.

(3) Age requirements

(A) In general

For purposes of paragraph (1), an individual meets the requirements of this paragraph if such individual is younger than the taxpayer claiming such individual as a qualifying child and—

- (i) has not attained the age of 19 as of the close of the calendar year in which the taxable year of the taxpayer begins, or
- (ii) is a student who has not attained the age of 24 as of the close of such calendar year.
- (iii) Authorized school personnel includes, but is not limited to, “faculty; administrator; board member; support or clerical staff; attorney; nurse and health staff; counselor; human resources staff; information systems specialist; school security personnel; and a contractor, consultant, volunteer or other party to whom the school has outsourced institutional services or functions.”

Students can choose to restrict the release of directory information by submitting a formal request to the college to limit disclosure.

Where are complaints filed?

A parent or eligible student may file a written complaint with the Office regarding an alleged violation under the Act and this part. The Office's address is:

Family Policy Compliance Office,
U.S. Department of Education,
400 Maryland Avenue, S.W.,
Washington, DC 20202.

Public Information

North American College provides information about the college in accordance with the provisions of the Act and publishes this information in the college catalogs. The College considers the following as public information and may release or publish without the student's consent: Full name; date of birth, place of birth; major field of study; dates of attendance; degrees, honor and awards received; most recent educational institution attended; campus address and telephone number and student assigned e-mail; home address and telephone number; cell phone number; participation in special academic programs; participation in recognized student activities; participation in sports.

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. Official transcripts can be requested from the Office of Registrar for a cost of \$5.00 per copy plus mailing and handling fees of \$5. Official transcript requests from overseas will be charged an additional mailing fee.

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

Review of Academic 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.

Students have the right to inspect information in their education records. Students wishing to review their education records must make written requests to the appropriate campus official listing the item or items of interest. Students who believe that their records contain misleading information may challenge the contents of their education records and request a hearing if the outcome of their appeal is unsatisfactory. Student

education records are handled by the Registrar's Office; financial aid and billing related matters are coordinated by the Office of Financial Aid Officer and the Business Office. Students may not inspect the following as outlined by the Act: financial information submitted by their parents; confidential letters and recommendations regarding admissions, employment or job placement; education records that include information about another student.

If the campus official's decisions are in agreement with the student's request, the appropriate records will be amended. If not, the student will be notified within a reasonable period of time that the records will not be amended. If the student chooses to seek a hearing procedure, he/she must submit a request in writing to the Vice President for Academic Affairs. The student will be informed of the date, place, and time of the hearing. Students may present evidence relevant to the issues. The hearing panels to adjudicate such challenges will be the Vice President for Academic Affairs, representatives of the Vice President for Student Affairs and the corresponding Department Chair. Decisions of the hearing panels are final; necessary corrections will follow, if necessary.

If the decisions are unsatisfactory to the student, the student may initiate a grievance policy and file complaints with the Family Education Rights and Privacy Act Office (FERPA), Department of Education, Washington, D.C. 20201 and the accrediting body at:

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

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

Students seeking a baccalaureate degree in 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).

Students seeking a baccalaureate degree in Computer Science are required to complete 120 semester credit hours: 36 credits of general education, 54 credits of core courses,

and 30 credits of electives (15 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).

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 12 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 with 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, computer and information services, career and counseling services, services for individuals with disabilities, the testing center, and student organizations.

STUDENT ORIENTATION

The Registrar's Office, in participation with the Office of Student Services organizes orientation sessions for all incoming students. This orientation program enables students to better understand NAC academic programs, registration, resources, student services, career and counseling services, financial aid, and other aspects of the college experience.

LIBRARY

The North American College Library has numerous resources that include catalogued books, journals, newspapers, magazines, and electronically accessible books and periodicals. Students may find information about these resources as well as academic databases, video tutorials, archives, hours of operation, and borrowing policies on the library's website - <http://www.northamerican.edu/academics/library.html>. Electronic resources of the library may be accessed through the computer workstations in the library or any networked computer with a web browser. A login ID and password is required for on and off-campus access to online databases. The librarian is available to answer any questions about the library resources and is available for scheduled information 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.

