



**GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA *Advantage!*, a menu-driven database system. The Internet address for GSA *Advantage!* is: <http://www.fss.gsa.gov>.

**INSTRUCTOR-LED TRAINING;
COURSE DEVELOPMENT & TEST ADMINISTRATION**

FSC GROUP 6930

CONTRACT NUMBER: GS-02F-0094P

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at <http://www.fss.gsa.gov>.

Period Covered by Contract:

March 4, 2004 through March 3, 2009

**POTOMAC COLLEGE
4000 Chesapeake St. N.W.
Washington DC 20016
Phone: 202-686-0876 FAX: 202-686-0818
WWW.POTOMAC.EDU**

General Services Administration
Management Services Center Acquisition Division

Pricelist current through Modification #2, dated July 7, 2006

Business Size: Small Business



- 1a. Authorized Special Item Numbers (SIN's)
Special Item No. 27-400 Instructor Led Training
Special Item No 27-500 Course Development and Test Administration
- 1b. Lowest priced model number and lowest unit price for that model for each SIN awarded in the contract. [This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.]
2. Maximum order: **\$1,000,000**
3. Minimum order: **\$100.00**
4. Geographic coverage (delivery area): **Continental United States of America (CONUS)**
5. Point(s) of production (city, county, and state or foreign country): **Not Applicable**
6. Discount from list prices or statement of net price: **Prices shown are net negotiated discount.**
7. Quantity discounts: **NONE**
8. Prompt payment terms: **NONE**
- 9a. Government purchase cards **are** accepted below the micropurchase threshold.
- 9b. Government purchase cards **are** accepted above the micropurchase threshold.
10. Foreign items (list items by country of origin). **Not Applicable**
- 11a. Time of delivery. (Contractor insert number of days.) **30 days ARO**
- 11b. Items available for expedited delivery: **Items available for expedited delivery are noted in this price list. (The Contractor may use a symbol of its choosing to highlight items in its price lists that have expedited delivery.)**
- 11c. Overnight and 2-day delivery: **Not Applicable**
- 11d. Urgent Requirements: **Not Applicable**
12. F.O.B. Point: **Destination**

13. Ordering address:

**POTOMAC COLLEGE
4000 CHESAPEAKE STREET, N.W.
WASHINGTON, D.C. 20016-1860**

14. Payment address:

**POTOMAC COLLEGE
4000 CHESAPEAKE STREET, N.W.
WASHINGTON, D.C. 20016-1860**

15. Warranty provision. **Not Applicable**

16. Export packing charges, if applicable. **Not Applicable**

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micropurchase level): **Upon Receipt**

18. Terms and conditions of rental, maintenance, and repair (if applicable). **Not Applicable**

19. Terms and conditions of installation (if applicable). **Not Applicable**

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). **Not Applicable**

20a. Terms and conditions for any other services (if applicable) **Not Applicable**

21. List of service and distribution points (if applicable). **Not Applicable**

22. List of participating dealers (if applicable). **Not Applicable**

23. Preventive maintenance (if applicable). **Not Applicable**

24. Year 2000 (Y2K) compliant: **Yes**

25. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: **Not Applicable**

26. Data Universal Number System (DUNS) number: **79 662 7354**

27. *Potomac College*. is registered in the Central Contractor Registration (CCR) database.

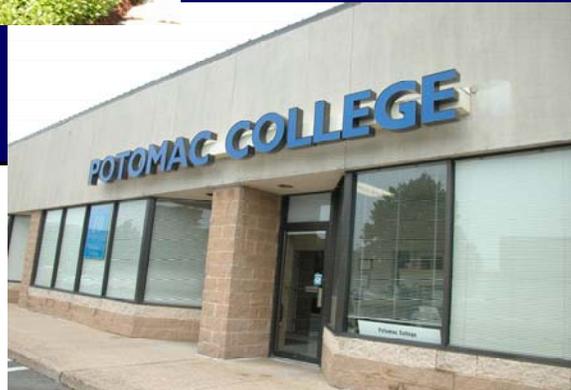
Cage Code: 1L5U3

POTOMAC COLLEGE'S AUTHORIZED GSA SCHEDULE

CONTRACT PRICING

Potomac College charges tuition and fees as follows:

Cost per Credit Hour	\$393.95	
Registration Fee (One Time)	\$75.00	<i>(Non-refundable)</i>
Application Fee	\$15.00	<i>(Non-refundable)</i>
Late Registration Fee	\$25.00	<i>(Non-refundable)</i>
DANTES Test Fee	\$79.75	<i>(Non-refundable)</i>
CLEP Test Fee	\$80.00	<i>(Non-refundable)</i>
Test Rescheduling Fee	\$10.00	<i>(Non-refundable)</i>



Academic Catalog
2006 Edition

Modification Notice:

The information in this Academic Catalog is accurate as of March 2006 and contains information relating to the 2006 academic year. Potomac College reserves the right to make corrections and amendments affecting policies, fees and curricula. Any additional information released throughout the academic year will be published in the current Academic Catalog Supplement.



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GENERAL INFORMATION

CAMPUS ADDRESSES

Main Campus

4000 Chesapeake Street, NW
Washington, DC 20016-1860
Phone: 202.686.0876
Fax: 202.686.0818

Branch Campus

1029 Herndon Parkway
Herndon, VA 20170-5524
Phone: 703.709.5875
Fax: 703.709.8972

COLLEGE WEBSITES

<http://www.potomac.edu>
<http://student.potomac.edu>
<http://studentVA.potomac.edu>

LOCATION AND ACCESS

Located within the main and branch campuses are administrative and faculty offices, classrooms, libraries, and computer facilities. Facilities are accessible to the handicapped.

HOURS OF OPERATION

Courses:

Saturday Classes: 8:30 AM - 5:05 PM
Evening Classes: 6:30 PM -10:20 PM

Administrative Offices:

Monday – Thursday: 8:00 AM - 8:00 PM
Fridays: 8:00 AM - 5:00 PM
Saturdays: 8:00 AM - 2:30 PM

Faculty Advisors are available to meet with students during designated office hours and at other times by appointment. All Faculty members are available by either telephone or e-mail during the week.

ACCREDITATION

Potomac College is accredited by the Accrediting Council for Independent Colleges

and Schools (ACICS), 750 First Street, NE, Washington, DC 20002-4241.

Potomac College is a Candidate for Accreditation by the Commission on Higher Education of the Middle States Association of Colleges and Schools, 3624 Market Street, Philadelphia, PA 19104 (215) 662.5606.

Candidacy for Accreditation is a status of affiliation with a regional accrediting commission, which indicates that an institution has achieved initial recognition and is progressing toward, but is not assured of, accreditation. It has provided evidence of sound planning, and the resources to implement its plans, and appears to have the potential for attaining its goals within a reasonable time.

Middle States Candidacy Status was awarded November 2001.

The College is approved to operate by the District of Columbia Licensure Commission.

The College is approved to operate by the State Council for Higher Education in Virginia.

The College is approved to operate by the Department of Education of the Commonwealth of Pennsylvania.

The College was awarded GSA approval in December 2004.

The College is an approved member of the Service members' Opportunity College (SOC).

COURSE START DATES

Upper Division courses (300-400 level) meet and break for seven, six-week modules each year as listed in the Academic Calendar. Lower Division courses (100-200 level) meet and break for eight, six-week modules each year as listed in the Academic Calendar.

Additional start dates may occur as determined by enrollment or community needs.

EMERGENCY CLOSING OF THE COLLEGE

In the event inclement weather forces the College to cancel and reschedule or delay classes, students are advised to listen to local radio stations, to watch local television stations or to call the College. Since the College is committed to providing all scheduled class hours, significant loss of class time related to uncontrollable circumstances will result in rescheduling additional class hours, typically in the scheduled break week.

DISCLAIMER AND CATALOG OF RECORD

The Catalog of Record for a student is the Catalog in effect when the student begins the first class of a scheduled enrollment.

The College reserves the right to change academic content and sequence, tuition and fees, calendar dates, and other policies at any time without notice.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

In compliance with the Family Educational Rights Act of 1974, also known as the *Buckley Amendment*, Potomac College hereby notifies all students of their rights in connection with educational records maintained by the College. Disclosure of student information, both financial and academic, is restricted. Except as otherwise required by law, release to anyone other than the student requires a written release from the student. Potomac College will release upon inquiry, certain directory information pertaining to a student. This information could include some or all of the following: a student's name, address, telephone listing, date and place of birth, program, current/future place of employment, dates of attendance, recognition received, participation in activities, and the previous institution most recently attended. If any or all of this information should not be released, the student must inform the College in writing

upon enrollment. For more specific details, please consult the Student Handbook.

STUDENT RECORDS ACCESS

The College enforces public law 93:380 in providing for the privacy of official student records and the rights of students to review these records. Students may review their records by making a request to the Registrar.

EQUAL OPPORTUNITY

Potomac College admits students without regard to sex, race, color, national, or ethnic origin, and accords all students the rights, privileges, programs, and activities generally made available to students at the College. The College does not discriminate on the basis of sex, race, color, national or ethnic origin, handicap, religion, or age in staff hiring, student admission, or in the administration of its policies and programs.

COMPLIANCE WITH THE CIVIL RIGHTS ACT OF 1964

Title IV of the Civil Rights Act of 1964 states that all educational institutions must meet compliance by not discriminating on the basis of sex, race, color or national origin with regard to its educational programs or activities that it operates. It is the policy of Potomac College not to discriminate on the basis of sex, race, color or national origin with regard to its programs, services or employment. Therefore, the College meets the standards of Title IV of the Civil Rights Act of 1964 with which all educational institutions must comply. Students, faculty and administrative employees should refer in writing any complaints of discrimination to the Office of the President.

SEXUAL HARASSMENT POLICY

Sexual harassment is inappropriate in a working environment and will not be tolerated. Sexual favors may not be explicitly or implicitly suggested as a term or condition of an individual's academic performance or

employment. Sexual contact and conduct with sexual overtones, which has the purpose or effect of unreasonably interfering with an individual's academic work performance or which creates an intimidating, hostile, or offensive educational or working environment, is prohibited. The College will promptly investigate complaints of sexual harassment and when necessary, take disciplinary action up to and including termination of the offending individual. Complaints of sexual harassment should be brought to the attention of the President. For complete details, please see the Student Handbook.

MAINTENANCE OF A DRUG-FREE ENVIRONMENT

Potomac College is committed to drug and alcohol abuse prevention and to the maintenance of a drug-free educational and work environment. Potomac College's policy is as follows:

- Potomac College is committed to the education of students, employees, and community members involved with the College regarding substance abuse.
- Prevention, detection, and treatment services, and to other efforts which foster such education.
- The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited at Potomac College.
- Students who violate this policy are subject to appropriate action in accordance with the policies for review and discipline established for academic dishonesty; such discipline may involve dismissal from the College.

- The Drug Policy Manual is available electronically. Printed copies of this manual are available upon request.

CAMPUS SECURITY POLICY

Potomac College is committed to providing a safe environment for students to learn and staff to work. A copy of the latest campus security report and details on how to report a crime are available online at <http://student.potomac.edu>.

POTOMAC COLLEGE IDENTIFICATION NUMBERS

The following may be required for test scores and Federal Agencies:

ACICS – DC	M01032
ACICS – VA	B01248
CLEP	01088
DANTES – DC	8855
DANTES – VA	9902
DEPT OF ED	OPE 032183
FED EIN	52-1933494
INS	BAL214F0383.000
SAT	2604
Vet. Admin.	2-9122-09
GSA Contract #	GS-02F-0094P

2006 ACADEMIC CALENDAR: LOWER DIVISION (100, 200 LEVEL COURSES)

SATURDAY CLASSES

MODULE 1 – JANUARY, FEBRUARY

CLASS MEETINGS 1/7, 1/14, 1/21, 1/28, 2/4, 2/11

MODULE 2 – FEBRUARY, MARCH, APRIL

CLASS MEETINGS 2/18, 2/25, 3/4, 3/11, 3/18, 3/25

MODULE 3 – APRIL, MAY

CLASS MEETINGS 4/1, 4/8, 4/15, 4/22, 4/29, 5/6

MODULE 4 – MAY, JUNE, JULY

CLASS MEETINGS 5/13, 5/20, 6/3, 6/10, 6/17, 6/24
HOLIDAY (NO CLASS) 5/27 (MEMORIAL DAY)

MODULE 5 – JULY, AUGUST

CLASS MEETINGS 7/1, 7/8, 7/15, 7/22, 7/29, 8/5

MODULE 6 – AUGUST, SEPTEMBER, OCTOBER

CLASS MEETINGS 8/12, 8/19, 8/26, 9/9, 9/16, 9/23
HOLIDAY (NO CLASS) 9/2 (LABOR DAY)

MODULE 7 – OCTOBER, NOVEMBER

CLASS MEETINGS 9/30, 10/7, 10/14, 10/21, 10/28, 11/4
HOLIDAY (NO CLASS)

MODULE 8 – NOVEMBER, DECEMBER, JANUARY

CLASS MEETINGS * 11/11, 11/18, 12/2, 12/9, 12/16
HOLIDAY (NO CLASS) 11/25 (THANKSGIVING)
BREAK (NO CLASS) 12/23 – 1/5/07 (WINTER BREAK)

* 1 LESS CLASS SESSION, COURSE TIME WILL BE LENGTHENED TO 8:10 AM – 5:20 PM

2006 ACADEMIC CALENDAR: LOWER DIVISION (100, 200 LEVEL COURSES)

MONDAY/WEDNESDAY CLASSES

MODULE 1 – JANUARY, FEBRUARY

CLASS MEETINGS 1 /4, 1/9, 1/11, 1/18, 1/23, 1/25, 1/30, 2/1, 2/6, 2/8, 2/13, 2/15
HOLIDAY (NO CLASS) 1/16 (MARTIN LUTHER KING BIRTHDAY OBSERVATION)

MODULE 2 – FEBRUARY, MARCH, APRIL

CLASS MEETINGS 2/22, 2/27, 3/1, 3/6, 3/8, 3/13, 3/15, 3/20, 3/22, 3/27, 3/29, 4/3
HOLIDAY (NO CLASS) 2/20 (PRESIDENT'S DAY OBSERVATION)

MODULE 3 – APRIL, MAY

CLASS MEETINGS 4/5, 4/10, 4/12, 4/17, 4/19, 4/24, 4/26, 5/1, 5/3, 5/8, 5/10, 5/15

MODULE 4 – MAY, JUNE, JULY

CLASS MEETINGS 5/17, 5/22, 5/24, 5/31, 6/5, 6/7, 6//12, 6/14, 6/19, 6/21, 6/26,
6/28
HOLIDAY (NO CLASS) 5/29 (MEMORIAL DAY)

MODULE 5 – JUNE, JULY, AUGUST

CLASS MEETINGS 7/3, 7/5, 7/10, 7/12, 7/17, 7/19, 7/24, 7/26, 7/31, 8/2, 8/7, 8/9

MODULE 6 – AUGUST, SEPTEMBER

CLASS MEETINGS 8/14, 8/16, 8/21,8/23, 8/28, 8/30, 9/6, 9/11, 9/13, 9/18, 9/20, 9/25
HOLIDAY (NO CLASS) 9/04 (LABOR DAY)

MODULE 7 – SEPTEMBER, OCTOBER, NOVEMBER

CLASS MEETINGS 9/27, 10/2, 10/4, 10/9, 10/11, 10/16, 10/18, 10/23, 10/25, 10/30,
11/1, 11/6

MODULE 8 –NOVEMBER, DECEMBER

CLASS MEETINGS 11/8, 11/13, 11/15, 11/20, 11/27, 11/29, 12/4, 12/6, 12/11, 12/13,
12/18, 12/20
HOLIDAY (NO CLASS) 11/22 (THANKSGIVING)
12/21-1/2/07 (WINTER BREAK)

2006 ACADEMIC CALENDAR: LOWER DIVISION (100, 200 LEVEL COURSES)

TUESDAY/THURSDAY CLASSES

MODULE 1 – JANUARY, FEBRUARY

CLASS MEETINGS 1/3, 1/5, 1/10, 1/12, 1/17, 1/19, 1/24, 1/26, 1/31, 2/2, 2/7, 2/9
BREAK (NO CLASS)

MODULE 2 – FEBRUARY, MARCH

CLASS MEETINGS 2/14, 2/16, 2/21, 2/23, 2/28, 3/2, 3/7, 3/9, 3/14, 3/16,
3/21, 3/23
BREAK (NO CLASS) 3/28, 3/30

MODULE 3 – APRIL, MAY

CLASS MEETINGS 4/4, 4/6, 4/11, 4/13, 4/18, 4/20, 4/25, 4/27, 5/2, 5/4, 5/9,
5/11

MODULE 4 – MAY, JUNE

CLASS MEETINGS 5/16, 5/18, 5/23, 5/25, 5/30, 6/1, 6/6, 6/8, 6/13, 6/15,
6/20, 6/22

MODULE 5 – JULY, AUGUST

CLASS MEETINGS 6/27, 6/29, 7/6, 7/11, 7/13, 7/18, 7/20, 7/25, 7/27, 8/1, 8/3,
8/8
HOLIDAY (NO CLASS) 7/4

MODULE 6 – AUGUST, SEPTEMBER

CLASS MEETINGS 8/10, 8/15, 8/17, 8/22, 8/24, 8/29, 8/31, 9/5, 9/7, 9/12, 9/14,
9/19

MODULE 7 – SEPTEMBER, OCTOBER, NOVEMBER

CLASS MEETINGS 9/21, 9/26, 9/28, 10/3, 10/5, 10/10, 10/12, 10/17, 10/19,
10/24, 10/26, 10/31

MODULE 8 – NOVEMBER, DECEMBER

CLASS MEETINGS 11/2, 11/7, 11/9, 11/14, 11/16, 11/21, 11/28, 11/30, 12/5,
12/7, 12/12, 12/14
HOLIDAY (NO CLASS) 11/23 (THANKSGIVING)
12/15 - 1/1/07 (WINTER BREAK)

2006 ACADEMIC CALENDAR: UPPER DIVISION (300, 400 LEVEL COURSES)

SATURDAY CLASSES

MODULE 1 – JANUARY, FEBRUARY

CLASS MEETINGS 1/7, 1/14, 1/21, 1/28, 2/4, 2/11
BREAK (NO CLASS) 2/18

MODULE 2 – FEBRUARY, MARCH, APRIL

CLASS MEETINGS 2/25, 3/4, 3/11, 3/18, 3/25, 4/1
BREAK (NO CLASS) 4/8

MODULE 3 – APRIL, MAY, JUNE

Class meetings 4/15, 4/22, 4/29, 5/6, 5/13, 5/20
BREAK (NO CLASS) 5/27

MODULE 4 – JUNE, JULY

CLASS MEETINGS 6/3, 6/10, 6/17, 6/24, 7/1, 7/8
BREAK (NO CLASS) 7/15

MODULE 5 – AUGUST, SEPTEMBER

CLASS MEETINGS 7/22, 7/29, 8/5, 8/12, 8/19, 8/26
BREAK (NO CLASS) 9/2

MODULE 6 – SEPTEMBER, OCTOBER

Class meetings 9/9, 9/16, 9/23, 9/30, 10/7, 10/14
Break (no class) 10/21

MODULE 7 – NOVEMBER, DECEMBER

CLASS MEETINGS 10/28, 11/4, 11/11, 11/18, 12/2, 12/9
Holiday (no class) 11/25
Break (no class) 12/16-1/5/07 (Winter Break)

2006 ACADEMIC CALENDAR: UPPER DIVISION (300, 400 LEVEL COURSES)

MONDAY/WEDNESDAY CLASSES

MODULE 1 – JANUARY, FEBRUARY

CLASS MEETINGS 1 /4, 1/9, 1/11,1/18, 1/23, 1/25, 1/30, 2/1, 2/6, 2/8, 2/13, 2/15
HOLIDAY (NO CLASS) 1/16(MARTIN LUTHER KING’S BIRTHDAY)
BREAK (NO CLASS) 2/20, 2/22

MODULE 2 – FEBRUARY, MARCH, APRIL

CLASS MEETINGS 2/27, 3/1, 3/6, 3/8, 3/13, 3/15, 3/20, 3/22, 3/27, 3/29, 4/3, 4/5
BREAK (NO CLASS) 4/10, 4/12

MODULE 3 – APRIL, MAY

CLASS MEETINGS 4/17, 4/19, 4/24, 4/26, 5/1, 5/3, 5/8, 5/10, 5/15, 5/17, 5/22, 5/24
HOLIDAY (NO CLASS) 5/29 (MEMORIAL DAY)
BREAK (NO CLASS) 5/31