North American College provides high-performance workstations for the students in the library and computer labs in rooms 215, 302 and 409.

CAREER SERVICES

The Student Services Office helps students pursue their academic and personal goals during and after college.

The objectives of the Career 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 career plans for students
- helps students develop resumes, portfolios, etc.
- conducts mock interviews
- helps students find practicum, internship, co-ops and volunteer jobs
- provides training for professional and personal development (workshops, seminars, etc.)

COUNSELING SERVICES

All currently enrolled students at the North American College are eligible for comprehensive counseling services most of which are free. Students should contact the Student Services Office to obtain more detailed information about services and to schedule individual appointments. In case of imminent danger, call 911.

SERVICES FOR INDIVIDUALS WITH DISABILITIES

North American College is committed to providing equal educational opportunities and full participation for students with disabilities. Reasonable accommodations can be arranged enabling students with qualified disabilities to participate in and benefit from all educational programs and activities at North American College.

TESTING CENTER

The North American College Test Center provides comprehensive testing services for North American College students, faculty, and community. The Testing Center staff is committed to providing a professional environment and a high quality of support services.

HEALTH SERVICES

A nurse's aide is available to handle minor emergencies and give health-related information. All international students taking one or more credit hours are required to purchase the United Healthcare Insurance Plan for NAC. The NAC Health insurance plan is not mandatory for domestic students, but it is highly recommended.

STUDENT ORGANIZATIONS

The Student Services Office offers leadership, recreational, social, and cultural opportunities that enhance the student's educational experience. A student organization is an organization formed and governed by students enrolled at North American College and is registered with the Student Services at NAC. There are many student organizations on campus. NAC believes these organizations are crucial to student engagement and retention.

INTERNATIONAL STUDENT OFFICE

The International Student Office (ISO) serves all incoming and currently enrolled international students at North American College. The ISO assists students in maintaining their legal status in the United States, provides support for their dependents, and promotes interaction with and integration into the North American College community.

SPORTS AND RECREATION SERVICES

North American College encourages an exercise-centered college experience that fosters lifelong healthy habits and a beneficial use of leisure time. The College promotes activities that improve the physical, social, and emotional health of the students within a safe and respectful environment.

A football/ soccer field, a basketball court, and a tennis court are available on campus. Also, several game tables are placed in the cafeteria for student use without any cost such as table tennis, a pool table and foosball.

PARKING AND TRANSPORTATION SERVICES

The North American College has adopted a parking policy to create an orderly traffic flow and equitable parking conditions on campus. Students' personal safety, the recognition of others' needs, campus appearance, and applicable laws were prime considerations in the formulation of these regulations. Facility Management administers this policy.

STUDENT LIFE POLICIES

North American College embraces several student life policies to establish a safe, responsible, and enjoyable college environment. These policies include student Details of the policies can be found in the Student Handbook. (These policies include student organizations, the dining hall, posting, liability, dress code, bacterial meningitis, etc.)

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 the Texas Gulf Foundation. The contact information for the Board President can be obtained from the 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

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. The misconducts described in the Student Handbook include, but are not limited to:

- Smoking
- Hazing
- Sexual assault and harassment
- Substance abuse
- Firearms, weapons, explosives and flammable materials
- Theft and property damage
- Fighting, intimidation, harassment and bullying
- Gambling, wagering, gaming, and bookmaking
- Unauthorized entry, possession, or use
- Failure to comply with the instructions
- False alarms
- Skateboards, rollerblades, scooters, bicycles or similar devices
- Violation of published university policies, rules or regulations
- Providing false information or misuse of records

- Financial irresponsibility

Students are also required to follow all local, state and federal laws. Any student who violates the Student Code of Conduct will be subject to disciplinary procedures as described in the Student Handbook.

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

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.

Learning Outcomes:

1. **Reason and think critically** – A capable critical thinker assesses evidence thoroughly and applies reasoning skills to draw conclusions and perform actions.
2. **Communicate and collaborate effectively** – An effective communicator and collaborator can interact and work with others using all forms of communication.
3. **Master information and technology literacy** – A master of information and technology literacy recognizes the need for information; and is able to use technology to obtain, evaluate and present the information.
4. **Develop social awareness and assume responsibility** – A socially aware and responsible person possesses an understanding and appreciation of social and cultural diversity; and contributes to society through responsible acts while embracing differences.

**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	1411	Earth Science + Lab	4	Natural Sciences
PHYS	1311/1111	General Physics +Lab		
CHEM	1311/1111	Principles of Chemistry +Lab		
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	1311	Computer Literacy	3	Computer
TEAP	1313	Office Application		

TOTAL CREDIT HOURS: 36

DEPARTMENT OF BUSINESS ADMINISTRATION

Business Administration department 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

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 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 15 of which must be departmental elective courses.

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

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 4326	Web Application Development
COMP 4353	Data Mining
COMP 4355	Object Oriented Analysis and Design
COMP 4356	Software Project Management
COMP 4357	Dependable Software Systems

Computer Networking Concentration

COMP 3324	Computer Networks
COMP 3325	Computer & Network Security
COMP 4351	Network Administration
COMP 4352	Internetworking Technology
COMP 4358	Wireless Networking
COMP 4359	Telecommunications and Networks

Hardware Engineering Concentration

COMP 3426	Logic Design
COMP 3427	Electric Circuit Analysis
COMP 3428	Computer Architecture
COMP 4360	Microprocessors Systems
COMP 4361	Digital System Design

DEPARTMENT OF EDUCATION

The Department of Education provides students with a 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, the State Board of Education Certification (SBEC) approved the 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 the SBEC 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: 36 credits in general education, 63 credits in core courses (36 credits program core + 27 credits concentration core), and 21 credits in electives (12 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 3322	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 Literature (Poetry, Drama, Fiction, and non-fiction)
ENGL 3315	Survey of British Literature I (Old, Medieval, and Renaissance English Literature and Drama)
ENGL 3317	Survey of British Literature II (Restoration, 18th, 19th, Modern, Contemporary English Literature)
ENGL 3318	American Literature (Early, 19 th Century, Modern & Contemporary American Literature)
ENGL 3319	Survey of World Literature (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

COURSE DESCRIPTIONS

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

COMMUNICATION AND LANGUAGE ARTS

ENGL R300: Basic Writing I

Cr. 3. (3-0). This course will help students to develop the writing skills needed for successful completion of college-level work. This course focuses on academic writing. It provides strategies for improving content, organization, voice, reading to write, and editing from sentences to essays. Prerequisite: None

ENGL R310: Basic Writing II

Cr. 3. (3-0). This course will help students to improve writing skills needed for successful completion of college-level work. This course focuses on academic writing. It provides strategies for improving content, organization, voice, reading to write, and editing in analytical essays and reports.

Prerequisite: None

ENGL R600: Fundamentals of Writing

Cr. 6. (6-0). This course will help students to concentrate on writing skills needed for successful completion of college-level work. This course focuses on academic writing. It provides strategies for improving content, organization, voice, reading to write, editing from sentences to essays, and editing in analytical essays and reports..

Prerequisite: None

ENGL R301: Development of Reading Skills - I

Cr. 3. (3-0). This course offers intensive instruction in fundamental reading skills. This course focuses on improving reading skills by developing vocabulary and active reading strategies such as previewing, organizing information, and identifying main ideas and supporting details.

Prerequisite: None

ENGL R311: Development of Reading Skills - II

Cr. 3. (3-0). This course offers intensive instruction in fundamental reading skills. This course focuses on developing comprehension skills. It provides systematic methods for learning college-level vocabulary, analyzing structure and ideas of written materials, and developing critical reading skills.

Prerequisite: None

ENGL R601: Basic Reading

Cr. 6. (6-0). This course offers intensive instruction in fundamental reading skills. This course focuses on improving reading skills by developing vocabulary and active reading

strategies such as previewing, organizing information, and identifying main ideas and supporting details. It provides systematic methods for learning college-level vocabulary, analyzing structure and ideas of written materials, and developing critical reading skills.