MODULE 4 – JUNE, JULY

CLASS MEETINGS 6/5, 6/7, 6/12, 6/14, 6/19, 6/21, 6/26, 6/28, 7/3, 7/5, 7/10, 7/12
BREAK (NO CLASS) 7/17, 7/19

MODULE 5 – JULY, AUGUST, SEPTEMBER

CLASS MEETINGS 7/24, 7/26, 7/31, 8/2, 8/7, 8/9, 8/14, 8/16, 8/21, 8/23, 8/28, 8/30
HOLIDAY (NO CLASS) 9/4 (LABOR DAY)
BREAK (NO CLASS) 9/6

MODULE 6 – SEPTEMBER, OCTOBER

Class meetings 9/11, 9/13, 9/18, 9/20, 9/25, 9/27, 10/2, 10/4, 10/9, 10/11, 10/16,
10/18
BREAK (NO CLASS) 10/23, 10/25

MODULE 7 – NOVEMBER, DECEMBER

Class meetings 10/30, 11/1, 11/6, 11/8, 11/13, 11/15, 11/20, 11/27, 11/29, 12/4,
12/6, 12/11
HOLIDAY (NO CLASS) 11/22 (THANKSGIVING)
BREAK (NO CLASS) 12/12-1/2/07(WINTER BREAK)

2006 ACADEMIC CALENDAR: UPPER DIVISION (300, 400 LEVEL COURSES)

TUESDAY/THURSDAY CLASSES

MODULE 1 – JANUARY, FEBRUARY

CLASS MEETINGS 1/3, 1/5, 1/10, 1/12, 1/17, 1/19, 1/24, 1/26, 1/31, 2/2, 2/7, 2/9
BREAK (NO CLASS) 2/14, 2/16

MODULE 2 – FEBRUARY, MARCH

CLASS MEETINGS 2/21, 2/23, 2/28, 3/2, 3/7, 3/9, 3/14, 3/16, 3/21, 3/23, 3/28, 3/30
BREAK (NO CLASS) 4/4, 4/6

MODULE 3 – APRIL, MAY

CLASS MEETINGS 4/11, 4/13, 4/18, 4/20, 4/25, 4/27, 5/2, 5/4, 5/9, 5/11, 5/16, 5/18
BREAK (NO CLASS) 5/23, 5/25

MODULE 4 – MAY, JUNE, JULY

CLASS MEETINGS 5/30, 6/1, 6/6, 6/8, 6/13, 6/15, 6/20, 6/22, 6/27, 6/29, 7/11, 7/13
HOLIDAY (NO CLASS) 7/4
BREAK (NO CLASS) 7/6, 7/18, 7/20

MODULE 5 – JULY, AUGUST

CLASS MEETINGS 7/25, 7/27, 8/1, 8/3, 8/8, 8/10, 8/15, 8/17, 8/22, 8/24, 8/29, 8/31
BREAK (NO CLASS) 9/5, 9/7

MODULE 6 – SEPTEMBER, OCTOBER

CLASS MEETINGS 9/12, 9/14, 9/19, 9/21, 9/26, 9/28, 10/3, 10/5, 10/10, 10/12, 10/17,
10/19
BREAK (NO CLASS) 10/24, 10/26

MODULE 7 – NOVEMBER, DECEMBER

CLASS MEETINGS 10/31, 11/2, 11/7, 11/9, 11/14, 11/16, 11/21, 11/28, 11/30, 12/5,
12/7, 12/12
HOLIDAY (NO CLASS) 11/23 (THANKSGIVING)
BREAK (NO CLASS) 12/14 – 1/1/07 (WINTER BREAK)

HISTORY & PHILOSOPHY

HISTORY

Potomac College, founded in 1991, offers programs leading to the Associate of Science and Bachelor of Science degrees in fields identified as being in high demand by employers. The College is unique in that in its baccalaureate program it emphasizes the development of Theoretical Application Projects that may be applied to the workplace environment. It offers the convenience of time and location, pace of program, and the experiential learning that students seek.

The educational philosophy of Potomac College is to address the needs and learning styles of a diverse community of learners. This is evident not only in classroom delivery, but also in the structure of the academic programs. These programs have been carefully designed to integrate classroom theory and relevant practical experience. The College endeavors to maximize the tools that are available to the students to enable them to succeed.

- Instructors employ a variety of techniques to encourage learning through interactive classroom environments, collaborative work, and case studies.
- Students in the 300 and 400 level courses are able to earn up to 33 credits through Theoretical Application Projects applicable to the student's workplace.
- The cohort model allows students to develop relationships that will enhance their academic, personal, and professional growth. When students enter their junior year, they become part of a cohort, and they progress through their course of studies with that same group of students. This model provides a support mechanism that is invaluable to each student.
- The college emphasizes mastery learning, thus allowing a student every opportunity to succeed.
- The college is committed to continual self-evaluation to assess its effectiveness for the student population.

MISSION STATEMENT

Our mission is to provide quality educational experiences and opportunities to a diverse community of learners, which will challenge them to think critically, communicate effectively, achieve professional goals, and develop qualities of leadership.

GOALS

Potomac College strives to:

- Continually evaluate and review curriculum to assure relevancy and to assure that it meets the needs of the student body.
- Effectively use resources to create an environment that encourages scholarly activity and enhances the education process.
- Provide an environment that fosters students' academic, personal and professional growth.
- Continue to meet accreditation criteria and pursue additional accreditation appropriate to degree offerings.
- Create an appreciation of and provide tools and motivation for lifelong learning.
- Integrate theory and Theoretical Application Project applications.
- Foster skills in technology necessary to excel in information based society.
- Enable students to produce value-added contributions to the business community.
- Enable students to create work products that link their education to the workplace and provide benefit to the business community at large.
- Design and implement administrative processes and procedures to support the organization.
- Actively seek creative alliances with both academic and corporate communities.
- Fulfill academic and corporate citizenship responsibilities through volunteering and active support of local organizations.
- Operate with sound business practices that will ensure economic viability.

ADMISSION POLICY & PROCEDURE

GENERAL ADMISSION REQUIREMENTS

Potomac College admits students who are high school graduates, or the equivalent thereof.

Because the College operates on a non-traditional academic calendar, it is best to contact the Admissions Office for application deadlines. Applicants are encouraged to contact the Admissions Office at least four months prior to their enrollment date in order to guarantee placement in that class.

Applicants to Potomac College must:

- Attend an interview with an admissions representative.
- Submit a completed application, indicating the applicant's employment and academic history.
- Submit unofficial or official transcripts or grade reports from all previous colleges/universities attended. The College must receive official transcripts within 6 weeks of the student's first class.
- Submit grade reports or scores from any recognized college equivalency exams (CLEP, DANTES, AP).
- Submit certificates from any corporate education training programs or professional development. A student may be required to register with ACE, if official transcripts are not available from his/her company, to determine appropriate credit for corporate training programs.
- If applicable, submit a DD214 and any other military training documents (Note: an ACE military evaluation form may be required to determine appropriate credit for MOS and military training).
- Submit transcript request forms for all colleges attended.
- Submit the \$15 application fee.

Students are advised to take the English placement test since demonstrated English

ability is required for enrollment in most courses.

If a student's native language is not English, the student must complete the English placement test before registering for classes. Should the test score indicate that additional English competency is required, the Dean must first approve admission into other courses.

Additionally, for the purpose of placement, applicants have the option of waiving introductory level English and Mathematics courses (ENGL 101 and MATH 100) by meeting the following criteria within the first two modules:

1. Have transfer credit for college-level English and/or mathematics courses comparable to ENGL 101 and/or MATH 100; or
2. Submit Scholastic Aptitude Test (SAT) scores of 400 or above in the written/verbal and/or mathematics section to the Registrar's Office for evaluation via the Admissions Office; or
3. Successfully pass a Math placement exam.

Students who do not meet one of the above criteria within the first two modules will be required to take ENGL 101 and MATH 100 after the second module.

ADMISSION TO THE UPPER DIVISION DEGREE PROGRAM (AT THE JUNIOR LEVEL)

To be admitted into an Upper Division degree program, an applicant must have accumulated at least 57 semester credits of college work, including all lower-level general education requirements. Credits for portfolio submissions, CLEP or DANTES tests, or other non-traditional education must be on file before such credit may be used for eligibility for entry into the degree program. **Credits for**

substitution for degree program courses must be earned and received prior to entry into the program, and any work in progress at the time of entry must be reviewed by the initial Faculty Advisor to determine if it may be allowed for prior credit status. The applicant should be engaged in paid or unpaid work for at least 20 hours per week that will permit the student to fulfill the objectives of the theoretical application courses.

Applicants to a specific degree program, in addition to submitting the above documentation, must:

- Present evidence of computer literacy. This requirement may be met by a three-credit course in Introduction to Computers. Information Systems Degree students are required to take an additional computer course, which at a minimum would be equivalent to COMP 251.
- Be cleared by the Office of the Registrar.
- Complete a mandatory orientation.

SPECIAL STATUS STUDENTS

Applicants may apply for enrollment in non-matriculated status as a Special Status Student if they do not wish to pursue an entire degree program, or if they wish to take courses for personal enrichment only. Special Status Students are permitted to take major field core courses with permission of the Academic Dean. When a Special Status Student successfully completes 9 credits at Potomac College with a 2.0 GPA, and meets the college admission requirements, (s) he may be considered for admission as a matriculated student. Special Status students seeking to matriculate should consult their faculty advisor.

Successful completion of courses as a Special Status student does not guarantee acceptance into one of the College's degree programs. Credit earned while in Special Status will apply toward degree requirements, if the student gains acceptance into the college as a matriculated student. Course registration for Special Status students is on a space available basis.

Note that students enrolled as "Special Status Students" are not eligible for Title IV funding.

TRANSFERRING CREDIT TO POTOMAC COLLEGE

The College welcomes transfer students from other colleges, and when all admission requirements are met, students are admitted with no restrictions.

Students who have attended other post-secondary educational institutions and transfer to Potomac College may be eligible to receive transfer credit or advanced standing in the College's Associate and Bachelor degree programs, if their work at other institutions is appropriate. All applicants are considered on their individual merits. All students are required to meet the College's academic requirements to be awarded a degree.

Potomac College accepts credit earned through:

- Any award of credit by a regionally or nationally accredited higher education institution, which is recognized by the Department of Education.
- Satisfactory scores on nationally recognized college-equivalency examinations such as Advanced Placement, CLEP, and DANTES.
- Satisfactory completion of any courses evaluated and recommended for credit by the American Council on Education (ACE).
- ACE approved military training and service.
- Credits earned at technical schools based upon recognized articulation agreements.

No more than 84 semester hours of transfer credit may be applied toward a bachelor's degree; no more than 33 semester hours of transfer credit may be applied toward an associate's degree.

Prior college course work accepted for transfer credit must have been completed with at least a grade of “C” or better. Credits from courses in the business and computer-related areas may be subject to a ten-year limitation when being evaluated.

Students should request evaluation of transcripts and transfer credits immediately following acceptance to the College to avoid possible duplication of courses.

Students should be advised that the receiving institution controls transfer of credit from Potomac College to another institution and that the College’s accreditation does not guarantee transferability. Any student interested in transferring credit should check directly with the receiving institution.

The Registrar determines the acceptability of completed work as college credit. At the baccalaureate level, no more than 30 hours of transfer credit earned through non-traditional methods such as CLEP, DANTEs, and military or corporate training, may be applied to meeting graduation requirements. At the Associate’s level, no more than 15 hours of transfer credit earned through non-traditional methods may be applied. The Registrar or Dean will determine a student’s readiness to begin a degree program of his/her choice. The Dean may make exceptions, under special circumstances, for beginning the bachelor degree programs.

CREDITS IN CONCENTRATION

At the associate level:

When considering credits earned in concentration prior to entry into a degree program, credits gained from courses at the 100 or 200 level will be substituted on a one-for-one basis.

At the baccalaureate level:

When considering credits earned in concentration prior to entry into a degree program, credits gained from courses at the 300 level or higher shall be substituted on a credit-for-credit basis; credits gained from

courses at the 100 or 200 level will be substituted on a two-for-one basis.

CHANGE OF UNDERGRADUATE PROGRAM

A student pursuing an academic option or emphasis may request approval to change to a different option in any of the degree programs. However, the student should be mindful that some credits earned while enrolled in a former option might not transfer to the latter because of curricula differences. Students are strongly advised to seek academic counseling in this and other related circumstances.

REGISTRATION

Registration is the process of enrolling in courses at Potomac College. A new student registers at the College during an appointment with a member of the Admissions staff. Upon initial registration, students must pay a one-time, non-refundable registration fee of \$75.

Continuing students are required to re-register every three modules. No additional registration fee is required except a late registration fee should a student not register according to the posted registration deadlines.

When enrolled as a student at Potomac College, the student accepts the rules and regulations of the College. Any violations will be subject to appropriate action by the College.

IDENTIFICATION CARDS

Student photo identification cards are provided at a fee of \$5. ID cards may be required for library material use, admission to special student activities, and so forth. Lost cards will also be replaced at a fee of \$5.

COURSE PREREQUISITES

Successful completion of some courses is required before enrolling in other courses. Students are advised not to register in courses when one or more prerequisites are not met.

NEW STUDENT ORIENTATION

All new students are required to go through orientation. This familiarizes new students with the College’s academic policies, teaching

philosophies, and curriculum. Each new student will be required to complete the Policy and Procedure Form and the Computer Usage and Electronic Communication Policy Form indicating they have reviewed required guidelines set forth by the College and officiating agencies.

DEGREE COMPLETION PROGRAM REQUIREMENTS

Potomac College offers the following degrees at its two campuses:

Bachelor of Science in Accounting
Bachelor of Science in Government Contract Management
Bachelor of Science in Information Systems
Bachelor of Science in International Business
Bachelor of Science in Management
Associate of Science in Accounting
Associate of Science in Information Systems
Associate of Science in International Business
Associate of Science in Management
Associate of Science in Security Management

DEGREE REQUIREMENTS AT THE ASSOCIATE LEVEL

A summary of the requirements for the Associate of Science degrees for Potomac College is presented below:

63 semester credits, which must include:

- 30 credits in concentration.
 - Of those 30, a minimum of 18 credits must be earned at Potomac College.

- 33 general education credits with minimum credits as indicated:
 - English Composition: 6
 - Arts or Humanities: 3
 - General Psychology/Sociology: 3
 - Fundamentals of Mathematics: 3
 - College Algebra: 3
 - Physical Sciences: 3
 - Computer Science: 3

Additional requirements are determined according to degree program.

DEGREE REQUIREMENTS AT THE BACCALAUREATE LEVEL

A summary of the requirements for the Bachelor of Science degrees for Potomac College is presented below:

123 semester credits, which must include:

- 63 credits in concentration.
 - Of those 63, a minimum of 39 credits must be earned at Potomac College as outlined in the following sections.
 - The 39 credits earned at Potomac College must include MGMT 305, MGMT 306, 10 courses in the degree Program, and the Capstone Project. The student must complete at least one theory and/or theoretical application course in each of the required content areas of the degree program.

- 36 general education credits with minimum credits as indicated:
 - English Composition: 6
 - Arts or Humanities: 3
 - General Psychology/Sociology: 3
 - College Algebra: 3
 - Physical Sciences: 3
 - Research and Report Writing: 3
 - Computer Science: 3
 - Economics (Mgmt. Majors): 3

Additional electives and requirements are determined according to degree program.

During a students' first module (at the Junior Level) of the Bachelor Degree Program, they must meet with the appropriate Faculty Advisor to create their Graduation Plan. Based on a review of students' prior academic records, this plan will indicate what courses in the Bachelor Degree Program must be taken, if any prior credits in the area of concentration can be substituted for courses in the Bachelor Degree Program, and if any other non-degree program requirements must be satisfied for graduation.

Both the faculty advisor and student must sign the Graduation Plan, with one copy going to the student's file and one copy to the student. If this plan is not prepared and signed by the faculty advisor and student, the student may not continue into the second module.

During the fifth module, students must review their Graduation Plans with their faculty advisor to determine if the plan is being followed. At the point students are eligible for orientation for the Capstone Project, typically during the students' eighth module, they must review the plan with the faculty advisor to determine if all requirements for entering the Capstone Process have been satisfied.

PROGRAM SCHEDULE

Each degree program is offered in eleven six-week time blocks (modules). In the first ten modules, three credits may be earned for direct classroom instruction and three credits may be earned for a theoretical application course that involves a project at the student's work site that is related to an area of classroom instruction. In the eleventh module of the program, students complete a three-credit Capstone Project.

UPPER DIVISION ORIENTATION

Separately from the new student orientation, Bachelor Degree students moving to the junior level are required to complete a mandatory online orientation found on the student website at <http://student.potomac.edu>. This orientation also serves as their first class session. Students receive their first course syllabus and learn about the theory and theoretical application course requirements. Theoretical application policies and procedures are carefully detailed.

THEORETICAL APPLICATION PROCESS

Each theoretical application course requires the completion of one or more projects that apply theories and principles to the workplace, leading to a written and oral presentation. A student must work a minimum of 20 hours per week at the organization to which his or her Theoretical Application Project applies. The student must document a minimum of 60 hours of work outside the classroom that directly relates to the Theoretical Application Project. In the event that a student chooses to do a community service Theoretical Application Project in lieu of a project at the workplace, 120 documented hours outside the

classroom are required. The course instructor and the student's faculty advisor jointly determine the grade for the Theoretical application course.

During each six-week module, the theoretical application course instructor meets with students in seminars to discuss and analyze learning taking place on the job and the challenges that students may be facing with their projects. In this way, the continuity of the experiential part of the program is maintained for the students. Faculty advisors maintain contact with each student and provide supervision for successful completion of each theoretical application course.

THE THEORETICAL APPLICATION PROJECT

The Theoretical Application Project is a project or series of small projects carried out in connection with each theoretical application course. The purpose of the theoretical application course is to demonstrate the student's ability to apply theoretical concepts to the workplace. The syllabus for each theoretical application course identifies several sample projects and contains guidelines for individually designed projects. At the beginning of each theoretical application course, students work with their course instructor, their mentor, and their faculty advisor to identify the theoretical application activities to be completed by the end of the course.

The Theoretical Application Project may be an activity predefined by the instructor that a student completes in the workplace. It also may be an individually designed project of particular interest to the student or of immediate usefulness in his or her workplace. The project's purpose is simply to demonstrate the student's ability to make course-related applications to real work situations. Students may complete a Theoretical Application Project outside of their workplace and are encouraged to consider one or more community service Theoretical Application Projects during their program; in this case,

students must document 120 hours at the off-site location or on the community project.

ROLE OF THE FACULTY ADVISOR

Faculty advisors work with students to make sure that they have a plan to meet the requirements for their degree programs. The faculty advisors meet with the student to finalize their Academic Plan and notify the student of any remaining credits needed for graduation. Students must meet with their faculty advisor and must sign their agreed upon Education Plan, which identifies all course requirements for the degree. Students who do not sign their Education Plan will be stopped-out until the Plan is signed.

During the first module in the bachelor degree program, the faculty advisors meet with the students' workplace mentors to orient them to the degree program and the Theoretical Application Project Process, and are available for follow-up or subsequent contact as needed. For each Theoretical Application Project, the faculty advisors review and sign the Project Agreement Form, review the final Theoretical Application Project submission, and make sure all administrative requirements have been satisfied. If students deviate from their original Academic Plan because of a leave of absence or other reason, the faculty advisors work with them to revise their Academic Plans.

THE WORKPLACE MENTOR

Each bachelor degree student at Potomac College must have a workplace mentor. The mentor, usually the student's supervisor, but sometimes an experienced colleague, assists the student in those aspects of the program that relate directly to the workplace. In particular, the mentor facilitates the design and completion of Theoretical Application Projects by helping the student identify appropriate activities and gaining access to the people and information necessary for implementation.

For students who are self-employed or who work as consultants, a number of options for appropriate mentors exist. Some possible mentors include retired business professionals

and members of trade associations or professional organizations. Many organizations can provide students with projects and mentors through unpaid internships.

THE THEORETICAL APPLICATION PROJECT AGREEMENT

Each Theoretical Application Project requires the completion of an agreement signed by the student, his/her workplace mentor, the course instructor, and the student's faculty advisor. The student is responsible for submitting the completed, signed agreement to the course instructor by the second week of the course.

EVALUATION OF THE THEORETICAL APPLICATION COURSE

When the Theoretical Application Project is completed, the student prepares a Student Evaluation Form that allows for self-assessment. The mentor completes an assessment form regarding the student's communication and problem solving skills, and the initiative, independence, efficiency, thoroughness, and professionalism with which the student carried out the work and activities of the Theoretical Application Project. The mentor shares this evaluation of the process with the student's faculty advisor. The course instructor assesses the project itself and the instructor and the faculty advisor, taking into account information provided by the workplace mentor, will determine the grade of the theoretical application course jointly.

CAPSTONE PROCESS

In the eighth module of the bachelor degree program, students identify a program-related management problem or an opportunity for innovation that is relevant to their workplaces. This becomes the topic of their Capstone Project. Capstone seminars are held to develop ideas and monitor each student's progress. During the eleventh module, students conduct research on their identified problem and propose a solution. If feasible, students implement the solution and evaluate it. If not, they present implementation and evaluation plans. Students report the activity,

its results, and an analysis of the process through a written report and formal oral presentation. The oral presentation may be made only after all other program and degree requirements are met. The Capstone instructor and the student's faculty advisor provide supervision to the project. Three semester credits are awarded for a satisfactorily completed project.

OCCUPATIONAL AND EDUCATIONAL OBJECTIVES OF DEGREE PROGRAMS

Potomac College offers the following degree programs: the Bachelor of Science in Accounting, the Bachelor of Science in Government Contract Management, the Bachelor of Science in Information Systems, the Bachelor of Science in International Business, the Bachelor of Science in Management, the Associate of Science in Accounting, the Associate of Science in International Business, the Associate of Science in Information Systems, the Associate of Science in Management and the Associate of Science in Security Management. Within each degree program, a common core of courses provides a solid foundation for work in that field. This core is complemented by a series of courses in specialized areas to enable each student to pursue a program of studies that will provide enhanced professional and personal growth.

The following specializations are available at Potomac College under the Bachelor of Science in Management and Information Systems Degree Programs:

Bachelor of Science in Management

General Management Specialization
Health Systems Management Specialization
Religious Systems Management Specialization

Bachelor of Science in Information Systems

Info. Systems Management Specialization
Cyber Security Specialization

PROGRAM REQUIREMENTS

During the first semester of enrollment, students must meet with their faculty advisor to create the appropriate Academic Plan. The student is also provided a Student Planning Worksheet, in which the student is responsible for tracking changes to their schedule. The student must sign the worksheet; one copy of will be placed in the student's file and one copy will be given to the student. If the student takes a Leave of Absence or officially withdraws from the College prior to the first day of class, a returning student must meet with a faculty advisor to review the Academic Plan. Students must complete a minimum of 123 appropriately selected credits to earn a Bachelors degree and 63 credits to earn an Associates degree at Potomac College. General education courses taken in the first few years enable students to communicate effectively, to do basic mathematical operations, to understand the physical and social world around them, and to have a broad academic background.

DEGREE REQUIREMENTS: BACHELOR OF SCIENCE DEGREES

Bachelor of Science in Accounting Degree

This program consists of extensive specialized accounting courses as well as related business subjects and general studies. The program is designed to prepare students for entry-level positions in public accounting firms and similarly challenging positions in private, governmental and nonprofit organizations. Positions include staff accountants in public accounting firms, or in finance, tax or cost departments. Students are also prepared for graduate study and for professional certifications. Students develop proficiency in information technology while pursuing a rigorous program of accounting.

Degree Requirements

The Bachelor of Science in Accounting degree requires the successful completion of 123 semester hours of coursework to include:

- 36 semester hours in general education requirements

- 12 semester hours in accounting degree prerequisite courses
- 12 semester hours in electives
- 63 semester hours in concentration

The following course sequence will fulfill all the requirements for the Bachelor of Science in Accounting:

Course	Description	Semester Hrs
General Education Courses		
ENGL101	English Composition I	3
ENGL102 or ENGL203	English Composition II Technical Writing	3
PSYC201 or SOCI201	Principles of Psychology Introduction to Sociology	3
MATH100	Fundamentals of Math (May be waived if student successfully passes math placement exam)	3
MATH110	College Algebra (or a higher level mathematics course)	3
SCIE106 or SCIE107 or SCIE112	Survey of Natural Sciences Health Science Environmental Science or other course to fulfill the general education requirement in physical and biological sciences	3
PHIL240 or ARTS138 or COMM101	Ethics Contemporary American Film Principles of Public Speaking or other ARTS, Humanities, Music or Philosophy course to fulfill the general education requirement in Arts and Humanities	3
COMP120	Intro to Computer Science or provide evidence of computer literacy	3
ENGL295	Research and Report Writing (course should only be taken prior to entry into the Upper Division program).	3

Additional General Education Courses 9
(to include courses in the social sciences, arts, humanities, and science disciplines)

Additional Prerequisites for Accounting Program

ACCT101	Accounting I	3
ACCT203	Federal Taxes	3
ACCT210	Cost Accounting	3
ACCT212	Government Contract Accounting	3

Additional Elective Courses 12
(must be taken prior to entrance into the Upper Division program)

Required Core Courses 63
(See Program Outline – Page 33)

Total credits in BS in Accounting 123

Bachelor of Science in Government Contract Management

This program consists of extensive specialized courses in contract standards and contract implementation, as well as related business subjects and general studies. The program is designed to prepare students for positions in government contracting and the activities of government contract implementation in private companies, city and county governments, and nonprofit organizations. Positions are described as contract officers. Students develop proficiency in information technology while pursuing a rigorous program in government contract management.

Degree Requirements

The Bachelor of Science in Government Contract Management degree requires the successful completion of 123 semester hours of coursework to include:

- 36 semester hours in general education requirements

- 6 semester hours in Government Contract Management degree prerequisite courses
- 18 semester hours in electives
- 63 semester hours in concentration

The following course sequence will fulfill all the requirements for the Bachelor of Science in Government Contract Management:

Course Description Semester Hrs
General Education Courses

ENGL101	English Composition I	3
ENGL102 or ENGL203	English Composition II Technical Writing	3
PSYC201 or SOCI201	Principles of Psychology Introduction to Sociology	3
MATH100	Fundamentals of Math (May be waived if student successfully passes math placement exam)	3
MATH110	College Algebra (or a higher-level mathematics course)	3
SCIE106 or SCIE107 or SCIE112	Survey of Natural Sciences Health Science Environmental Science or other course to fulfill the general education requirement in physical and biological sciences	3
PHIL240 or ARTS138 or COMM101	Ethics Contemporary American Film Principles of Public Speaking or other ARTS, Humanities, Music or Philosophy course to fulfill the general education requirement in Arts and Humanities	3
COMP120	Intro to Computer Science or provide evidence of computer literacy	3
ENGL295	Research and Report Writing (course should only be taken prior to entry into the Upper Division program).	3

Additional General Education Courses 9
(to include courses in the social sciences, arts, humanities, and science disciplines)

Additional Prerequisites for Government Contract Management Program

BUS120 Business Law 3

MGMT238 Human Resource Mgmt 3

Additional Elective Courses 18
(must be taken prior to entrance into the Upper Division program)

Required Core Courses 63
 (See Program Outline – Page 34)

Total credits in BS in Government Contract Management 123

Bachelor of Science in Information Systems Degree

This program provides the theoretical understanding and technical expertise for the student to successfully develop and manage an organization's technical resources that are used to leverage capabilities to enhance corporate competitiveness. These resources include logical (software), physical (hardware), human (technical support specialists), and financial (budgets). The program focuses on information (data) as a resource for the organization and the technical tools and processes that can be used to manage, distribute, protect, and insure the integrity of this key asset.

INFORMATION SYSTEMS MANAGEMENT SPECIALIZATION

This specialization is designed to provide students with the ability to manage the information resources of an organization. Included are an in-depth understanding of both management principles and the fundamentals of information systems so students can function effectively in both worlds.

CYBER SECURITY SPECIALIZATION

This specialization provides individuals with the ability to design, create, and manage a secure networking environment. Included is an emphasis on technical, procedural, and physical information technology risk analysis, protection techniques and recovery skills.

Degree Requirements

The Bachelor of Science in Information Systems degree requires the successful completion of 123 semester hours of coursework to include:

- 36 semester hours in general education requirements
- 3 semester hours in information systems degree prerequisite courses
- 21 semester hours in electives
- 63 semester hours in concentration

The following course sequence will fulfill all the requirements for the Bachelor of Science in Information Systems:

Course	Description	Semester Hrs
General Education Courses		
ENGL101	English Composition I	3
ENGL102 or ENGL203	English Composition II Technical Writing	3
PSYC201 or SOCI201	Principles of Psychology Introduction to Sociology	3
MATH100	Fundamentals of Math (May be waived if student successfully passes math placement exam)	3
MATH110	College Algebra (or a higher level mathematics course)	3
SCIE106 or SCIE107 or SCIE112	Survey of Natural Sciences Health Science Environmental Science or other course to fulfill the general education requirement in physical and biological sciences	3

PHIL240 Ethics 3
 or ARTS138 Contemporary American Film
 or COMM101 Principles of Public Speaking
*or other ARTS, Humanities, Music
 or Philosophy course to fulfill the
 general education requirement in
 Arts and Humanities*

COMP120 Intro to Computer Science 3
*or provide evidence of computer
 literacy*

ENGL295 Research and Report Writing 3
 (course should only be taken prior
 to entry into the Upper Division
 program).

Additional General Education Courses 9
*(to include courses in the social sciences, arts,
 humanities, and science disciplines)*

**Additional Prerequisites for Information
 Systems Program**

COMP251 Computer Systems Tech. 3

Additional Elective Courses 21
*(must be taken prior to entrance into the Upper
 Division program)*

Required Core Courses 63
 (See Program Outline – Page 35)

**Total credits in BS in Information
 Systems** 123

**Bachelor of Science in International
 Business Degree**

This program consists of extensive specialized international business courses as well as related business subjects and general studies. The program is designed to provide students with those competencies needed for positions in global firms and similarly challenging positions in private, governmental and nonprofit organizations. Students will be prepared for graduate study in fields leading to advanced degrees in international affairs. Students develop proficiency in information technology while pursuing a rigorous program of international business.

Degree Requirements

The Bachelor of Science in International Business degree requires the successful completion of 123 semester hours of coursework to include:

- 36 semester hours in general education requirements
- 6 semester hours in International Business degree prerequisite courses
- 18 semester hours in electives
- 63 semester hours in concentration

The following course sequence will fulfill all the requirements for the Bachelor of Science in International Business:

Course Description Semester Hrs
General Education Courses

ENGL101 English Composition I 3

ENGL102 English Composition II 3
 or ENGL203 Technical Writing

PSYC201 Principles of Psychology 3
 or SOCI201 Introduction to Sociology

MATH100 Fundamentals of Math 3
 (May be waived if student
 successfully passes math
 placement exam)

MATH110 College Algebra 3
 (or a higher level mathematics
 course)

SCIE106 Survey of Natural Sciences 3
 or SCIE107 Health Science
 or SCIE112 Environmental Science
*or other course to fulfill the
 general education requirement in
 physical and biological sciences*

PHIL240 Ethics 3
 or ARTS138 Contemporary American Film
 or COMM101 Principles of Public Speaking
*or other ARTS, Humanities, Music
 or Philosophy course to fulfill the
 general education requirement in
 Arts and Humanities*

COMP120 Intro to Computer Science 3
*or provide evidence of computer
 literacy*

ENGL295 Research and Report Writing 3
(course should only be taken prior to entry into the Upper Division program).

Additional General Education Courses 9
(to include courses in the social sciences, arts, humanities, and science disciplines)

Additional Prerequisites for Government Contract Management Program

MGMT215 International Political Economy 3

MGMT235 International Business 3

Additional Elective Courses 18
(must be taken prior to entrance into the Upper Division program)

Required Core Courses 63
(See Program Outline – Page 36)

Total credits in BS in International Business 123

Bachelor of Science in Management Degree

This program provides the theoretical foundation for the student to successfully accomplish the business objectives of an organization by the effective management of scarce resources - capital, human, and physical. The program focuses on information as a resource for the organization and the manager's role in collecting, analyzing, and presenting that information in the decision making process. Students are prepared to manage in a variety of industries such as healthcare, hospitality, telecommunications, finance, government, education, or the not-for-profit sector.

GENERAL MANAGEMENT SPECIALIZATION

This specialization is designed to provide students with a broad background of managerial techniques and processes that is applicable to any type of organization. Through the combination of theory courses and appropriately selected Theoretical

application courses, students may tailor this specialization to their individual needs.

HEALTH SYSTEMS MANAGEMENT SPECIALIZATION

This specialization is designed to provide students with a solid theoretical and practical background to effectively manage human, information, and physical resources in a health care environment. The program combines a broad base of management knowledge with specialized courses in health care administration to permit students to develop the skills necessary for effective leadership. It is expected that students will complete the majority of their Theoretical Application Projects in a health care environment.

RELIGIOUS SYSTEMS MANAGEMENT SPECIALIZATION

This specialization is designed to provide students with the ability to apply effective leadership to a religious institution. The program is appropriate for an individual who is currently engaged in religious leadership or for the person who wishes to build a base of religious leadership skills in anticipation of attending seminary. It is expected that students will complete the majority of their Theoretical Application Projects at a religious institution.

Degree Requirements

The Bachelor of Science in Management degree requires the successful completion of 123 semester hours of coursework to include:

- 36 semester hours in general education requirements
- 24 semester hours in electives
- 63 semester hours in concentration

The following course sequence will fulfill all the requirements for the Bachelor of Science in Management:

Course	Description	Semester Hrs
General Education Courses		
ENGL101	English Composition I	3
ENGL102 or ENGL203	English Composition II Technical Writing	3

PSYC201 or SOCI201	Principles of Psychology Introduction to Sociology	3
MATH100	Fundamentals of Math (May be waived if student successfully passes math placement exam)	3
MATH110	College Algebra (or a higher level mathematics course)	3
SCIE106 or SCIE107 or SCIE112	Survey of Natural Sciences Health Science Environmental Science <i>or other course to fulfill the general education requirement in physical and biological sciences</i>	3
PHIL240 or ARTS138 or COMM101	Ethics Contemporary American Film Principles of Public Speaking <i>or other ARTS, Humanities, Music or Philosophy course to fulfill the general education requirement in Arts and Humanities</i>	3
COMP120	Intro to Computer Science <i>or provide evidence of computer literacy</i>	3
ECON201	Principles of Economics <i>or other related course to fulfill the general education requirement in Economics</i>	3
ENGL295	Research and Report Writing (course should only be taken prior to entry into the Upper Division program).	3
Additional General Education Courses <i>(to include courses in the social sciences, arts, humanities, and science disciplines)</i>		6
Additional Elective Courses <i>(must be taken prior to entrance into the Upper Division program)</i>		24
Required Core Courses (See Program Outline – Page 37)		63
<hr/> Total credits in BS in Management		123

DEGREE REQUIREMENTS: ASSOCIATE OF SCIENCE DEGREES

Associate of Science in Accounting Degree

This program enables students to develop the necessary skills required to analyze transactions, prepare journal entries, and post to the ledgers. Students will be able to summarize the financial information by preparing and interpreting financial statements to assist in management decision-making. . Accounting students can obtain employment as a bookkeeper, an accounts receivable clerk, and other entry-level business positions. The graduate of the associate in arts program may apply all the credits earned toward a Bachelor of Science in Accounting.

Degree Requirements

The Associate of Science in Accounting degree requires the successful completion of 63 semester hours of coursework to include:

- 33 semester hours in general education requirements
- 30 semester hours in concentration

The following course sequence will fulfill all the requirements for the Associate of Science in Accounting:

Course	Description	Semester Hrs
General Education Courses		
ENGL101	English Composition I	3
ENGL102 or ENGL203	English Composition II Technical Writing	3
PSYC201 or SOCI201	Principles of Psychology Introduction to Sociology	3
MATH100	Fundamentals of Math (May be waived if student successfully passes math placement exam)	3
MATH110	College Algebra (or a higher-level mathematics course)	3

SCIE106 or SCIE107 or SCIE112	Survey of Natural Sciences Health Science Environmental Science <i>or other course to fulfill the general education requirement in physical and biological sciences</i>	3
PHIL240 or ARTS138 or COMM101	Ethics Contemporary American Film Principles of Public Speaking <i>or other ARTS, Humanities, Music or Philosophy course to fulfill the general education requirement in Arts and Humanities</i>	3
COMP120	Intro to Computer Science <i>or provide evidence of computer literacy</i>	3
Additional General Education Courses <i>(to include courses in the social sciences, arts, humanities, and science disciplines)</i>		9
Required Core Courses (See Program Outline – Page 38)		30
<hr/> Total credits in AS in Accounting		63

Associate of Science in International Business

This program consists of specialized international business courses as well as related business subjects and general studies. The program is designed to provide students with those entry-level competencies needed for positions in global firms and similar positions in private, governmental and nonprofit organizations. Students will be prepared for entering a bachelor degree completion study in international affairs. Students develop proficiency in information technology while pursuing the associate degree program in international business.

Degree Requirements

The Associate of Science in International Business degree requires the successful completion of 63 semester hours of coursework to include:

- 33 semester hours in general education requirements
- 30 semester hours in concentration

The following course sequence will fulfill all the requirements for the Associate of Science in International Business:

Course	Description	Semester Hrs
General Education Courses		
ENGL101	English Composition I	3
ENGL102 or ENGL203	English Composition II Technical Writing	3
PSYC201 or SOCI201	Principles of Psychology Introduction to Sociology	3
MATH100	Fundamentals of Math (May be waived if student successfully passes math placement exam)	3
MATH110	College Algebra (or a higher-level mathematics course)	3
SCIE106 or SCIE107 or SCIE112	Survey of Natural Sciences Health Science Environmental Science <i>or other course to fulfill the general education requirement in physical and biological sciences</i>	3
PHIL240 or ARTS138 or COMM101	Ethics Contemporary American Film Principles of Public Speaking <i>or other ARTS, Humanities, Music or Philosophy course to fulfill the general education requirement in Arts and Humanities</i>	3
COMP120	Intro to Computer Science <i>or provide evidence of computer literacy</i>	3
Additional General Education Courses <i>(to include courses in the social sciences, arts, humanities, and science disciplines)</i>		9
Required Core Courses (See Program Outline – Page 38)		30
<hr/> Total credits in AS in Int'l Business		63

Associate of Science in Information Systems Degree

This program provides the foundation that allows students flexibility in choosing careers in which computer technology plays an integral part. Students will build knowledge with information systems fundamentals of information storage, retrieval, manipulation, transmission, communication, presentation and analysis. Students also study the computer's impact on business and industry.

Degree Requirements

The Associate of Science in Information Systems degree requires the successful completion of 63 semester hours of coursework to include:

- 33 semester hours in general education requirements
- 30 semester hours in concentration

The following course sequence will fulfill all the requirements for the Associate of Science in Information Systems:

Course	Description	Semester Hrs
General Education Courses		
ENGL101	English Composition I	3
ENGL102 or ENGL203	English Composition II Technical Writing	3
PSYC201 or SOCI201	Principles of Psychology Introduction to Sociology	3
MATH100	Fundamentals of Math (May be waived if student successfully passes math placement exam)	3
MATH110	College Algebra (or a higher-level mathematics course)	3
SCIE106 or SCIE107 or SCIE112	Survey of Natural Sciences Health Science Environmental Science <i>or other course to fulfill the general education requirement in physical and biological sciences</i>	3

PHIL240 or ARTS138 or COMM101	Ethics Contemporary American Film Principles of Public Speaking <i>or other ARTS, Humanities, Music or Philosophy course to fulfill the general education requirement in Arts and Humanities</i>	3
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COMP120	Intro to Computer Science <i>or provide evidence of computer literacy</i>	3
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Additional General Education Courses <i>(to include courses in the social sciences, arts, humanities, and science disciplines)</i>	9
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Required Core Courses (See Program Outline – Page 38)	30
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Total credits in AS in Information Systems 63

Associate of Science in Management Degree

This program provides students with an introduction to the principles of business management. In addition, students will develop knowledge of management principles, concepts, and organizational operations. This program provides students with the foundations background of managerial techniques and processes that can be used in most types of organizations. Students are prepared for entry-level positions in a variety of industries and government. Graduates of this program apply all credits earned toward a Bachelor of Science degree.