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 Literature (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 Survey of British Literature I (Old, Medieval, and Renaissance English Literature and Drama)

Cr. 3. (3-0). This course focuses 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 Survey of British Literature II (Restoration, 18th, 19th, Modern, Contemporary English Literature)

Cr. 3. (3-0). This course focuses on the study of the literature of the longer eighteenth century and nineteenth 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 American Literature (Early, 19th Century, Modern & Contemporary American Literature)

Cr. 3. (3-0). This course focuses 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 introduces 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 Survey of World Literature (Modern and Contemporary World Literature)

Cr. 3. (3-0). This course focuses on a cross-cultural survey of 20th century literature from Latin America, Africa, Asia, Europe, and the United States. It includes the 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 introduces students to the theoretical basis for and practical applications of cutting-edge instructional methods in Secondary School English Language Arts. The course focuses 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 develops 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 focuses 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: None

NATURAL SCIENCES

CHEM 1311 Principles of Chemistry

Cr. 3. (3-0). This course introduces students to the structure and properties of atoms and molecules and the states of matter, relationship of electronic structures 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 solutions, 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. Students will learn the 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 is an 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 1311

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 focuses 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 1211 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 introduces 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 2314 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 focuses 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 focuses 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: MNGT 2341, MRKT 2351
Co-requisite: FINA 3332

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 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

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 basic 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 3426: Logic Design

Cr. 4. (3-2). This course will examine the Boolean functions and their minimization. Also includes designing combinational circuits, adders, multipliers, multiplexers, and decoders. Topics include noise margin, propagation delay, bussing, memory elements: latches and flip-flops; timing; registers; counters. Although this course will touch programmable logic, PLD, FPGA, use of industry quality CAD tools for schematic capture and HDL in conjunction with FPGAs. Laboratory includes hardware design and CAD experiments.

Prerequisite: MATH 1313

COMP 3427: Electric Circuit Analysis

Cr. 4. (3-2). This course includes circuit analysis using superposition, equivalent circuits, and transient and steady-state analysis of RL, RC, and RLC circuits; applications of Laplace transform in circuit analysis; sinusoidal excitations and phasors; resonance; filters; AC steady-state analysis; coupled coils; and three-phase circuits. Includes lab demonstrating and investigating circuit analysis concepts.

Prerequisite: MATH 1313

COMP 3428: Computer Architecture

Cr. 4. (3-2). The course will cover an overview of computer systems, instruction set architecture, computer arithmetic, CPU datapath design, CPU control design, microprogramming techniques, pipelining, memory hierarchies and management. Also includes an overview of input/output sub-system, hardware description languages. Laboratory project includes microprogramming.

Prerequisite: COMP 1411

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 the administration of networked operating systems 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

COMP4358: Wireless Networking

Cr. 3. (3-0). This course will examine the area of wireless networking, looking at the unique network protocol challenges and opportunities presented by wireless communication and host or router mobility. Although it will touch on some of the important physical layer properties of wireless communications, focus will be on network protocols above the physical layer, with an emphasis on the media access control, network, and transport protocol layers.

Prerequisite: COMP 3324

COMP 4359: Telecommunications and Networks

Cr. 3. (3-0). This course covers data communications concepts, hardware, and networks as they apply to computer systems. Topics include but are not limited to signal concepts, modulation, synchronous and asynchronous transmission, RS 232, multiplexing signals, modems, communication software protocols and network configuration, open system interconnect, and LAN products.

Prerequisite: COMP 3324

COMP 4360: Microprocessors Systems

Cr. 3. (3-0). This course will explore designing with microcomputers and microcomputer interfacing. Topics include role of microcomputers compared with microprocessors and other computers, microcomputer architecture and organization, real-time control issues, assembly language programming for control, design of control software, input/output methods, design tools, and available microcomputers. Students select project and design, and construct a system including single-chip microcomputer and ancillary hardware to implement a control system.