Degree Requirements

The Associate of Science in Management degree requires the successful completion of 63 semester hours of coursework to include:

- 33 semester hours in general education requirements
- 30 semester hours in concentration

The following course sequence will fulfill all the requirements for the Associate of Science in Management:

Course	Description	Semester Hrs
General Education Courses		
ENGL101	English Composition I	3
ENGL102 or ENGL203	English Composition II Technical Writing	3
PSYC201 or SOCI201	Principles of Psychology Introduction to Sociology	3
MATH100	Fundamentals of Math (May be waived if student successfully passes math placement exam)	3
MATH110	College Algebra (or a higher-level mathematics course)	3
SCIE106 or SCIE107 or SCIE112	Survey of Natural Sciences Health Science Environmental Science or other course to fulfill the general education requirement in physical and biological sciences	3
PHIL240 or ARTS138 or COMM101	Ethics Contemporary American Film Principles of Public Speaking or other ARTS, Humanities, Music or Philosophy course to fulfill the general education requirement in Arts and Humanities	3
ECON201	Principles of Economics or other related course to fulfill the general education requirement in Economics	3
COMP120	Intro to Computer Science or provide evidence of computer literacy	3
Additional General Education Courses (to include courses in the social sciences, arts, humanities, and science disciplines)		6
Required Core Courses (See Program Outline – Page 38)		30
Total credits in AS in Management		63

Associate of Science in Security Management Degree

This program consists of extensive specialized courses in computer networking and protocols used to access and transfer information over public and private networks. Basic loss prevention concepts, implementing a complete security program, protecting and assessing information assets are included in the course of studies. Program components in computer forensics include tracking offenders, hiding data, encryption, and computer investigation. Students develop an understanding of managing information technology systems while pursuing a rigorous program in security management.

Degree Requirements

The Associate of Science in Security Management degree requires the successful completion of 63 semester hours of coursework to include:

- 33 semester hours in general education requirements
- 30 semester hours in concentration

The following course sequence will fulfill all the requirements for the Associate of Science in Security Management:

Course	Description	Semester Hrs
General Education Courses		
ENGL101	English Composition I	3
ENGL102 or ENGL203	English Composition II Technical Writing	3
PSYC201 or SOCI201	Principles of Psychology Introduction to Sociology	3
MATH100	Fundamentals of Math (May be waived if student successfully passes math placement exam)	3
MATH110	College Algebra (or a higher-level mathematics course)	3

SCIE106 or SCIE107 or SCIE112	Survey of Natural Sciences Health Science Environmental Science <i>or other course to fulfill the general education requirement in physical and biological sciences</i>	3
PHIL240 or ARTS138 or COMM101	Ethics Contemporary American Film Principles of Public Speaking <i>or other ARTS, Humanities, Music or Philosophy course to fulfill the general education requirement in Arts and Humanities</i>	3
COMP120	Intro to Computer Science <i>or provide evidence of computer literacy</i>	3
Additional General Education Courses <i>(to include courses in the social sciences, arts, humanities, and science disciplines)</i>		9
Required Core Courses (See Program Outline – Page 38)		30
<hr/>		
Total credits in AS in Security Management		63

DEGREE PROGRAM OUTLINE

BACHELOR OF SCIENCE IN ACCOUNTING

MGMT 305	Organizational Communications (3 credits)
MGMT 306	Theoretical Application Project in Organizational Communications (3 credits)
ACCT 304	Intermediate Accounting I (3 credits)
ACCT 305	Theoretical Application Project in Intermediate Accounting (3 credits)
ACCT 306	Intermediate Accounting II (3 credits)
ACCT 307	Theoretical Application Project in Intermediate Accounting II (3 credits)
ACCT 308	Auditing (3 credits)
ACCT 309	Theoretical Application Project in Auditing (3 credits)
ACCT 315	Non-Profit Accounting (3 credits)
ACCT 316	Theoretical Application Project in Non-Profit Accounting (3 credits)
STAT 323	Research and Statistical Analysis (3 credits)
STAT 324	Theoretical Application Project in Research and Statistical Analysis (3 credits)
ACCT 402	Corporate Taxation (3 credits)
ACCT 403	Theoretical Application Project in Corporate Taxation (3 credits)
ACCT 408	Fraud Examination: Theory and Practice (3 credits)
ACCT 409	Theoretical Application Project in Fraud Examination: Theory and Practice (3 credits)
MGMT 411	Performance Measurement and Evaluation (3 credits)
MGMT 412	Theoretical Application Project in Performance Measurement and Evaluation (3 credits)
MGMT 427	Operations and Project Management (3 credits)
MGMT 428	Theoretical Application Project in Operations and Project Management (3 credits)
ACCT 480	Capstone Project in Accounting (3 credits)

DEGREE PROGRAM OUTLINE

BACHELOR OF SCIENCE IN GOVERNMENT CONTRACT MANAGEMENT

MGMT 305	Organizational Communications (3 credits)
MGMT 306	Theoretical Application Project in Organizational Communications (3 credits)
MGMT 308	Government Contract Law (3 credits)
MGMT 309	Theoretical Application Project in Government Contract Law (3 credits)
MGMT 319	Principles of Marketing and Advertising (3 credits)
MGMT 320	Theoretical Application Project in the Principles of Marketing and Advertising (3 credits)
MGMT 330	Purchasing & Materials Management (3 credits)
MGMT 331	Theoretical Application Project in Purchasing & Materials (3 credits)
MGMT 332	Cost & Price Analysis (3 credits)
MGMT 333	Theoretical Application Project in Cost & Price Analysis (3 credits)
MGMT 350	Contract Administration (3 credits)
MGMT 351	Theoretical Application Project in Contract Administration (3 credits)
MGMT 411	Performance Measurement and Evaluation (3 credits)
MGMT 412	Theoretical Application Project in Performance Measurement and Evaluation (3 credits)
MGMT 417	Human Resource Management (3 credits)
MGMT 418	Theoretical Application Project in Human Resource Management (3 credits)
MGMT 427	Operations and Project Management (3 credits)
MGMT 428	Theoretical Application Project in Operations and Project Management (3 credits)
STAT 323	Research and Statistical Analysis (3 credits)
STAT 324	Theoretical Application Project in Research and Statistical Analysis (3 credits)
MGMT 481	Capstone Project in Government Contract Management (3 credits)

DEGREE PROGRAM OUTLINE

BACHELOR OF SCIENCE IN INFORMATION SYSTEMS

Core Courses - All Specializations

MGMT 305	Organizational Communications (3 credits)
MGMT 306	Theoretical Application Project in Organizational Communications (3 credits)
MCAP 351	Management Support Systems (3 credits)
MCAP 352	Theoretical Application Project in Management Support Systems (3 credits)
MICS 341	Systems Analysis and Design (3 credits)
MICS 342	Theoretical Application Project in Systems Analysis and Design (3 credits)
STAT 323	Research and Statistical Analysis (3 credits)
STAT 324	Theoretical Application Project in Research and Statistical Analysis (3 credits)
MICS 461	Data Base Management (3 credits)
MICS 462	Theoretical Application Project in Data Base Management (3 credits)
MICS 455	Computer Networking and Telecommunications (3 credits)
MICS 456	Theoretical Application Project in Computer Networking and Telecommunications (3 cr.)
MICS 480	Capstone Project in Information Systems (3 credits)

Information Systems Management Specialization Courses

MGMT 315	Managerial Accounting and Financial Analysis (3 credits)
MGMT 316	Theoretical Application Project in Managerial Accounting and Financial Analysis (3 cr.)
MGMT 427	Operations and Project Management (3 credits)
MGMT 428	Theoretical Application Project in Operations and Project Management (3 credits)
MGMT 417	Human Resource Management (3 credits)
MGMT 418	Theoretical Application Project in Human Resource Management (3 credits)
MGMT 445	Strategic Planning for Information Systems Management (3 credits)
MGMT 446	Theoretical Application Project in Strategic Planning for Information Systems Mgmt. (3 cr.)

Cyber Security Specialization Courses

CBSC 345	Network Security Management I (3 credits)
CBSC 346	Theoretical Application Project in Network Security Management I (3 credits)
CBSC 365	Network Security Management II (3 credits)
CBSC 366	Theoretical Application Project in Network Security Management II (3 credits)
CBSC 435	Firewalls for Security (3 credits)
CBSC 436	Theoretical Application Project in Firewalls for Security (3 credits)
CBSC 495	Network Security Design (3 credits)
CBSC 496	Theoretical Application Project in Network Security Design (3 credits)

DEGREE PROGRAM OUTLINE

BACHELOR OF SCIENCE IN INTERNATIONAL BUSINESS

MGMT 305	Organizational Communications (3 credits)
MGMT 306	Theoretical Application Project in Organizational Communications (3 credits)
BUS 301	International Business Law (3 credits)
BUS 302	Theoretical Application Project in International Business Law (3 credits)
BUS 310	Export Procedures & Practices (3 credits)
BUS 311	Theoretical Application Project in Export Procedures & Practices (3 credits)
MGMT 303	International Business Management (3 credits)
MGMT 304	Theoretical Application Project in International Business Management (3 credits)
MGMT 324	International Marketing (3 credits)
MGMT 325	Theoretical Application Project in International Marketing (3 credits)
MGMT 411	Performance Measurement and Evaluation (3 credits)
MGMT 412	Theoretical Application Project in Performance Measurement and Evaluation (3 credits)
MGMT 417	Human Resource Management (3 credits)
MGMT 418	Theoretical Application Project in Human Resource Management (3 credits)
MGMT 420	International Banking & Finance (3 credits)
MGMT 421	Theoretical Application Project in International Banking and Finance (3 credits)
MGMT 427	Operations and Project Management (3 credits)
MGMT 428	Theoretical Application Project in Operations and Project Management (3 credits)
STAT 323	Research and Statistical Analysis (3 credits)
STAT 324	Theoretical Application Project in Research and Statistical Analysis (3 credits)
BUS 480	Capstone Project in International Business (3 credits)

DEGREE PROGRAM OUTLINE

BACHELOR OF SCIENCE IN MANAGEMENT

Core Courses - All Specializations

- MGMT 305 Organizational Communications (3 credits)
- MGMT 306 Theoretical Application Project in Organizational Communications (3 credits)
- MGMT 321 Principles of Management and Supervision (3 credits)
- MGMT 322 Theoretical Application Project in Principles of Management and Supervision (3 credits)
- MGMT 315 Managerial Accounting and Financial Analysis (3 credits)
- MGMT 316 Theoretical Application Project in Managerial Accounting and Financial Analysis (3 credits)
- STAT 323 Research and Statistical Analysis (3 credits)
- STAT 324 Theoretical Application Project in Research and Statistical Analysis (3 credits)
- MGMT 417 Human Resource Management (3 credits)
- MGMT 418 Theoretical Application Project in Human Resource Management (3 credits)
- MGMT 411 Performance Measurement and Evaluation (3 credits)
- MGMT 412 Theoretical Application Project in Performance Measurement and Evaluation (3 credits)
- MGMT 319 Principles of Marketing and Advertising (3 credits)
- MGMT 320 Theoretical Application Project in the Principles of Marketing and Advertising (3 credits)
- MGMT 480 Capstone Project in Management (3 credits)

General Management Specialization Courses

- MCAP 303 Organization and Technology of Information Management (3 credits)
- MCAP 304 Theoretical Application Project in Organization and Technology of Information Mgmt. (3cr.)
- MGMT 427 Operations and Project Management (3 credits)
- MGMT 428 Theoretical Application Project in Operations and Project Management (3 credits)
- MGMT 435 Strategic Management and Planning (3 credits)
- MGMT 436 Theoretical Application Project in Strategic Management and Planning (3 credits)

Health Systems Management Specialization Courses

- HLTH 303 Information Systems Technology for Health Programs (3 credits)
- HLTH 304 Theoretical Application Project in Information Systems Technology for Health Programs (3 cr.)
- HLTH 421 Health Care Organization and Finance (3 credits)
- HLTH 422 Theoretical Application Project in Health Care Organization and Finance (3 credits)
- HLTH 435 Strategic Health Systems Planning (3 credits)
- HLTH 436 Theoretical Application Project in Strategic Health Systems Planning (3 credits)

Religious Systems Management Specialization Courses

- RELS 303 Information Systems Technology for Religious Systems (3 credits)
- RELS 304 Theoretical Application Project in Information Systems Technology for Religious Systems (3 cr.)
- RELS 435 Strategic Religious Systems Planning (3 credits)
- RELS 436 Theoretical Application Project in Strategic Religious Systems Planning (3 credits)
- RELS 437 Contemporary Religious Systems (3 credits)
- RELS 438 Theoretical Application Project in Contemporary Religious Systems (3 credits)

DEGREE PROGRAM OUTLINE

ASSOCIATE OF SCIENCE DEGREES*

Associate of Science in Accounting

ACCT 101	Accounting I
ACCT 102	Accounting II
ACCT 201	Personal Financial Planning
ACCT 203	Federal Taxes
ACCT 210	Cost Accounting
ACCT 212	Government Contracting Accounting
BUS 201	Human Relations
BUS 120	Business Law
COMP 240	Computerized Accounting Systems
MATH 210	Business Mathematics

Associate of Science in Information Systems

BUS 201	Human Relations
COMP 200	Introduction to Spreadsheets
COMP 210	Business Presentation Graphics
COMP 226	Introduction to Database
COMP 235	Introduction to Programming & Logic
COMP 236	Survey of Operating Systems
COMP 252	Introduction to the Internet
COMP 261	Network and Operating Systems
MATH 210	Business Mathematics
MGMT 221	Contemporary Management Practices

Associate of Science in International Business

BUS 201	Human Relations
BUS 120	Business Law
BUS 224	Foreign Area Studies
MATH 210	Business Mathematics
MGMT 215	International Political Economy
MGMT 217	Organizational Diversity
MGMT 218	International Economics
MGMT 221	Contemporary Management Practice
MGMT 235	International Business
POLS 273	International Relations

Associate of Science in Management

BUS 110	Foundations of Business
BUS 120	Business Law
BUS 220	Small Business Management
BUS 240	Business Ethics
MATH 210	Business Mathematics
MGMT 221	Contemporary Management Practices
MGMT 230	Organizational Behavior
MGMT 235	International Business
MGMT 238	Human Resource Management
MRKT 110	Principles of Marketing

Associate of Science in Security Management

BUS 201	Human Relations
COMP 140	Data Communication & Networking
COMP 215	Security Administration I
COMP 216	Security Administration II
COMP 225	Security and Loss Prevention
COMP 230	Computer Forensics
COMP 245	Cyber Law
COMP 252	Introduction to the Internet
MATH 210	Business Mathematics
MGMT 221	Contemporary Management Practices

**All Associate degree courses in areas of concentration are 3 credits.*

ACADEMIC POLICIES

GRADING

Students receive a grade in each course for which they are registered. Each course syllabus indicates the relationship between course components and assignments in determining the final grade. Faculty members submit grades within one week after the last day of classes; the Registrar’s office posts grades within one week. Grade reports are distributed to students by the second week following the last day of classes. Any concerns regarding a grade received in a course must be addressed during the module following completion of the course.

Grades of plus (+) and minus (-) are used in assigning grades and determining the grade point average (GPA). Quality points, used in determining the GPA, are assigned as follows:

Grade	Quality Points	Grade	Quality Points
A	4.00	C	2.00
A-	3.75	C-	1.75
B+	3.50	D+	1.50
B	3.00	D	1.00
B-	2.75	D-	0.75
C+	2.50	F	0.00

- A** Outstanding – Exceeds all requirements and expectations; demonstrates sustained and excellent analytic, synthetic, integrative, and/or creative skill; shows an unusual degree of intellectual initiative.
- A-** Excellent – Exceeds most requirements and expectations; demonstrates excellent analytic, synthetic, integrative, and/or creative skill.
- B+** Superior – Exceeds most requirements and expectations in one or more ways; demonstrates creativity and originality in a variety of ways.
- B** Very Good – Exceeds many requirements and expectations in one or more ways; demonstrates creativity and originality.
- B-** Good – Meets all requirements and expectations and exceeds a number in one or more ways; demonstrates better than average analytic, synthetic, integrative, and/or creative skill.
- C+** Above Average – Meets all requirements and expectations and exceeds some in one or more ways; demonstrates better-than-average analytic, synthetic, integrative, and/or creative skill.
- C** Satisfactory – Meets, but does not significantly exceed, all requirements and expectations.
- C-** Below Average – Meets nearly all requirements and expectations but fails to meet the standard in some relatively minor area; work retains some academic value; a warning grade.

- D+** Poor – Fails to meet some aspects of requirements or expectations.
- D** Very Poor – Fails to meet a number of aspects of requirements or expectations.
- D-** Extremely Poor – Fails to meet a number of significant aspects of requirements and expectations; the work has little academic merit.
- F** Failure – Fails to meet basic requirements and expectations.
- P** Indicates the student has passed the course with a “C” level grade or better; a “P” is not included in determining the GPA, but does represent satisfactory progress toward the degree.
- AU** Indicates auditing of class for no credit; not included in determining the GPA.
- I** Indicates special circumstances that cause the student to delay course completion; not included in determining the GPA and does not represent satisfactory progress toward the degree, but does count toward credits attempted when determining satisfactory progress.
- W** Indicates that the student has withdrawn from the course after the add/drop period; not included in determining the GPA but does count toward hours attempted when determining satisfactory progress.
- EX** Indicates student was exempted from the course; no credits are awarded for exempted courses.
- R** Indicates course was repeated; only higher grade used for computing the GPA.
- DR** Indicates student dropped a course during the add/drop period; not included in determining the GPA and not counted toward hours attempted when determining satisfactory progress.
- NG** Indicates that no grade was given by the instructor due to unusual circumstances, no credit is awarded; also indicates that the student submitted work yet the instructor is in the process of grading coursework. Not included in GPA, but would count as a course attempted.
- IP** Indicates a course in which the student is currently enrolled (in progress) or a course for which the student is pre-registered.

GRADE CHANGES

See current catalog supplement for specific information on grade changes.

ACADEMIC CREDIT

All academic work at Potomac College is evaluated in terms of the semester hour, the standard credit commonly used in colleges and universities. A credit represents 15 hours of class time; a typical three-credit course meets for 45 hours in a six-week module.

DEAN'S LIST AND PRESIDENT'S LIST

Students with grade point averages of 3.5 or higher are placed on the Dean's List. Students with grade point averages of 3.85 or higher are placed on the President's List. These lists are computed after thirty credits in the Lower Division program, if applicable, and at the midpoint and end of the Upper Division program. Students with outstanding incomplete grades are not eligible for this honor.

INCOMPLETE

The grade of "I" (incomplete) is intended for use on those occasions when circumstances beyond the student's control, such as an illness or family emergency, make it impossible to complete a portion of the course. In the case of an Theoretical application course, a change in work assignments or workplace mentor could constitute a legitimate reason for requesting an incomplete. An "Incomplete Contract" must be signed by the student and the course instructor. Normally, course work must be completed within the following six weeks. Failure to complete the work by the time indicated will result in the "I" being changed to an "F" or the grade indicated on the "Incomplete Contract." Under extenuating circumstances, the Dean may make an exception to this policy.

AUDIT

Auditing is permitted for a student who wishes to take a course for personal enrichment. The student will receive no credit for an audited course.

COURSE REPETITION

Beginning January 1, 2004, students who find a need to repeat a class may do so at the current tuition rate. Credit for the same course will be counted only once under credit hours earned. The record of both registrations for the course will remain on the transcript with the first registration being noted as a "repeat." The credits associated with both registrations will be added into the hours attempted (maximum time frame) and therefore, enter into the computation of satisfactory standards of academic progress. Repeating courses may affect financial aid

eligibility. Students should consult the Financial Aid Office for further information.

SECOND BACHELOR DEGREE FROM POTOMAC COLLEGE

Students who have completed all requirements in one major program may complete a second B.S. degree in another major program at the College. The second degree requires completion of 33 credits, including five program courses and related theoretical application courses and a Capstone Project in the new field.

COURSE WITHDRAWAL

Students may drop a course before the third session without incurring a financial obligation and without any notation of registration for the course being made on the transcript. Please note that night classes meet for one session each evening, Saturday classes are made up of two sessions, morning and afternoon. When withdrawing after the ADD/DROP period, and up until the last session of the course, a notation of "W" will be given. Students who withdraw after the last session of the course will receive an F in the course. Please see the Refund Policy for financial obligations incurred when withdrawing from a course. A request form for a course withdrawal is located on the student website. Marks of "W" are not included in computing the cumulative grade point average (CGPA), but are used in determining satisfactory progress toward the degree.

PROGRAM WITHDRAWAL

Students wishing to withdraw from the College must complete the Withdrawal from the Institution Form and submit it to the Registrar's Office. The Registrar will make written notification of the withdrawal.

LEAVE OF ABSENCE

Students in good standing who find it necessary to interrupt their education may take a leave of absence of up to 2 modules per academic year. The Leave of Absence (LOA) form must be submitted to the Registrar's Office before the last ADD/DROP date of the module to receive an approved leave. Failure to return at the end of an approved leave of absence will result in the

student being withdrawn from the College. The effective day of the withdrawal will be the last date of the leave of absence. A leave of absence will not adversely affect satisfactory progress toward a degree. A student may take no more than two modules in an academic year for a leave of absence.

READMISSION

All students seeking readmission must gain financial and academic clearance from the College before they can return. Any student returning from a withdrawal status will return at the current tuition rate.