Prerequisite: COMP 3426

COMP 4361: Digital System Design

Cr. 3. (3-0). Covers principles of digital logic and digital system design and implementation in VHDL. Topics include number systems; Boolean algebra; analysis, design, and minimization of combinational logic circuits; analysis and design of synchronous and asynchronous finite state machines; and introduction to VHDL and behavioral modeling of combinational and sequential circuits.

Prerequisite: COMP 3427

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, broadly, and 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 3317 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.

Prerequisite: None

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 individuals 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 - I

Cr. 3. (3-0). This course reviews basic arithmetic skills and pre-algebra topics that are required for the College Algebra course.

Prerequisite: None

MATH R310 Fundamentals of Mathematics-II

Cr. 3. (3-0). This course reviews elementary algebra topics that are required for the College Algebra course.

Prerequisite: None

MATH R600 Basic Mathematics

Cr. 6. (6-0). This course reviews basic arithmetic skills, pre-algebra topics, and elementary algebra topics that are required for the College Algebra course.

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: None

MATH 1313 Calculus I

Cr. 3. (3-0). : This course teaches Calculus of rational functions: limits, derivatives, applications of the derivative, anti-derivatives, 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: None

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 include 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, efficient 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 focuses 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 1312 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 students in the use of technology as an educational tool. Students will have the opportunity to explore and utilize technological 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 introduces 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 includes 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

BOARD OF DIRECTORS

The Board of the 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.

The Texas Gulf Foundation is a 501(c)(3) educational non-profit organization. The governing board members of the Foundation are James C. 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
Recayi "Reg" Pecen	President	Day to day institutional operations	Ph.D. in Electrical Engineering, University of Wyoming
Charles Green	Administrative Consultant	Advisor – Legal issues, college administration,	Ph.D. in Educational Administration, University of Texas at Austin
Coskun "Josh" Cetinkaya	Vice President - Academic Affairs	Academic affairs, compliance, and library	Ph.D. in Electrical and Computer Engineering, Rice University
John C. Topuz	Vice President - Administrative Affairs	Business Office, Human Resources, Information Technology and Facility Management	D.B.A. in Finance, Louisiana Tech University
Osman Kanlioglu	Vice President – Student Affairs	Student Activities and Clubs, Career Services, Disability Services, Dorms, Dining Services	Ph. D. in Electrical and Computer Engineering, University of Houston
Kadir Almus	Vice President – Enrolment Management	Admission, Marketing, Registrar, Financial Aid, Scholarships, ISO, Retention	Ed.D. in Educational Administration and Supervision, University of Houston

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., Mathematics Education, Bosphorus University

Kadir Almus

- **Area of teaching specialization:** Educational Leadership, Research Design, Statistical Analysis in Education
- **Rank:** Assistant Professor
- **Degrees:**
Ed.D., Educational Leadership- Admin. and Supervision, University of Houston
M.Ed., Educational Leadership- Admin. and Supervision, University of Houston
B.S., Chemistry Education, Bosphorus University

Kemal Aydin

- **Area of teaching specialization:** Software Engineering, Programming Languages, Networking, Computational Thinking, Biomedical Signal Processing
- **Rank:** Assistant Professor
- **Degrees:**
Ph.D., Computer Science, University of Arkansas at Little Rock
B.S., Computer Science, Dokuz Eylul 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

Calian Bridgemohan

- **Area of teaching specialization:** Accounting
- **Rank:** Adjunct Lecturer
- **Degrees:**
Ph.D.,(ABD) Accounting, Walden University
M.B.A., Accounting, University of Houston
B.B.A., Business Administration, Prairie View A&M University

Coskun Cetinkaya

- **Area of teaching specialization:** Computer Hardware and Networking
- **Rank:** Professor
- **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

Sirin Coskun

- **Area of Teaching Specialization:** Mathematics Education
- **Rank:** Assistant Professor
- **Degrees:**
 - Ph.D., Mathematics Education, University of Central Florida
 - M.S., Mathematics Education, Bosphorus University
 - B.S., Mathematics Education, Bosphorus 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