- Students who have been withdrawn from Potomac College for less than one year may be readmitted without having to reapply.
- Students who have been withdrawn for more than one year must reapply and reregister.

If the student has enrolled in another institution after withdrawing from Potomac College, official transcripts will be needed from that institution prior to readmission to the College. Please contact the Student Services Department for further details on reentry.

CHANGE OF MAJOR

If a student changes majors, a new maximum time frame is calculated based on the credits earned that apply to the new major. Students may change majors more than once only with the expressed permission of the Dean.

ACADEMIC PROGRESS

All students must meet established minimum standards of achievement with regard to cumulative grade point average (CGPA) and successful course completion while enrolled at the institution.

The student's progress will be evaluated in accordance with the charts below to determine satisfactory academic progress.

The student must complete his or her educational program for graduation in a period no longer than 1.5 times the standard program length, based on the number of credits determined as outlined above. For example, if a student needed 63 credits to graduate, the "standard program" length is 63 credits. The maximum time frame (MTF) is 1.5 times this figure or 94 credits. Evaluation of progress will be conducted when the student has attempted 25%, 50%, and 75% of the maximum number of credits.

Using the example above, with a maximum time frame of 94 credits, the student is evaluated when he/she has attempted 23 credits (25% of 94), 47 credits (50% of 94), and 70 credits (75% of 94).

The chart below depicts the required CGPA and the percentage of credits that must be successfully completed at each of the evaluation points:

Evaluation Point for Credit Completed	Min. CGPA	Min. Successful Credits Attempted	Outcome if Failure to Meet Standards
25% of MTF	1.60	67%	Probation
50% of MTF	2.0	67%	Extended enrollment contract or dismissal
75% of MTF	2.0	67%	Extended enrollment contract or dismissal
100% of MTF	2.0	67%	Degree cannot be awarded

In addition to the previously stated assessment points based on maximum time frame, each student is also evaluated at the end of each academic year as follows:

Year End Evaluation Points	Minimum CGPA	Minimum Course Completion	Outcome if Failure to Meet Standards
End of 1 st semester End of 1 st year	1.60 2.0	67% 67%	Probation
End of 3 rd semester End of 2 nd year	2.0 2.0	67% 67%	Extended enrollment Contract or dismissal
End of 4 th semester End of 3 rd year	2.0 2.0	67% 67%	Extended enrollment Contract or dismissal
End of 5 th semester and any subsequent semesters	2.0	67%	Extended enrollment Contract or dismissal

PROBATION

Students who are placed on probation in accordance with the standards outlined in the two charts above will remain on probation until satisfactory standards have been met, for a period not to exceed three modules. Failure to meet the specified standards of academic progress at the end of the three-module time allotment will result in either an extended enrollment status or dismissal. The student is considered to be maintaining satisfactory progress while on probation and remains eligible for Title IV aid. A student is removed from probationary status when he or she once again meets the satisfactory standards of progress.

ACADEMIC LEAVE OF ABSENCE

A student is placed on an Academic Leave of Absence when (s) he fails to meet the academic requirements established by the College. This includes several incompletes and/or failing grades. The Academic Dean will determine when a student is ready for readmission based on submission of grades and Satisfactory Academic Progress.

EXTENDED ENROLLMENT STATUS

Students who fail to meet the satisfactory standards outlined above may be placed on extended enrollment status with the express permission of the Dean. This status cannot extend for more than three modules and may be

granted only once during the course of the program.

During the period of extended enrollment, the student must attempt to correct the academic deficiencies in accordance with an Extended Enrollment Academic Plan as developed in conjunction with the student's Faculty Advisor.

COURSE REPETITIONS

Course repetitions during the period of extended enrollment are done so at the current tuition rate. Students are not eligible for Title IV aid during extended enrollment.

All classes attempted during the period of extended enrollment will be counted toward the Satisfactory Standards of Progress measures, and the student must still abide by the maximum time frame constraints.

At the end of the period of extended enrollment as specified in the academic plan, the student may be reinstated after the Registrar conducts an academic evaluation. The student is reinstated on academic probation for a period not to exceed three modules and is again eligible for Title IV aid.

REINSTATEMENT POLICY

Students who have been dismissed and who wish to return may petition the College for

reinstatement. All petitions for reinstatement must be submitted in writing to the reinstatement committee that is designated by the Dean. This committee will include, but is not necessarily limited to, the Registrar, a Faculty Member and/or a Faculty Advisor. Appeals of a decision of the reinstatement committee may be made to the Dean. All appeals must be submitted in writing.

Dismissed students will be allowed to resume the program only after the following conditions have been met:

1. A minimum of one module has elapsed.
2. Incomplete course work, if any, has been satisfactorily completed.
3. An educational plan has been further developed with their Faculty Advisor.

Reinstated students will remain on probation for two consecutive course modules. When the student has satisfactorily completed incomplete work, the GPA and the successful completion percentage are recalculated.

APPEALS PROCESS AND MITIGATING CIRCUMSTANCES

Any student placed on probationary status or who fails to achieve the minimum standards of progress has the opportunity to appeal the action. Appeals must be made in writing to the Dean within 30 days of any determination. Each appeal evaluation is an individual judgment based on that student's record and personal circumstances. A decision will be made within 30 days of submission of the written petition. Some examples of mitigating circumstances for which an appeal may be made are: illness, death of a family member, employment responsibilities, or change in the program of a student. Appropriate documentation must accompany an appeal.

STUDENT GRIEVANCE PROCEDURE

It is the College's objective to maintain good communications and to assure that the concerns of all members of the College community (students, staff, and faculty) are addressed fairly and in a timely manner. To accomplish this, the

following process should be used in seeking resolution of a student's concerns:

- Step 1: Discuss with the course instructor (if appropriate).
Step 2: Discuss with the Faculty Advisor.
Step 3: Discuss with the Dean.
Step 4: Formal appeal to the Dean.

At the fourth step, grievances must be submitted in writing to the Dean within 30 days of the event. The Dean will appoint a College Grievance Committee to investigate the facts and make a recommendation in these cases. The College Grievance Committee will meet within 30 days of receipt of a written grievance. The Dean has the final decision on all cases.

When a final decision has been reached, the Dean will notify in writing all relevant parties. If a grade change or other record revision is required, the Dean will notify the Registrar who will make the appropriate change to the student's records.

At the conclusion of the grievance procedure, the student may contact, in writing, the Accrediting Council for Independent Colleges and Schools (ACICS) at 750 First Street NE, Washington, DC 20002-4241.

CLASS ATTENDANCE

The faculty at Potomac College believes that attendance is necessary in order to meet course and program objectives. Attendance at every class is important for the following reasons:

- Our teaching strategies place emphasis on case analysis and experiential learning within the structured environment of the classroom.
- The objectives of communication and leadership require student interaction in the classroom.

Students who miss more than four class sessions (4 evening class sessions equals 2 Saturday classes) in a given course must have a written plan, agreed to by the course instructor and

student, for completing the work enabling the student to pass the course.

Within this general policy, each instructor establishes the attendance expectations for the course based on the principle that students should attend all classes or make up work for any missed class without imposing an unreasonable burden on the instructor or fellow class members. Faculty, as a factor in grade determination, may use attendance and participation in classes and seminars. Attendance information is included in each course syllabus.

THEORETICAL APPLICATION SEMINAR ATTENDANCE

Six one-hour seminars are required for each theoretical application course. These seminars assist students in developing their theoretical application topics, identifying available resources for researching the topic, troubleshooting problems, and getting assistance from faculty and peers in resolving problems. In addition, the seminars provide reinforcement of communication skills through project presentations and provide an opportunity for instructors or faculty advisors to monitor research progress. If students must miss a theoretical application seminar, substitute activities are required to achieve these goals. Faculty may use seminar attendance as a component of the theoretical application course grade.

MAINTENANCE OF RECORDS

The Registrar maintains student academic records. Students receive written notification of the grade awarded in each course within two weeks after course completion. If a grade change occurs as a result of the removal of an incomplete grade or the correction of a recording error, a corrected grade will be sent to the student within two weeks. Official transcripts will be sent to other education institutions, prospective/current employers, etc., upon the student's completion of a Transcript Request Form. Student accounts must be paid in full in order for transcripts to be released.

ACADEMIC INTEGRITY AND ETHICS

The goal of the Academic Integrity Policy is to provide all members of the College with a guide as to what constitutes appropriate research and reporting methodologies in the academic community and to provide assurance that each student will be able to work in an atmosphere free of intellectual dishonesty. Breaches of the Academic Integrity Policy are considered to be serious violations of trust and may result in censure, failure, or dismissal from the College.

Academic dishonesty may take many forms, and each is considered to be an equally serious offense. Among the more common forms of academic dishonesty are cheating, fabrication, and plagiarism:

- **Cheating** – Cheating includes the intentional giving or receiving (or attempts thereof) of any assistance not authorized in advance by the instructor, including the use of notes, copying, or prior knowledge of examination materials.
- **Fabrication** – Fabrication includes the intentional falsification or invention of any information for inclusion in a written paper or project.
- **Plagiarism** – Plagiarism includes the intentional use or representation of the thoughts, ideas, or words or another as one's own work in any assignment including the paraphrasing of information, the duplication of an author's words or ideas without identifying the source and the failure to properly cite quoted material.
- **Duplication of Materials** – Academic integrity extends to the appropriate duplication of the materials of others that are under copyright protection. Faculty and students are expected to comply with all copyright restrictions in the use of materials within the classroom and in reports and presentations. The concept of "Fair Use" applies, and the limited reproduction of copyrighted works for teaching and research

purposes *may* be permitted. Multiple copies for classroom use may be produced provided the copies are not sold or distributed beyond classroom use and provided such duplication is specifically for a direct educational purpose. This statement does not restrict the limited duplication of copyrighted materials through the College's purchased on-line databases. Should questions exist regarding the duplication of materials, information should be sought before the materials are copied.

At a minimum, a grade of "F" shall be applied to any assignment, paper, or test on which a violation of the Academic Integrity Policy has occurred.

While intent is a component of academic dishonesty, a lack of knowledge of the specifics as to what constitutes a violation of the College's standards shall not be accepted as an excuse. Any questions regarding the specific application to the Academic Integrity Policy should be directed to the instructor.

COLLEGE PROCEDURES IN THE EVENT OF ACADEMIC DISHONESTY

In cases involving charges of academic dishonesty made either by an instructor or another student, the instructor shall present the evidence in the case to the Dean. If there is any sound reason for believing that there has been an act of academic dishonesty, the Dean shall consult with the student involved. The Dean will impose the appropriate penalty and notify the student in writing. The student, in writing, will acknowledge the penalty.

ACADEMIC FREEDOM AT POTOMAC COLLEGE

Potomac College is a place where ideas can be freely explored and expressed without fear of interference or limitation. An atmosphere of academic freedom helps assure that this is possible. Potomac College embraces fully the concept of academic freedom for its Faculty, students, and staff. All members of the Potomac College community are free to examine issues, draw conclusions, and express ideas both inside and outside of the classroom. Accompanying

academic freedom is the responsibility to select words carefully and to not act so as to intentionally injure or demean another member of the community. Faculty members are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter, which has no relation to their subject. Students are entitled to freedom in the classroom in discussing course material, but they should refrain from discussing controversial matter, which has no relation to the subject. Staff members are entitled to freedom in expressing their opinions, but should refrain from discussing controversial matter, which has no relation to the business of the institution. All members of the College community are a part of the larger society. When they speak or write as public citizens, they are entitled to express their opinions without fear of institutional censure or discipline, but their statements must be clearly identified as their own and that they are not speaking as representatives of the College.

This Statement on Academic Freedom is based on the *1940 Statement of Principles on Academic Freedom and Tenure* of the American Association of University Professors.

TUITION & FINANCIAL ACCOUNT INFORMATION

TUITION AND FEES

The College may increase tuition from time to time. The tuition per credit hour will not increase for Upper Division students who remain continuously enrolled. Books and materials are not included in tuition charges.

See current catalog supplement for specific current rates.

GENERAL FINANCIAL AID INFORMATION

All Title IV financial aid funds received by the institution will be credited to the student's account with the exception of requirements set forth in Section 682.604 of current the Federal Regulations (CFR). The different types of financial aid programs available to those who qualify are discussed in detail below.

For Financial Aid purposes, the student's academic year is defined as a minimum of 24 semester hours and 30 weeks. An academic year determines advancement of grade levels for students.

SELECTION OF ELIGIBLE APPLICANTS

In accordance with Federal Regulation 668.43(b)(3) the following procedures describe how aid recipients are selected from the pool of eligible applications.

FEDERAL PELL GRANT

This grant is designed to assist needy students who desire to continue their education beyond high school. Federal Pell Grants are only awarded to undergraduate students who have not earned a Bachelor's or professional degree. Each student is entitled to apply for a Federal Pell Grant. Eligibility is determined by the student's need, the cost of attendance, and the amount of money appropriated by Congress to fund the program. The amount of the grant is determined by a standard formula used by the Department of Education. The amount of the grant available to the student will depend on the

Expected Family Contribution (EFC) and the cost of attendance.

For many students, the Federal Pell Grant provides a "foundation" of financial aid to which other aid may be added to defray the cost of college education. Students or prospective students may secure the Free Application for Federal Student Aid (FAFSA) for the Federal Pell grant program from the Financial Aid Counselor. The application will be transmitted electronically to the CPS (Central Processing System) which will determine the applicant's Expected Family Contribution (EFC).

VETERANS BENEFITS

The College is approved for Veterans Training. Applications for Veterans benefits may be obtained in the Business Office or from the local Department of Veterans Affairs. Approval of training benefits to be awarded is the responsibility of the Department of Veterans Affairs.

FEDERAL FAMILY EDUCATION LOAN PROGRAM

Federal Subsidized Stafford Loans

Federal Stafford Loans are low interest loans that are insured by a guarantee agency and made available to the student by a lender such as a bank, credit union or savings and loan association. The subsidized Stafford Loan is awarded based on financial need.

For loans first disbursed on or after July 1, 1994, a Stafford Loan made to any Stafford borrower, regardless of whether the borrower has FFELP loans outstanding, will have a variable interest rate not to exceed 8.25%. The annual interest rate will be determined on July 1st each year.

If the student is a dependent undergraduate student, he/she may borrow up to:

- \$2,625 if he/she is a first year student enrolled in a program of study that is at least a full academic year.

- \$3,500 if he/she has completed the first year of study, has obtained at least 24 semester credit hours, and the remainder of the program is at least a full academic year.
- \$5,500 a year if he/she has completed two years of study, has obtained at least 48 semester credit hours, and the remainder of the program is at least a full academic year.

For periods of undergraduate study that are less than an academic year, the amounts a student can borrow will be less than those previously listed. A Financial Aid counselor can provide specific details. Total indebtedness for a dependent undergraduate student cannot exceed \$23,000.

If the student is an independent undergraduate student or a dependent student whose parents are unable to qualify for a PLUS loan, he/she may borrow up to:

- \$6,625 if he/she is a first year student enrolled in a program of study that is at least a full academic year. (At least \$4,000 of this amount must be in unsubsidized loans.)
- \$7,500 if he/she completed the first year of study, has obtained at least 24 semester credit hours, and the remainder of the program is at least a full academic year. (At least \$4,000 of this amount must be in unsubsidized loans.)
- \$10,500 a year if he/she has completed two years of study, has obtained at least 48 semester credit hours, and the remainder of the program is at least a full academic year. (At least \$5,000 of this amount must be in unsubsidized loans.)

For periods of undergraduate study that are less than an academic year, the amounts a student can borrow will be less than those previously listed. A Financial Aid counselor can provide more details. Total indebtedness for an independent undergraduate student cannot

exceed \$46,000. No more than \$23,000 of this amount may be subsidized loans. There is a 3% origination fee and a 1% insurance premium deducted from each disbursement. However, the borrower is responsible for repaying the gross amount of the student loan borrowed. Graduate students may borrow up to \$18,500 per academic year. (\$10,000 of this amount must be unsubsidized loans). Total indebtedness for a graduate/professional student cannot exceed \$138,000 (no more than \$65,500 of this amount may be subsidized loans).

The Federal Stafford Loan is deferred while the student is enrolled in college and for a period of six months beyond the student's last date of attendance. During this period, the Federal government pays the interest. Deferments after the student drops below half time status are not automatic, and the student must contact the lender concerning his or her loan. Applications can be obtained from the Financial Aid Counselor or from a participating lender.

For additional deferment information contact the Financial Aid department.

Unsubsidized Federal Stafford Loans

The Unsubsidized Federal Stafford Loan Program is a loan program available to eligible students, regardless of family income. An Unsubsidized Stafford Loan is not awarded based on need, but when combined with other aid, cannot exceed the student's cost of attendance. The term "unsubsidized" means that interest is not paid for the student. The student is charged interest from the time the loan is disbursed until it is paid in full.

The terms of an Unsubsidized Stafford Loan are the same as those for a Subsidized Stafford Loan with the exception of the information below.

The Federal government does not pay interest on the student's behalf on the Unsubsidized Federal Stafford Loan. The student pays all interest that accrues on the loan during enrollment and the grace period. The student has two options of repayment of the accrued interest:

- Make monthly or quarterly payments to the lender, or
- The student and the lender may agree to capitalization of the accrued interest. Capitalization of the interest means that the lender adds the interest as it comes due to the principal amount of the loan.

The student will be charged an origination fee/insurance premium on the amount of the Unsubsidized Stafford Loan not to exceed 4%. The fee will be deducted proportionately from each disbursement.

Federal PLUS Loan

The Federal PLUS loan is available to parents of dependent students to help pay for the educational expenses of the student. PLUS loans are not based on need, but when combined with other resources, cannot exceed the student's cost of attendance.

Parents may borrow up to the cost of attendance minus other aid per eligible dependent student. There is a 3% origination fee on a PLUS loan and up to a 1% insurance premium may be deducted proportionately from the amount of each disbursement. The interest rate is variable, up to a maximum of 9%, and the annual rate is established on July 1 of each year.

Repayment begins within 60 days of the final disbursement unless the parent qualifies for and is granted a deferment by the lender. There is no grace period for these loans. Interest begins to accrue at the time the first disbursement is made, and parents will begin repaying both the principal and the interest while the student is in school. Although the minimum payment amount is \$50 per month within at least five years but no more than ten years of repayment, the actual payment and schedule is determined by the total amount borrowed. Applications can be obtained from the college's Financial Aid Office or from a participating lender.

CONSUMER INFORMATION

Student financial counselors are available, in accordance with Federal regulations, to discuss

consumer information in more detail with current and prospective students.

To be eligible for Financial Aid, a student must meet the following requirements:

- Be enrolled as a regular student in an eligible program of study on at least a half time basis*.
- Have a high school diploma, GED, or a demonstrated ability to benefit.
- Be a U.S. Citizen or national, or an eligible non-citizen. Verification of eligible non-citizen status may be required.
- Have financial need (except for some loan programs).
- Maintain satisfactory academic progress.
- Provide documentation for the verification process and determination of dependency status.
- Have a valid Social Security Number.
- Not have borrowed in excess of the annual or aggregate loan limits for the Title IV financial aid programs.
- Be registered for the Selective Service, if a male aged 18 through 25.
- Sign a Statement of Education Purpose and Certification Statement on refunds and defaults.

* Students enrolled on a less than half-time basis may be eligible for the Federal Pell Grant.

APPLICATION

To apply for financial aid, a student must complete the Free Application for Federal Student Aid (FAFSA). The application must be completed with extreme care and accuracy. Our Financial Aid Counselors are available to assist students to complete this form and to answer any questions.

Financial Aid from Federal programs is not guaranteed from one year to the next. Each student must reapply every year. In addition, if the student transfers to another college, his or her aid does not automatically transfer. Each student should check with his or her new college to find out the appropriate procedures for reapplying for financial aid.

NEED AND COST OF ATTENDANCE

When the application is completed, the information will be used in a formula established by Congress that calculates need and determines eligibility. When combined with other aid and resources, a student's aid package may not exceed the cost of attendance.

SATISFACTORY ACADEMIC PROGRESS

Students must meet the standards of satisfactory academic progress in order to remain eligible to continue receiving financial assistance, as well as to remain eligible to continue as a student of the college. The Satisfactory Academic Progress standards are outlined in the Academic Policies section.

The Financial Aid Counselor will provide details to all eligible recipients. Students should read this standard carefully and refer any questions to their academic or financial advisors.

BORROWER RIGHTS AND RESPONSIBILITIES

When a student receives a loan, he or she has certain rights and responsibilities toward that loan. The borrower has the right to receive the following information before the first loan disbursement:

- The full amount of the loan.
- The interest rate.
- The date repayment begins.
- The effect borrowing will have on the student's eligibility for other types of financial aid.
- A complete list of any charges the student must pay (loan fees) and information on how charges are collected.
- The yearly and total amounts the student can borrow.
- The maximum repayment periods and the minimum repayment amount.
- An explanation of default and its consequences.
- An explanation of available options for consolidating or refinancing the student loan.
- A statement that the student can repay the loan at any time with penalty.

The borrower has the right to receive the following information before leaving school:

- The amount of the student's total debt (principal and interest).
- What the student's interest rate is and the total interest charges on the loan.
- A loan repayment schedule that lets the student know when his/her first payment is due, the number and frequency of payments, and the amount of each payment.
- If the student has an FFEL Program Loan, the name of the lender or agency that holds that student's loan(s), where to send the payments, and where to write or call if the student has questions.
- The fees the student should expect during the repayment period, such as late charges and collection of litigation costs if delinquent or in default.
- An explanation of available options for consolidating or refinancing the student's loan.
- A statement that the student can prepay his/her loan with penalty at any time.

The borrower has responsibility to:

- Understand that by signing the promissory note, the student is agreeing to repay the loan according to the terms of the note.
- Make payments on the student loan even if the student does not receive a bill or repayment notice.
- If the student applies for a deferment or forbearance, he/she must still continue to make payments until notification that the request has been granted.
- Notify the appropriate representative (institution, agency, or lender) that manages the student's loan if the student (a) graduates; (b) withdraws from school; (c) drops below half-time status; (d) changes his/her name, address, telephone number, or Social Security Number; or (e) transfers to another institution.
- Participate in entrance counseling before being given the first loan disbursement and

receive exit counseling before leaving school.

POLICIES AND PROCEDURES FOR VERIFICATION

All selected applicants will be verified.

Verification refers to the process of collecting documentation from the student, the student's spouse and/or parents to support the information reported on the financial aid application(s), and comparing the source documentation to the information as reported. The federal government requires the process of verification, and the school must collect the documentation specified to be in compliance with federal regulations.

The U.S. Department of Education requires that schools verify students' files if the student's SAR (Student Aid Report) or ISIR (Institutional Student Information Report) has an asterisk next to the EFC (Expected Family Contribution). In addition, it is the policy of Potomac College to occasionally select individual students for verification of certain data items, based on inconsistency of reported information.

In compliance with federal regulations, Potomac College will not disburse nor deliver any federal aid until verification is complete (where verification is required), other than the initial Pell Grant disbursement under some circumstances. Collecting and submitting the necessary documentation in a timely manner is the responsibility of the student, though the Financial Aid staff assists and advises the student where necessary. (NOTE: If an initial Pell Grant payment is made without verification being completed, the payment data will be submitted with a "W" verification status. This status must be changed to another status code before the final Pell Grant deadline for the award year).

Students must have submitted all required verification documentation by the end of the first term, or have contacted the Financial Assistance Office for an extension to the verification deadline. The final year-end deadline for verification documentation is the earlier of 60 days after the student's last date of attendance or

August 31st following the close of the pertinent fiscal year (June 30th).

If a student does not furnish the required verification documentation by the verification deadline, Potomac College may cancel the student's financial aid awards for the award year. Any aid disbursed may be refunded in full, and any pending loan applications may be canceled. All efforts will be made to assist the student in obtaining the required verification documentation by the deadline or the extended deadline.

ITEMS TO BE VERIFIED

1. AGI (Adjusted Gross Income)
2. Federal taxes paid
3. UTI (Untaxed Income)
4. Number in the household
5. Number in post-secondary education

Untaxed income includes: Social Security benefits, child support received, untaxed payments to IRA/Keogh plans, foreign income exclusions, and Earned Income Credits.

A copy of the student and spouse's or parent's federal tax returns and a completed verification worksheet verify most information. The tax return copy must bear an original or photocopied signature of the tax filer(s) or the tax preparer, or stamp of the tax preparation firm. Students, spouses or parents who did not and were not required to file a tax return for the base year must sign a non-filer's statement.

Additional documentation to be collected would include such items as Social Security benefits statement, statements of child support received, TANF benefits statement, etc. The Verification Guide contains additional information about documentation requirements.

When a tax return is filed electronically, a printout of the information as filed is sufficient, provided the tax filer (or one of them, if filed jointly) has signed the printout, AND the printout contains all of the information found on the tax return itself. If the student, spouse or

parent does not have an actual copy of the tax return, (s) he should contact the IRS by phone, or (s) he can visit their local IRS office to get a copy of their tax return information. IRS Forms 1722 or RTFTP are acceptable in lieu of a tax return.

However, the RTFTP form is only acceptable for verification IF 1) the tax filer (or one of the joint filers) signs the form; or 2) the summary is received at the school directly from the IRS. In the latter case the IRS cover letter and/or envelope should be retained with the summary information in the student's file.

Potomac College reserves the right to require any student applying for financial aid to provide appropriate documentation.

Required corrections to data reported by the applicant, spouse and/or parents are made electronically via the Financial Aid Office. Students are apprised of any award changes via a revised Financial Aid Award Notice.

EXCLUSION FROM VERIFICATION

In some situations the financial aid applicant is relieved from the requirement for verification.

This includes:

1. Applicant is deceased
2. Applicant is incarcerated at the time of verification
3. Applicant is an immigrant who arrived during the base year or current year
4. Certain spouses or parents of dependent students are:
 - a. Deceased or mentally or physically incapacitated
 - b. Residing in country other than US and cannot be reached by normal means of communication
 - c. Unable to be located because address is unknown
5. Applicant has completed verification elsewhere. In this instance, the following must be obtained from the school where verification was completed:

- a. A letter from the school, showing the tolerance option used, if any
 - b. A copy of the verified application
 - c. A copy of the SAR or ISIR the school paid on
6. Residents of certain Pacific Islands (Marshall Islands, Federated States of Micronesia)
 7. 30% limitation (does not apply)
 8. Does not receive aid

The applicant must provide documentation of the appropriate circumstance to justify the exclusion from verification.

90-DAY EXCLUSION

For the number in the household and the number in post-secondary education, if 90 days or less have elapsed between the date the school gets the output document (SAR/ISIR) and the date the applicant signed the application, the applicant is exempted from verifying these two data items only.

Conflicting data of any sort must always be resolved regardless of verification selection or status.

EXPECTED YEAR INCOME

If expected year income is used in the formula as the result of a professional judgment adjustment, the school does not have to verify the expected year income, only the base year data and other verification items.

CONSUMER INFORMATION

Students are informed of the verification procedures, deadlines and their responsibilities. The Financial Assistance staff also reviews the verification process, deadlines, etc. with the student during the application process. The staff advises students as to which documents are required to complete the verification process, and apprises them of the consequences of failing to complete verification.

VERIFICATION STATUS CODES

Potomac College utilizes the following verification status codes, in accordance with the definitions in the Verification Guide: Blank -

not selected; V-Verified; and W - Selected but verification not yet complete. The FAO staff member who performs verification documents the verification status.

REFERRALS

Overpayments are referred to the U.S. Department of Education, using the form provided in the Verification Guide and sent to the address listed in the Guide.

If an applicant is suspected of engaging in fraud or other criminal misconduct in connection with application for student aid, the Financial Aid staff member should bring this information to the attention of the President. All such information will be referred for investigation to the Office of the Inspector General, with written documentation of the situation.

The OIG hotline number is 1-800-MISUSED.

Some signs of student aid fraud include the following:

- Forged, falsified or counterfeit documents
- Irregular signatures and certifications
- False or fictitious names, addresses and Social Security Numbers
- Consistently misreported information
- False claims of dependency status
- False claims of citizenship status
- Offered and/or paid bribes or "kickbacks" to school staff
- Unreported or misreported receipt of student aid funds

The following written policy is provided to students selected for verification. Selected applicants must submit required verification documents with twenty-eight (28) days of notification. No interim disbursement to Title IV aid will be made prior to the completion of verification.

If the student fails to provide the required documentation within the established time frame, then the student will be treated as a cash-paying student until the documents are provided. If the student does not meet the deadline and is

not capable of making cash payment at the end of the deadline, he/she will have their enrollment suspended from the College. The student may re-enter the College only when he/she can provide the documentation.

The College reserves the right to make exceptions to the above stated policies due to extenuating circumstances, on a case-by-case basis.

Students will be given a clear explanation of the documentation needed to satisfy the verification requirements and the process for document submission. The College will inform students in a timely manner of the consequences of failing to complete the verification requirements and the action the college will take if the student does not submit the requested documentation within the time period specified by the College.

Students will be informed of their responsibilities regarding the verification of application information, including the College's deadline for completion of any actions required. Students will be notified in writing if the results of verification change the student's scheduled award.

The College will assist the student in correcting erroneous information. Any suspected case of fraud will be reported to the Regional Office of the Inspector General or, if more appropriate, to the State and local law enforcement agency having jurisdiction to investigate the matter. Referrals to local or state agencies will be reported annually to the Inspector General.

FINANCIAL AID TRANSCRIPTS

The College will use the National Student Loan Data System (NSLDS) information whenever possible, to fulfill the requirement for financial aid transcript data.

EDUCATION EXPENSES

The College quotes standard tuition prices for each regular program offered. Arrangements for payment of tuition and book charges (if applicable) must be made in advance of the first

day of class. The College charges the student's tuition account for tuition.

Detailed below are other educational expenses considered in determining the student's cost of attendance and information on how those costs were derived. These include personal room and board, transportation, fees, and books.

The amount of personal expenses allowed all students is \$216 per month. The transportation cost allowed all students is \$194 per month. These figures were determined by a national average obtained from the Bureau of Labor and Statistics.

Room and board costs are also obtained from the Bureau of Labor and Statistics. The allowable costs for students without dependents who live with their parents are \$343 per month. The allowable cost for all other students who do not live with their parents is \$683 per month.

Documentation of the student data is available from the Financial Aid Counselor.

ENTRANCE AND EXIT INTERVIEW/ LOAN COUNSELING

The College counsels each student regarding loan indebtedness and gives each student an entrance interview and an entrance test. Shortly before the student graduates, an exit interview is held regarding the loan to make sure the student understands the amount borrowed and the student's rights and responsibilities regarding repayment.

The student reports to the Financial Aid Counselor prior to withdrawal or graduation for loan counseling. The purpose of this session is to inform the student of their tentative total loans received while in attendance at the College, refunds that may be made, and to provide the student with an estimated payment schedule. If the student is unable to meet with the Financial Aid Counselor, the exit interview materials will be mailed.

REFUND POLICY

Potomac College will earn all or a portion of the tuition charged when a student begins a semester but fails to complete it for any reason. The last date of attendance is used to calculate the amount of earned tuition. If applicable, the student's account will be credited with any unearned tuition.

A refund will be credited to the student's account within 30 days of the date the college determines the student is no longer in attendance.

A student who officially withdraws maximizes his/her eligibility for the largest refund.

To officially withdraw, a student must notify the Registrar and complete the withdrawal process. A student who fails to notify the Registrar or complete the withdrawal process will be treated as an unofficial withdrawal for tuition refund purposes. A student has 14 calendar days from his/her last date of attendance to complete the official withdrawal process. A student who fails to complete the official withdrawal process within the specified time will be treated as an unofficial withdrawal.

A student who officially withdraws from a course may be entitled to a tuition refund.

Course Refund Schedule

Withdrawal Date During	Charge	Refund
Week 1 of the Course	0%	100%
Week 2 of the Course	0%	100%
Week 3 of the Course	50%	50%
Week 4 of the Course	75%	25%
Week 5 of the Course	100%	0%
Week 6 of the Course	100%	0%

An official withdrawal may receive a larger refund than an unofficial withdrawal because only an official withdrawal will receive a full

tuition refund for any module he/she does not attend during the semester. An unofficial withdrawal will receive a tuition refund in accordance with the Refund Schedule below, whether or not the student begins attendance in all modules of the semester.

Tuition is charged on a semester rather than modular basis. The Refund Schedule is also based on the entire semester not an individual module.

Semester Refund Schedule

Withdrawal Date During	Charge	Refund
Week 1 of the Semester	10%	90%
Week 2 of the Semester	20%	80%
Week 3 of the Semester	30%	70%
Week 4 of the Semester	40%	60%
Week 5 of the Semester	50%	50%
Week 6 of the Semester	60%	40%
Week 7 of the Semester & After	100%	0%

The above percentages apply to tuition only. All other charges are non-refundable.

The school will attempt to make a reasonable settlement whenever a student must withdraw due to mitigating circumstances that make it impossible for him/her to continue. A student may appeal to the Registrar if he/she believes individual circumstances warrant exception from the published policy.

Sample refund calculations are available for review in the Financial Aid Office.

The refund policy outlined above is used to calculate the refund of institutional charges. A separate Return of Federal Financial Aid calculation is performed to determine the amount of federal financial aid that must be returned to the federal government by the school and the student.

RETURN OF FEDERAL FINANCIAL AID POLICY
To officially withdraw, a student must notify the Registrar and complete the withdrawal process. Potomac College will calculate the amount of federal financial aid that must be returned using an unofficial notification of withdrawal, that is, any method of notifying the college of withdrawal that deviates from the published official withdrawal process. However, a student must officially withdraw to maximize his/her eligibility for the largest refund. (See Refund Policy)

A student who completes one course during the semester is not considered a withdrawn student under the Return of Federal Financial Aid Policy.

If a student withdraws or is dismissed from Potomac College, the school and/or the student may be required to return a portion of the federal financial aid received. The last date of attendance is used to calculate the amount of any federal aid that must be returned.

The percentage of federal aid to be returned is equal to the number of calendar days remaining in the semester divided by the number of calendar days in the semester. No return of federal financial aid is due if a student completes more than 60% of the scheduled semester days.

A student is required to return any unearned federal aid less the amount returned by Potomac College. If a student needs to return loan funds, the funds are repaid as required by the normal loan repayment terms. If a student is required to return federal grant aid, Potomac College will notify the student of the repayment amount within thirty days of determining the student withdrew. If the student fails to return the grant aid as instructed, the student is considered to be in overpayment and thus ineligible for any additional federal aid at any school until that amount is repaid.

Federal student aid funds are returned in the following order: 1) Unsubsidized Stafford Loans; 2) Subsidized Stafford Loans; 3) PLUS

Loans; 4) Federal Pell Grants; 5) FSEOG; 6) Other federal aid programs.

Unearned federal aid is returned within 30 calendar days of the date the college determines the student is no longer in attendance. A student receives written notice of any loan funds returned by Potomac College, and an invoice for any balance owed the school.

If a student has earned more federal aid than has been posted to his/her account, the student is entitled to a post withdrawal disbursement. The post withdrawal disbursement is first used by the college to pay outstanding charges; any remaining amount is offered to the student or parent borrower.

Sample Return of Federal Financial Aid Calculations is available for review in the Financial Aid Office.

Funds will be returned to other financial aid programs in accordance with the funding source's refund policies.

REFUND DISTRIBUTION POLICY

When the College determines that a refund is due to a financial aid recipient, the following Federal priority order is used in distributing the amount of the refund:

1. Unsubsidized Stafford Loan Program
2. Subsidized Stafford Loan Program
3. PLUS Loan Program
4. Direct Subsidized/Unsubsidized Loan
5. Direct PLUS Loan Program
6. Federal Pell Grant Program
7. Any other Title IV program
8. Other state, private, or institutional sources of aid
9. The student

Students will be notified of any refunds due to a lender on their behalf during the exit interview.

REPAYMENT DISTRIBUTION POLICY

Students who receive a cash disbursement from a grant-in-aid and who withdraw before the end of the semester will have a repayment

calculation performed. This calculation will determine if any of the aid disbursed to the student for indirect costs must be repaid to the financial aid program. All non-institutional living expenses are prorated based on the number of weeks completed by the student prior to withdrawal, and a partial week is treated as equivalent to a full week. For students who begin attending classes for the semester, 100% of the books and supplies allowance in the cost of attendance budget is considered to have been expended.

Repayment must be allocated back to the student aid programs according to regulatory requirements in the following order:

1. Federal Pell Grant program
2. Any other non-loan Title IV programs
3. Other state, private, or institutional student financial assistance programs.

TITLE IV CREDIT BALANCE PROCESSING

A Title IV credit balance is created when Title IV disbursements exceed institutional costs for the payment period.

Regardless of authorization, the school must release a credit balance at the end of the loan period, academic year, or award year as applicable for each FSA (Federal Student Aid) program.

Potomac College will encourage all students to sign the authorization to hold excess funds on account. Students will not be forced to sign the authorization. Potomac College will track whether or not the student/parent has provided authorization and review this information each time a credit balance is created. A credit balance check will be issued to the student/parent within 14 days of the balance being created. Potomac College will release credit balances as required by federal regulation.

Upon enrollment, the financial aid office will ask all students to sign the Student Authorization Statements form allowing it to hold the excess funds on account. The financial aid officer will

receive a copy of all signed authorizations to track whether or not the student/parent makes such an authorization. The financial aid officer will ensure the student is eligible for disbursement. If the disbursement is approved, the financial aid officer will determine if a credit balance exists. If a credit balance exists, the financial aid officer will review the authorization tracking system to determine if the credit balance is to be released to the student/parent or held on account. If the student/parent have authorized the credit balance be held, no further action is necessary. If authorization has not been granted, the financial aid officer will request the student accounts staff to issue a check on behalf of the student/parent within the 14 days allowed.

EMPLOYER BASED TUITION ASSISTANCE PROGRAMS

Many employers offer employee tuition assistance. Students should check with their supervisor or human resource department to see whether and under what circumstances their companies would cover the costs of tuition and other fees. Potomac College staff will work with students to complete necessary forms and provide needed documentation to their employers.

APPEALS

Students who believe that an exception to the refund policy is warranted should submit a written appeal with documentation of any mitigating circumstances to the Director of Operations within 30 days of the date of the student's withdrawal from the college. The Director of Operations will provide a written response to the appeal with 30 days of its receipts.

ACADEMIC SUPPORT & STUDENT SERVICES

ACADEMIC AND PERSONAL COUNSELING

Faculty Advisors serve as the primary academic counselors for all students. For Upper Division students, Faculty Advisors arrange regular appointments to discuss progress in both theory and Theoretical application Courses and visit students at their work sites throughout their program. Faculty Advisors and course instructors are available for consultation with students during regularly scheduled office hours and at mutually convenient times. Faculty Advisors provide referrals for supportive counseling and crisis intervention if necessary. Matters of more serious personal nature are referred to appropriate outside community resources.

CAREER COUNSELING

Potomac College is strongly committed to the concept of integrated education and requires that students in the Upper Division degree programs be employed a minimum of 20 hours per week or serve in a volunteer capacity in order to complete their Upper Division theoretical application courses. Should Potomac College students need assistance in securing employment or in making career shifts compatible with their program of study, assistance is available in the identification of career interests and development of skills necessary for identifying appropriate positions. A College letter of support can be provided for students making job applications.

COLLEGE BOOKSTORE

The College uses an on-line virtual bookstore for all course text materials. These materials are provided by Varsity Books and can be found at: <http://www.varsitybooks.com/>. Students may purchase new and used textbooks and resell used textbooks through this source. Course textbook requirements are listed on the web site several weeks prior to the beginning of class. Financial Aid students may qualify for alternative payment options. Please contact the Financial Aid office for details.

LEARNING RESOURCES CENTER AND LIBRARY

The College's central Learning Resources Center and Library is housed at the Washington, D.C. campus. The College also maintains a Learning Resources Center and Library at the Northern Virginia Campus. A professional librarian manages both facilities and is available when classes and seminars are in session. Computers with full Internet access are available for student and staff use, and the latest version of the Microsoft Office suite is available on all computers. The Librarian schedules instructional sessions on general library research, Internet searching, commercial database searching, and on any other topic of library research interest to faculty and students. The College Library collection has been developed to support the courses and program majors offered by the College. The collection includes over 7,675 volumes, 71 periodicals in print format, over 191 videotapes, 5 CD-ROMs, a number of projects completed by students, and study materials for the DANTEs and CLEP tests. In addition, the Potomac College Library has purchased three commercial periodical databases for its students and staff. The EBSCO Business Source Elite includes cumulative full text cover for over 925 business and management periodicals dating back to January 1990; the EBSCO Health Business Full Text includes full text coverage for over 150 periodicals covering the health care administration field; the Wilson Business Full Text includes full text coverage for approximately 350 business periodicals and scholarly journals. These databases can be accessed via the Internet only by Potomac College faculty, staff, and students with the assigned user ID and password.

The Potomac College Library is an institutional member of the Association of College and Research Libraries of the American Library Association.