Can Dogan

- **Area of teaching specialization:** Economics
- **Rank:** Assistant Professor
- **Degrees:**
 - Ph. D., Economics, University of Houston
 - M.A., Economics, University of Houston
 - B.S., Industrial Engineering, Bosphorus 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

Ayse Durukan-Sonmez

- **Area of teaching specialization:** Management
- **Rank:** Assistant Professor
- **Degrees:**
 - Ph.D., Industrial Engineering, University of Houston
 - B.S., Industrial Engineering, Fatih University

Janice K. Harder

- **Area of teaching specialization:** Political Science
- **Rank:** Adjunct Professor

- **Degrees:**
Ph.D., Government and Politics, University of Maryland
M.S., Political Science, Texas A&M University
B.S.L., Theology, Ozark Christian College

Osman Kanlioglu

- **Area of teaching specialization:** Computer Science, Hardware Engineering
- **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

Gretchen K.Lutz

- **Area of teaching specialization:** English
- **Rank:** Adjunct Professor
- **Degrees:**
Ph.D., English, Rice University
M.A., English, University of Houston
B.A., English, Texas Christian University

Cristen Martin

- **Area of teaching specialization:** English
- **Rank:** Lecturer
- **Degrees:**
M.A., English, University of Louisiana at Monroe
B.A., Mass Communication, Grambling State University

Osman Nal

- **Area of Teaching Specialization:** Economics
- **Rank:** Associate Professor
- **Degrees:**
Ph.D., Economics, Rice University
M.A., Economics, Rice University
B.S., Mathematics, Bilkent University

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

Cathy A. Parks

- **Area of teaching specialization:** Finance, Accounting
- **Rank:** Adjunct Lecturer
- **Degrees:**
Ph.D.,(ABD) Finance, Walden University
M.B.A. International Business, Le Tourneau University

M.A., Accounting, Texas A&M Commerce
B.A., Business Administration, Le Tourneau University

Ahmet E. Sonmez

- **Area of teaching specialization:** Hardware Engineering, Digital Design
- **Rank:** Assistant Professor
- **Degrees:**
Ph.D., Computer Science, University of Houston
M.E.E., Electrical & Computer Engineering, University of Houston
B.S., Electronics Engineering, Fatih 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 Professor
- **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

K. Denea Stewart

- **Area of teaching specialization:** English
- **Rank:** Lecturer
- **Degrees:**
Ph.D., English, University of Houston
M.A., English Literature, University of Houston
B.A., Political Science, University of Houston

Patrick Sweeney

- **Area of teaching specialization:** History
- **Rank:** Adjunct Lecturer
- **Degrees:**
M.A., History, Butler University
B.A., History/Political Science, Purdue University

Halil Tas

- **Area of teaching specialization:** Curriculum and Instruction, Geography Teaching
- **Rank:** Associate Professor
- **Degrees:**
Ed.D., Higher Education, Oklahoma State University

M.Sc., Geography, Oklahoma State University
B.S., Geography Teaching, Black Sea Technical University

Filiz Tumel

- **Area of teaching specialization:** Mathematics
- **Rank:** Lecturer
- **Degrees:**
- Ph.D., Mathematics, University of Houston
- M.S., Mathematics, Bosphorus University
- B.S., Mathematics, Bosphorus University

John C. Topuz

- **Area of teaching specialization:** Corporate Finance
- **Rank:** Professor
- **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

Zafer Ugur

- **Area of Teaching Specialization:** Physical Science/Chemistry
- **Rank:** Assistant Professor
- **Degrees:**
- Ph.D., Chemistry, Virginia Commonwealth University
- B.S., Chemistry, Zonguldak University

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

Kamile Yagci

- **Area of Teaching Specialization:** Physical Science/Physics
- **Rank:** Assistant Professor
- **Degrees:**
- Ph.D., Physics, Southern Methodist University
- M.S., Physics, Bosphorus University
- B.S., Chemical Physics, Bosphorus University