COURSE DESCRIPTIONS

The alpha portion of the course code represents the academic discipline/department as indicated below. Courses numbered in the one hundred (100) and two hundred (200) level indicate freshman and sophomore ranked courses, i.e. the Lower Division. Courses numbered three hundred (300) and four hundred (400) level are junior and senior ranked courses i.e. the Upper Division. Course numbers beginning in 0 indicate a remedial course that does not award college credit.

ACCT	Accounting
ARTS	Art
BUS	Business
CBSC	Cyber Security
COMP	Computer Science
COMM	Communications
CMSC	Information Technology
ECON	Economics
ENGL	English
HIST	History
HLTH	Health Systems
MATH	Mathematics
MGMT	Management
MCAP	Computer Applications
MICS	Computer Systems
ORIE	Orientation
PHIL	Philosophy
POLS	Political Science
PSYC	Psychology
RELS	Religion
SCIE	Science
SOCI	Sociology
STAT	Statistics

100/200 LEVEL COURSES

English, Mathematics and Foundation Courses

A diagnostic assessment is offered to determine placement for the Mathematics requirement for any student needing Mathematic credit. ENGL 099 does not give college-level credit. Though earning college-level credits, MATH 100 and

MATH 102 do not meet the general education mathematics distribution requirement.

ENGL 101 – English Composition I 3 credits (General Education)

This course in English composition is designed to improve the student's understanding and application of the writing process. Included are selecting and restricting topics; understanding audience and purpose; devising a plan of development; identifying appropriate supporting details and evidence; proper grammar usage and subordination; coordination, unity; coherence; consistency in format and style; and conciseness. Skills used to develop writing a research paper are emphasized. This course meets the prerequisite for MGMT 305; it also satisfies the requirement for a general education English composition course.

ENGL 102 – English Composition II 3 credits (General Education)

This course in English composition is designed to facilitate a better understanding of writing as a tool of critical analysis. The course focuses on the analysis of selected readings and the application of the research process from selecting/restricting a topic to using library resources (e.g. abstracts, periodicals, book reviews, newspaper indices, electronic, and primary/secondary sources). In addition to gathering, absorbing, and analyzing information and data, the course focuses on documenting, formatting, composing, revising, and editing a final paper. (Prerequisite: ENGL 101 or equivalent or consent of instructor.)

ENGL 111 – Professional Writing 1 credit (General Education)

This course is designed to provide an overview of how to structure professional reports and how to write documents with grammatically correct English. Included are an examination of the importance of the parts of speech as the foundation of clear communication, a review of common problems with punctuation and number

usage, and techniques to proofreading and editing one's own work.

**ENGL 203 – Technical Writing
3 credits (General Education)**

This course is designed to increase understanding of the structure and content of technical report writing used in business and government and to develop the skills necessary for effective business, scientific, and technical communication. Emphasis is placed on preparing and evaluating the student's own writing projects. The course includes such topics as a mechanical description, an operations manual or extended instructions, a memo, a policy statement, a progress report, a proposal, a problem analysis report, a feasibility study, an abstract, and an executive summary. Included is practice in the use of library resources. (Prerequisite: ENGL 101 or equivalent or consent of instructor.)

**ENGL 295 – Research and Report Writing
3 Credits (General Education)**

This course is designed to prepare the student for research and report writing required at a professional level in business today. This course is required for all Lower Division students moving to the Upper Division programs where Theoretical Application Projects (TAPs) are a part of the curriculum. The course is divided into three parts: report development, report research, report writing and presentation.

**MATH 100 – Fundamentals of Mathematics
3 credits (General Education)**

This course provides a college-level review of the fundamentals of basic mathematics and algebra for students who have been away from mathematics for a long time. The emphasis throughout this review is on basic concepts. Topics covered include fractions and decimals as well as ratio, proportion, percent, geometry, equations, and polynomials. This course is a prerequisite for Math 110 and does not meet the college general education mathematics distribution requirement. A student may waive this course by passing the diagnostic mathematics exam.

**MATH 110 – College Mathematics: Algebra
3 credits (General Education)**

This is an introductory level course in algebra. Topics include properties of real numbers, performing operations with polynomials, graphing equations and inequalities, radicals and exponents, and solving systems of equations and quadratic equations. Students will acquire familiarity with algebraic techniques and be able to solve equations in a documented, logically sequential manner. Students will be able to apply these techniques to work problems and create their own applications to real-life situations in areas that are relevant to their experience and to future course work. (Placement is determined by a diagnostic mathematics assessment or by satisfactory completion of MATH 100). This course satisfies the requirement for a general education mathematics course.

**COMP 120 – Introduction to Computer
Science and Computer Applications
3 credits (General Education)**

This is an introductory course to computers and computer applications. It provides an overview of the concepts, operating characteristics, and capabilities of modern computer systems in our society. Topics include computer hardware and software, communications and networking, personal computer tools, management information systems, computer ethics, and computer security and systems analysis. Demonstrations of various technologies are included. Students are required to perform 10 hours of hands-on experience in a PC environment outside of class time. (This course satisfies the prerequisite for Management and Information Systems majors and is a general education survey of computers, data processing, and information systems.)

Biological and Physical Science Courses

All courses listed below can be used to meet either specific course prerequisites for the Upper Division programs or general education credit hours and distribution requirements for beginning a major program and/or for graduation.

SCIE 106 – Survey of Natural Sciences
3 credits (General Education)

This course presents a multi-disciplinary perspective that examines the main fields of the biological and physical sciences. It is designed to increase the student's understanding of our physical world by focusing on fundamental principles, laws, and methods. The course will include selected topics from a diversity of scientific disciplines such as astronomy, biology, chemistry, environmental science, geology, mathematical reasoning, and physics.

SCIE 107 – Health Science
3 credits (General Education)

This course integrates the science, theory, and application of concepts of health and wellness and focuses on essential health practices as they relate to current concepts in maintaining a wellness lifestyle. The course investigates scientific findings on the major causes of diseases and premature death with an emphasis on topics such as nutrition, weight management, stress management, substance abuse, health frauds and fad diets, exercise, chronic diseases, and human sexuality. It enables students to assess body composition, to critically evaluate dietary practices and nutritional status, and to develop a personal stress management plan. The course synthesizes concepts from a variety of physical and social sciences including physiology, anatomy, psychology, and sociology in developing a lifestyle conducive to overall physical and mental well-being.

SCIE 112 – Environmental Science
3 credits (General Education)

This course emphasizes the biological and environmental problems facing society. Basic concepts of environment and ecology will be discussed including topics such as the ecosystem concept, the impact of humankind on nature, human population dynamics, alternate energy sources, solid and nuclear waste problems, water and air pollution, endangered species, land use, and conservation. Field trips may be included.

Arts and Humanities Courses

All courses listed below can be used to meet either specific course prerequisites for the Upper

Division programs or general education credit hours and distribution requirements for beginning a major program and/or for graduation.

ARTS 135 – Art History through the Collections of the D.C. Metropolitan Area
3 credits (General Education)

This course introduces students to the major ideas of art in the Western world as exemplified by selected paintings, sculpture, architecture, and applied arts which are represented in area museums. In order to develop an aesthetic appreciation of the relationship between artistic style and cultural formation, the course encourages the exploration of the major art styles, movements, and artists from a variety of periods such as Prehistoric, Egyptian, Greek, Roman, Medieval, Gothic, Baroque, Neoclassic, Romantic, and Modern periods. Field trips are an integral part of the course with both class trips and assigned visits in order to increase the student's ability to appreciate the art housed in D.C. area museums and exhibits.

ARTS 138 – Contemporary American Film
3 credits (General Education)

This course examines the art of film in terms of those artists and technical innovations that have shaped the history of film in America. Cinematic contributions by directors such as Alfred Hitchcock, John Ford, John Huston, Martin Scorsese, Steven Spielberg, Francis Ford Coppola, Stanley Kubrick, and Oliver Stone will be studied. Narratives, documentaries, and experimental works may be included as well as made-for-TV and feature length films. Special attention will be given to the problems of adapting literature to film and the use of music and visual effects to enhance the impact of the film's content.

**ARTS145 – Life and Work in American Film
3 credits (General Education)**

This course examines the way different occupations and work situations are portrayed in film. The changing viewpoints of American society toward work and workers will be examined through movies from the 1930's through today. Emphasis will be placed on the changing roles of women and minorities in the workforce. Students will analyze the attitudes of particular historical periods in the hope of gaining insight into the evolution of film's portrayal of working life. Evaluation of films will stress historical and social implications, rather than simply examining content description.

**COMM 101 – Principles of Public Speaking
3 credits (General Education)**

This course applies theory and principles of public address with emphasis on preparation and delivery. Students will demonstrate an increased understanding and appreciation of the communication process as it relates to speaker and listener interactions. Students will develop speaking and listening competencies for effective speech composition and delivery; critical insight in judging spoken discourse; appreciation of how spoken communication is used to critically examine facts, values and policies; and respect for ethical codes that govern spoken discourse, such as tolerance for differences of opinion, preference for civility, willingness to test rationally evidence and arguments, and development of interpersonal values that open and maintain channels of communication.

**ENGL 260 – The American Novel
3 credits (General Education)**

This course focuses on the American novel from the romantic through modern periods, with an emphasis on literary, historical, cultural, social, aesthetic, and critical influences. Students will gain an understanding of literary research and develop an appreciation for the skill in the interpretation of selected novels and novellas by authors such as Hawthorne, Melville, Stowe, James, Twain, Bellamy, Wharton, Cather, Hughes, Baldwin, Roth, and Irving.

**ENGL 275 – African American Literature
3 credits (General Education)**

This course is designed to introduce the student to literature by authors of African and American heritage from Colonial America to contemporary times. The course will examine the following literary periods: Reconstruction and New Negro Renaissance, Harlem Renaissance, Civil Rights and Protest literature, and the Black Arts Movement. The major writers and issues associated with each literary period will be discussed along with the ramifications of historical events on literature. Students will read and analyze a variety of genres including poetry, essays, narratives, and plays and formulate their own opinions regarding the impact of African American literature on America's cultural fabric.

**HIST 252 – African American History
3 credits (General Education)**

This course is a survey of Afro-American history from the arrival of the first Africans in the New World to the present. It is designed to provide a review and analysis of the historical and cultural experiences and expressions of African-American women and men from their African origins to the cultural revolution of the 1960's and 1970's. The course will consider the economic, social, and political context in which Afro-American culture developed in the United States as well as the contributions of African-Americans. In addition to providing practice in evaluating and using primary historical sources, the class will examine the collective experience of Afro-Americans through a series of key issues and significant current topics such as the struggle for equality, political and economic progress, and the status of race relations.

**HIST 280 – Civil War History
3 credits (General Education)**

This course focuses on the political, social, cultural, and economic climate of the Civil War period, how the North and South came to the war, and the immediate aftermath of America's most destructive war. The military aspects of the war, and the political and moral decisions tied to them, are a major emphasis of study. The course includes topics such as causes of the Civil War; the constitutional crisis confronting

the Union; the conduct of the war by both the Union and the Confederacy; the status and condition of African-Americans; the wartime origins of Reconstruction; and the problems, accomplishments, and failures of Reconstruction.

PHIL 240 – Ethics

3 credits (General Education)

This course provides an introduction to ethical thinking with an emphasis on the contextual nature of ethical decisions. It includes an historical survey of philosophical ethics focusing on the American context, the critique of traditional ethical philosophizing, the relation of science to ethical thinking, and the relation of the ethical perspective to self-understanding in today's pluralistic environment. The relevance and application of ethical theories to the solution of pressing contemporary moral problems is emphasized. Students will gain the ability to form coherent ethical perspectives on current social, political, and business issues.

PHIL 250 – Logic

3 credits (General Education)

This course provides an introduction to the study of logic and language with a focus on the use of sound principles of reasoning and communication in both informal and formal logic. Informal logic surveys the variety of uses of ordinary language and the fallacies found in everyday reasoning. Formal logic presents methods of recognizing and constructing valid arguments. Students will examine the principles of logic with the purpose of improving their ability to think critically, reason clearly, and use language precisely. Topics include subjects such as the analysis of arguments, principles of inductive and deductive reasoning, symbolic logical systems, and logic in science and computing.

RELS 245 – Comparative Religion

3 credits (General Education)

This course introduces students to the major religions of the world. Building from an understanding of the nature of religion and the religious experience, students examine the origin and contemporary expressions of the major

world faiths. The impact of world religions on the United States is studied.

Social and Behavioral Science Courses

All courses listed below can be used to meet either specific course prerequisites for the Upper Division programs or general education credit hours and distribution requirements for beginning a major program and/or for graduation.

ECON 201 – Principles of Economics

3 credits

(General Education)

(Specific prerequisite)

This course covers an introduction to both microeconomic and macroeconomics. It introduces students to economic theories, methods, and principles with an emphasis on the development of critical thinking skills and the analysis of controversial issues in the field. Macroeconomic topics include: national income and product; saving, consumption and investment; income determination; money supply and deposit creation; monetary and income analysis and alternative economic theories. Microeconomic topics include: supply and demand; utility; cost analysis; long-run supply; profit maximization; competition; production theory; pricing of factor inputs; interest; international trade and current economic problems.

POLS 115 – American Legislative Process

3 credits (General Education)

This course focuses on the national legislative process, including the role of Congress and the way in which it operates, Presidential powers and leadership, and administrative participation in the formulation of policy. The impact of the American legislative process on business decision-making, policies, and practices is included. Part of the course will be devoted to an activity such as monitoring the progress of a bill.

POLS 215 – Politics, Parties and Interest Groups

3 credits (General Education)

This course provides an analysis of the role of the political party in the American political system. It includes an emphasis on changes brought about by the increasing dominance of the Presidency, the increase of single-issue groups, the role of lobbyists, the effects of the mass media, and the impact of campaign finance legislation. Critical analysis of the impact of these factors will be coupled with research projects. Part of the course may include lobbying or campaigning on a legislative issue on the federal, state, or local level.

POLS 230 – The American Presidency

3 credits (General Education)

This course provides a survey of the American presidency in the twentieth century. The political and managerial challenges of the presidency are considered. In addition, the personalities of selected presidents will be analyzed in an effort to predict presidential performance during times of national crisis.

POLS 250 – Comparative Politics

3 credits (General Education)

This course provides an introductory comparative survey, analyzing the political cultures and systems existing today in the Western World, the former Communist bloc, and the evolving Third World. The course evaluates and compares political ideologies; relations of individuals to the state; participation in the political process; the role of interest groups; pressure groups; and political parties, as well as the policy outcomes of economics and social systems. (This course is recommended for students majoring in the BS in International Business degree).

POLS 273 – International Relations

3 credits (General Education)

This course focuses on the foreign policies of the major powers in the world community with an emphasis on the role of the United States in international politics. Principles from many of the social sciences - history, political science, demography, economics, and geography - are

used to enable students to develop understanding and stimulate thinking about the international political system and to foster insight into contemporary international experiences. The successes and failures of international organizations in resolving conflicts and negotiating settlements in the current century are stressed with special attention given to the role of the United Nations and to contemporary situations that affect world politics. (This course is recommended for students majoring in the BS in International Business degree).

PSYC 201 – Principles of Psychology

3 credits

(General Education)

(Specific prerequisite)

This course provides a survey of psychology as both a social and a biological science and covers the general principles and basic methods and facts of general psychology. An emphasis in the course is on the development of critical thinking skills and the analysis of controversial issues in the field. Topics include: research methods and fields, the biological basis of behavior, sensation and perception, drug use and abuse, developmental psychology, social psychology, cognitive psychology, learning and memory, personality theory, psychological assessment, abnormal behavior, and therapy. (Meets specific prerequisite for both degree programs).

PSYC 205 – Social Psychology

3 credits (General Education)

This course is a study of the social behavior of individuals as they interact with other individuals from experimental and experiential perspectives. Topics include: perception of others, affiliation, interpersonal attraction, aggression, small group dynamics, leadership, conformity, conflict, group decision making, altruism, attitude formation, and change. Facts and theories are presented and applied to broader social questions such as: radical prejudice, interpersonal relationships, gender roles, and the effects of urbanization. A variety of class projects are used to illustrate course concepts. This course does not satisfy the general psychology requirements.

SOCI 201 – Introduction to Sociology
3 credits (General Education)
(Specific prerequisite)

This course provides a survey of the basic concepts and issues of sociology. The key topics include culture and social structure, socialization, social groups and organizations, group norms and deviant behavior, stratification and social inequalities, the influence of gender and race, social change, and social institutions. (Meets specific prerequisite for both degree programs).

SOCI 233 – Cross-Cultural Communication
3 credits (General Education)

This course introduces students to basic concepts in cross-cultural communication and increases one's awareness of how culture plays a role in our dealings with others. It examines the ways in which misunderstandings arise in both verbal and non-verbal communication processes. The course also looks at the multicultural issues within a single culture, such as those relating to deaf culture and male-female interaction. Cultural values and styles related to difference settings will be discussed in an attempt to increase awareness of how expectations play a part in understanding persons of differing cultures. This course does not fulfill the specific prerequisite for the degree program. (This course is recommended for students majoring in the BS in International Business degree).

Electives

ACCT 101 – Accounting I
3 credits (Elective)

This course introduces the basic business transaction patterns, and how they are processed through the accounting cycle. It will include double-entry accounting applying the accrual basis, the elements of Income Statements and Balance Sheets, and end-of-period closing entries. These concepts will be developed through exercises involving hypothetical sole proprietorships using QuickBooks accounting software. (Prerequisite for students majoring in

the BS Accounting degree). Recommended: MATH 110.

ACCT 102 – Accounting II
3 credits (Elective)

This course extends the concepts of Accounting I to cover procedures for larger or more complex business entities. It will introduce Special Journals, Corporate Accounting, and end-of-year adjustments for Fixed Assets, Receivables, and Inventory. Prerequisite: ACCT 101

ACCT 201 – Personal Financial Planning
3 credits (Elective)

This course focuses on personal financial planning for a variety of life situations. Topics include money management strategies, consumer credit, insuring your resources, and personal purchasing decisions. Topics are discussed with real-world applications. (Recommended: BUS 120).

ACCT 203 – Federal Taxes
3 credits (Elective)

A study is made of federal tax laws and treasury regulations and their application to the income of individuals. Practice is given in the preparation of the tax returns, supplemental forms, and schedules required to be filed by individuals. (Prerequisite for students majoring in the BS Accounting degree).

ACCT 210 – Cost Accounting
3 credits (Elective)

This course provides an introduction to the basic concepts of analyzing costs for purposes of managerial planning and control. The traditional job and process costing procedures are studied, along with the analysis of cost behavior, standard costing, budgeting, and costs that are relevant for making decisions. (Prerequisite for students majoring in the BS Accounting degree).

ACCT 212 – Government Contract Accounting
3 credits (Elective)

This course provides an introduction to the concepts of federal government accounting and their relationship to government contracting.

The course reviews the unique government accounting regulations and entering into contracts with the government. The course addresses negotiation, performance, termination and the requirements to follow specific accounting principles and standards. The course reviews the specifics of cost principles, cost accounting standards, accounting for claims, special accounting problems, and profit. (Prerequisite for students majoring in the BS Accounting degree). Recommended: BUS 120.

BUS 110 – Foundations of Business
3 credits (Elective)

This course introduces students to the basic concepts of business by exploring a broad spectrum of business activities. The course focuses on multiple environments that effective business managers must understand. Topics covered include business in a global environment, starting and growing a business, marketing, managing technology and managing financial resources. (Recommended for students majoring in the Management degree).

BUS 120 – Business Law
3 credits (Elective)

This course provides students with detailed knowledge of the laws relating to contracts, commerce, property, business crimes, torts, and employment. It develops an awareness of business situations requiring legal counsel and a familiarization with the overall structure of our legal system. (Prerequisite for students majoring in the Government Contract Management degree).

BUS 201 – Human Relations
3 credits (Elective)

This course focuses on developing human relations in the workplace and developing those leadership skills required for success at work and in life.

BUS 220 – Small Business Management
3 credits (Elective)

This course introduces the challenges of entrepreneurship including the start-up and operations of a small business. Topics include types of small business ownership (including

franchising and home-based business), financing alternatives, and issues of small business (including personnel, marketing, site location, and managerial decision-making. Prerequisite: BUS 110.

BUS 240 – Business Ethics
3 credits (Elective)

This course is an introduction to ethical decision making in business. The course examines the increasingly complex set of interrelationships among business, government and society. The course also addresses the issue of business etiquette and professional attire. (Recommended for students majoring in the BS International degree).

COMP 140 – Introduction to DATA
Communication & Networking
3 credits (Elective)

This course provides an introduction to data communication and networking. Topics include telecommunication standards, protocols, equipment, network topologies, communication software, LANs, WANs, the Internet, and network operating systems. Prerequisite: COMP 120 .

COMP 200 – Introduction to Spreadsheets
3 credits (Elective)

This course introduces basic spreadsheet design and development. Topics include writing formulas, using functions, enhancing spreadsheets, creating charts, and printing. Upon completion student should be able to design and print basic spreadsheets and charts. Prerequisite: COMP 120.

COMP 210 – Business Presentation Graphics
3 credits (Elective)

This course introduces the concepts and functions of software that meets the changing needs of the business community. Emphasis is placed on the terminology and use of software through hands-on approach. Prerequisite: COMP 120.

COMP 215 – Security Administration I
3 credits (Elective)

This course provides the foundation for understanding the key issues associated with protecting information assets, determining the levels of protection and response to security incidents, and designing a consistent, reasonable information security system, with appropriate intrusion detection and reporting features. The course introduces various technical and administrative aspects of information security and assurance. Prerequisite: COMP 120, 140.

COMP 216 – Security Administration II
3 credits (Elective)

The course provides an overview of the Management of Information Security, and is designed to focus on the management aspects of information security processes and activities. Prerequisite: COMP 215.

COMP 225 – Security & Loss Prevention
3 credits (Elective)

This course introduces students to basic loss prevention concepts, and presents a method for implementing a complete security program. Topics include screening employees, recognizing and handling internal and external threats, buying physical security systems, understanding the relationship between risk management and insurance, and identifying loss prevention means in retail and industry. Prerequisite: COMP 120.

COMP 226 – Introduction to Database
3 credits (Elective)

This course provides an introduction to Microsoft Access 2003. Topics include creating, querying, and maintaining a database; creating a data access page, reports, forms, combo boxes; using OLE fields, hyperlinks, and sub-forms; and creating an application using Switchboard Manager. Prerequisite: COMP 120.

COMP 230 – Computer Forensics
3 credits (Elective)

This course is designed to provide the student with an introduction to the computer forensics field of study. Topics include tracking

offenders, hiding data, encryption, and computer investigation. Prerequisite: COMP 120.

COMP 235 – Introduction to Programming & Logic
3 credits (Elective)

This course introduces computer programming and problem solving in a programming environment, including an introduction to operating systems, a text editor, and a language translator. Topics include language syntax, data types, program organization, problem-solving methods, algorithm design, and logic control structures. Upon completion students should be able manage files with operating systems commands, use top-down algorithm designs, and implement algorithmic solutions in a programming language. Prerequisite: COMP 120.

COMP 236 – Survey of Operating Systems
3 credits (Elective)

The course covers operating system concepts that are necessary for maintaining and using computer systems. Topics include disk, file, and directory structures; installation and setup, resource allocation, optimization, and configuration; system security, and other related topics. Upon completion, students should be able to install and configure operating systems and optimize performance. Prerequisite: COMP 120.

COMP 240 – Computerized Accounting Systems
3 credits (Elective)

This course provides the students with hands-on experience in applying fundamental accounting principles within a computerized environment. Using computer technology the students will gain experience setting up and maintaining accounts, recording transactions in the general and special journals, completing the accounting cycle and setting up accounting records for new companies.

COMP 245 – Cyber Law
3 credits (Elective)

This course presents the student with the changes and adaptations of United States law

resulting from the ascendancy of computers and the Internet. Fundamental common law and statutory standards are discussed. Students will examine how contract formation, defamation, obscenity, copyright, trademark, privacy and other legal issues have been changed by technology and the online world. Prerequisite: ENGL 101, 102, 203.

**COMP 251 – Computer Systems Technology
3 credits (Elective)**

This course provides students with a basic knowledge of computer systems architecture. An understanding of the system board, operating systems, disk drives, monitors, and modems is included. Students will develop the skills to perform routine troubleshooting and maintenance tasks. Successful completion of this course will assist the student in preparing for A+ Certification. This course also satisfies the prerequisite for Information Systems Majors. Prerequisite: COMP 120 or equivalent or permission of Instructor. (Formerly listed as COMP 271).

**COMP 252 – Introduction to the Internet
3 credits (Elective)**

This course introduces the various navigational tools and services of the Internet. Topics included using Internet protocols, search engines, file compression/decompression, FTP, e-mail, list-servers, and other related topics.

**COMP 255 – Introduction to Unix
3 credits (Elective)**

This course is an introduction to the Unix operating system. A major focus is on the standard software tools existing in the Unix environment, and students will learn how to write and debug shell scripts. The course uses hands-on projects to facilitate the immediate appropriation of theoretical concepts. Offered as an on-line course.

**COMP 261 – Network and Operating System
Essentials**

3 credits (Elective)

This course is the foundation in current networking technology with a focus on developing proficiency in all administrative

tools in Windows 2000. Included are creating and managing shares, identification of the elements of a computer network, configuration of Microsoft TCP/IP, and the use of Microsoft Windows 2000 network services. Serves as preparation for Microsoft Core Examination 70-210. Prerequisite: COMP 251 or equivalent or permission of instructor.

**COMP 281 – Introduction to Electronic
Commerce**

3 credits (Elective)

This course provides students with an understanding of the systems that permit business to be conducted on-line. The technical, business, and human issues involved in both business-to-business and business-to-consumer e-commerce are examined. Prerequisite: COMP 120 or equivalent or permission of Instructor.

**HLTH 227 – Current Health Management
Issues**

3 credits (Elective)

This course provides students with a foundation for managing within the health care system. Issues addressed include the roles of public and private providers, third-party payment issues, the structure of the health care industry in the United States and selected countries, the impact of technology on the industry, and ethical issues in health care administration. This course does not fulfill the General Education requirement for Physical Science.

MATH 210 – Business Mathematics

3 credits (Elective)

This course introduces students to several areas of finite mathematics including: matrix operations, linear programming, probability, statistics and game theory. Students will apply these techniques to typical business situations involving uncertainty and/or constraints on resources. For the more complex problems, the class will use Excel software. Prerequisite: MATH 110.

MGMT 135 – The Foundations of Management

3 credits (Elective)

This course prepares students for both academic and professional work in the field of management. Included are the nature and functions of management, the role and control of information, basic oral and written communication techniques, time and project management, and the psychology of human relations.

MGMT 215 – International Political Economy

3 credits (Elective)

International political economy is an integrated field that encompasses the discipline of political, economics, and international relations. This course provides an integrated approach to the study of international economic relations with reference to issues and policies as well as to political philosophies and competing ideologies. Major themes are international monetary management, the political economy of international trade, multinational corporations, and development issues. (Prerequisite for students majoring in the BS International degree)

MGMT 217 – Organizational Diversity

3 credits (Elective)

This course introduces students to current topics in diversity, national and international demographics of the changing face of the work force; processes that create diversity including the organization of work, managing differences in work settings, management's responses to diversity; and connection to larger institutional dynamics.

MGMT 218 – International Economics

3 credits (Elective)

This course prepares students to understand the basics of international trade and finance and the effects of various international economic policies on domestic and world welfare. The course will highlight sources of comparative advantage, gains and losses from trade, the impact of trade on economic growth, and effects

of trade policy interventions such as tariffs, quotas, voluntary export restraints, and export subsidies. International agreements on regional trade liberalization (such as ECU and NAFTA) and on multilateral trade liberalization will be discussed. Topics on international finance will include balance of payments, determination of foreign exchange rates, and international monetary system.

MGMT 221 – Contemporary Management Practices

3 credits (Elective)

This course is designed to examine both the functions of management (planning, organizing, leading, controlling) and the aspects of business (marketing, finance, production). Students will address a current issue facing management today with consideration given to the external factors affecting business.

MGMT 224 – Foreign Area Studies

3 credits (Elective)

This course is designed as a seminar course with topics changing from semester to semester, depending on the dynamics of change in key global markets. Topic areas include China, Pacific Rim, Eastern Europe, Russia, or Africa and the Middle East. This course is structured to focus on four primary components: business, economics, politics and culture, essentially in this order. Prerequisite: ECON 201 (Recommended for students majoring in the BS International Business degree).

MGMT 230 – Organizational Behavior

3 credits (Elective)

This course surveys organizational theory. Focus is on individual and team behavior with an emphasis on developing team-building skills. Additional topics include: structure, size, technology, power relationships and how organizations survive, decline, grow and change.

MGMT 235 – International Business

3 credits (Elective)

This course provides students with an understanding of the global economy and its impact on business within the United States. Included are an analysis of the impact of various

political systems on business; the effects of culture on business style; the role and size of international trade; the management of multinational corporations; the impact of trade restraints and liberalization; and balancing legal, political, and ethical issues in international business techniques. (Prerequisite for students majoring in the International Business degree).

**MGMT 238 – Human Resource Management
3 credits (Elective)**

This course is a study of personnel management in organizations. The student learns basic functions of procuring, developing, maintaining and utilizing a labor force to meet the entry-level requirements for employment personnel work. The course supplies students with an understanding of the personnel department. (Prerequisite for students majoring in the Government Contract Management degree).

**MRKT 110 – Principles of Marketing
3 credits (Elective)**

This is an introductory course in the study of marketing presenting basic principles and practices. Topics include marketing orientation, external environments, the industry's code of ethics, and the importance of marketing to the economy and the business firm and more. Emphasis is placed on marketing strategy: the target consumer plus product, price, promotion, and place.

300/400 LEVEL COURSES

Accounting Practices

ACCT 304 – Intermediate Accounting I 3 Credits

This course provides an introduction to financial accounting basic theory, practice and developmental framework. Students will be exposed to certain assets such as cash, accounts receivable and inventories. Attention will be given to their valuation and impact on periodic net income and financial position.

ACCT 305 – Theoretical Application Project in Intermediate Accounting 3 Credits

Applies the concepts, theories, and principles of intermediate accounting principles to a work-related situation.

ACCT 306 – Intermediate Accounting II 3 Credits

This course is a continuation of Intermediate Accounting I. Students will be exposed to the remaining asset groups including non-current operating assets and long-term investments. Coverage also includes the entire spectrum of liabilities and stockholder equity.

ACCT 307 – Theoretical Application Project in Intermediate Accounting II 3 Credits

Applies the concepts, theories, and principles of Intermediate Accounting II to a work-related situation.

ACCT 308 – Auditing 3 Credits

This course is designed to acquaint the student with methods of verification, analysis and interpretation of generally accepted auditing procedures. The mechanics of planning and implementing an audit and the preparation of audits are studied.

ACCT 309 – Theoretical Application Project in Auditing 3 Credits

Applies the concepts, theories, and principles of auditing procedures to a work-related situation.

ACCT 315 – Non-Profit Accounting 3 Credits

This course introduces students to the accounting procedures of local and state governments. It also introduces students to the accounting standards of organizations that exist and operate for purposes other than to provide goods and services at a profit.

ACCT 316 – Theoretical Application Project in Non-Profit Accounting 3 Credits

Applies the concepts, theories, and principles of accounting procedures of local and state governments and organizations that exist and operate for purposes other than to provide goods and services at a profit to a work-related situation.

ACCT 402 – Corporate Taxation 3 Credits

This course involves the study of federal tax laws pertaining to partnerships and corporations. Topics include the preparation of tax returns involving special problems, such as those associated with corporate reorganizations, personal holding companies and net operating losses.

ACCT 403 – Theoretical Application Project in Corporate Taxation 3 Credits

Applies the concepts, theories and principles of federal tax laws pertaining to partnerships and corporations to a work-related situation.

ACCT 408 – Fraud Examination: Theory and Practice 3 Credits

The accounting and legal concepts along with the procedures that are necessary to accomplish fraud detection, fraud investigation, and fraud prevention duties are studied in this course. Students will learn how to analyze allegations of fraud and how to utilize accounting and

investigative skills during a fraud investigation. The development of computerized applications will be used to assist in case analysis. Expert witness testimony is also discussed along with a review of a variety of ways of communicating findings.

**ACCT 409 – Theoretical Application Project in Fraud Examination: Theory and Practice
3 Credits**

Applies the concepts, theories, and principles of processes related to fraud in a work-related situation.

Management Methods and Management Principles

**BUS 301 – International Business Law
3 credits**

This course introduces the student to the principles of public and private international law. It addresses the legal problems of doing business in developed, developing and non-market countries, together with the economic and political issues that commonly arise.

**BUS 302 – Theoretical Application Project in International Business Law
3 credits**

Applies the concepts, theories and principles of International Business law to a work-related situation.

**BUS 310 – Export Procedures & Practices
3 credits**

This course will provide students with the basic body of knowledge and mechanics needed to successfully undertake and explore avenues of exporting. A description of the essentials as well as the parameters of exporting will be given. The course applies to an entrepreneurial export situation, to businesses expanding through foreign sales, and to companies simply trying to improve the operations of an existing export department. An emphasis on finance acquaints the student with frequent financial problems in foreign exchange.

BUS 311 – Theoretical Application Project in Export Procedures & Practices

3 credits

Applies the concepts, theories and principles of importing and exporting to a work related situation.

**ECON 411 – Intermediate Economic Theory
3 credits**

This course presents an analysis of economic indicators and their implications for consumers, businesses, and the public sector. Topics include business cycles, money supply, taxation, productivity, supply and demand, and government policies and controls. Prerequisite: An introductory course in Economics or permission of the instructor.

ECON 412 – Theoretical Application Project in Intermediate Economic Theory

3 credits

Applies the concepts, theories, and principles of intermediate economic theory to a work-related situation.

**HLTH 303 – Information Systems Technology for Health Systems Program
3 credits**

This course prepares the student for the application and integration of information systems and computers into health systems. Included are an examination of patient record-keeping systems, medical facility data systems, remote diagnosis and monitoring, third-party information transmission, and the role of the Internet in medical research. The issue of record security is addressed.

HLTH 304 – Theoretical Application Project in Information Systems Technology for Health Systems Program

3 credits

Applies the concepts, theories, and principles of information systems technology for health programs to a work-related situation.

HLTH 421 - Health Care Organization and Finance

3 credits

This course examines the general structure of health care systems with particular emphasis on the United States. The relationships between patients, practitioners, facilities, insurers, and the government are studied. The evolution of the health care model in recent decades is examined with a focus on the likely direction of the system in the near-term future.

HLTH 422 – Theoretical Application Project in Health Care Organization and Finance

3 credits

Applies the concepts, theories, and principles of health care organization and finance to a work-related situation.

HLTH 435 – Strategic Health Systems Planning

3 credits

This course examines the principles and techniques of strategic planning as applied to health systems. Included are a review of patient demands and needs, the development of appropriate models, the acquisition of relevant data, the implementation of analysis techniques, and the application of results to programs.

HLTH 436 – Theoretical Application Project in Strategic Health Systems Planning

3 credits

Applies the concepts, theories, and principles of strategic health systems planning to a work-related situation.

MGMT 303 – International Business Management

3 credits

This course provides a survey of international business management in the context of the increasing economic interdependence of nations. Theories of international business are examined in conjunction with strategic planning, intercultural factors, foreign management techniques, and political risk analysis. The activities of multinational enterprises in home and host countries are also examined.

MGMT 304 – Theoretical Application Project in International Business Management

3 credits

Applies the concepts, theories, and principles of international business management to a work related situation.

MGMT 305 – Organizational Communications

3 credits

This course examines written and oral communication in business. Topics include: effective organization and writing of correspondence, memoranda, reports, research proposals; interpersonal communication with fellow workers and supervisors; planning, conducting and participating in meetings and oral presentation. Prerequisite: ENGL 295

MGMT 306 – Theoretical Application Project in Organizational Communications

3 credits

Applies the concepts, theories, and principles of organizational communications as presented in MGMT 305 to a work-related situation.

MGMT 308 – Government Contract Law

3 credits

This course is designed to acquaint the student with the legal and regulatory aspects associated with the administration of government contracts. The course topics include contract information and award protests, standards of conduct, governmental liability, the dispute process, and administrative and judicial methods of resolution of procurement and contract disputes. This course is designed to give the student an operating framework to understand government procurement law.

MGMT 309 – Theoretical Application Project in Government Contract Law

3 credits

Applies the concepts, theories, and principles of government contract law to a work-related situation.

MGMT 315 – Managerial Accounting and Financial Analysis

3 credits

This course covers the basic principles of accounting and financial management as they relate to managerial decision-making. Financial statement and annual report analysis, cash budgeting, capital management, long-term financing and financial forecasting are some of the topics covered.

MGMT 316 – Theoretical Application Project in Managerial Accounting and Financial Analysis

3 credits

Applies the concepts, theories, and principles of managerial accounting and financial analysis to a work-related situation.

MGMT 319 – Principles of Marketing and Advertising

3 credits

This course provides an overview of the field of marketing to give students an awareness of the institutions and methods employed in the marketing of goods and services. Discussions cover such topics as marketing strategies, opportunity and environmental analysis, new product development, and pricing. Different types of advertising media and their adaptation to various types of business activities are reviewed.

MGMT 320 – Theoretical Application Project in Principles of Marketing and Advertising

3 credits

Applies the concepts, theories, and principles of marketing and advertising to a work-related situation.

MGMT 321 – Principles of Management and Supervision

3 credits

The course examines management theory and basic managerial functions, leadership, decision-making, organizations as systems, and organizational structure and design. The role of the manager as a planner, organizer, director, controller, integrator and leader is reviewed. Achieving organizational objectives through

effective communication, day-to-day problem solving and decision-making, and motivating workers for effective productivity are covered.

MGMT 322 – Theoretical Application Project in Principles of Management and Supervision

3 credits

Applies the concepts, theories, and principles of management and supervision to a work-related situation.

MGMT 324 - International Marketing

3 credits

This course deals with various differences in cultural, economic and legal factors as they related to the marketing process. This is systematic treatment marketing on a global scale, extending basic principles into foreign requirements.

MGMT 325 – Theoretical Application Project in International Marketing

3 credits

Applies the concepts, theories and principles of international marketing to a work related situation.

MGMT 330 - Purchasing and Materials Management

3 credits

This course examines the aspects of acquisition and material management. Students examine the functional roles of those individuals having responsibility in this area. The course includes discussion of acquisition law, operations management, pricing, negotiations, and logistics.

MGMT 331 – Theoretical Application Project in Purchasing and Materials Management

3 credits

Applies the concepts, theories, and principles of purchasing and materials management to a work-related situation.

MGMT 332 – Cost and Price Analysis

3 credits

This course covers establishment and administration of equitable pricing arrangements for contracts. The course emphasizes techniques for determining the appropriate prices and

estimates for contracts. The course analyzes the total price and the individual elements of cost. This course discusses methods of pricing research and development, and the selection of hardware and services.

MGMT 333 – Theoretical Application Project in Cost and Price Management

3 credits

Applies the concepts, theories, and principles of cost and price management to a work-related situation.

MGMT 350 – Contract Administration

3 credits

This course is designed to acquaint the student with the general policies and procedures for contract administration functions. The course topics include the structure and responsibilities for contract administration including pre-and post-award activities, contract oversight, quality assurance, compliance, financing, cost controls, documentation, terminations and disputes, and subcontract management.

MGT 351 – Theoretical Application Project in Contract Administration

3 credits

Applies the concepts, theories, and principles of contract administration to a work-related situation.

MGMT 411 – Performance Measurement and Evaluation

3 credits

This course will discuss basic quality measurement and performance issues. The course emphasizes process control concepts, metrics, and strategies for improvement. Current techniques such as total quality management, six sigma, balanced scorecard, and others are covered.

MGMT 412 – Theoretical Application Project in Performance Measurement and Evaluation

3 credits

Applies the concepts, theories, and principles of performance measurement and evaluation to a work-related situation.

MGMT 417 – Human Resource Management
3 credits

This course surveys the principles and methods of effectively managing people at work. It includes the recruitment, selection, development, utilization of, and accommodation of people by organizations. Employee motivation and contemporary personnel management issues are examined in terms of the impact they have on organization effectiveness, goal attainment, health and viability, and overall performance.

MGMT 418 – Theoretical Application Project in Human Resource Management

3 credits

Applies the concepts, theories, and principles of human resource management to a work-related situation.

MGMT 420 – International Banking & Finance

3 credits

This is a course designed to give the student an overview of international banking and finance. Topics covered include the international dimensions of finance, foreign exchange rates, international sources of funds, international banking regulations, and the contrast between European, Asian, and American Banking.

MGMT 421 – Theoretical Application Project in International Banking & Finance

3 credits

Applies the concepts, theories and principles of international business to a work related situation.

MGMT 427 – Operations and Project Management

3 credits

This course examines the direction and control of processes that convert resources into goods and services. It deals with the broad areas of system design, operation, and control. Further, it focuses on the definition, planning, implementation, and evaluation of discrete projects.

MGMT 428 – Theoretical Application Project in Operations and Project Management
3 credits

Applies the concepts, theories, and principles of operations and project management to a work-related situation.

MGMT 435 – Strategic Management and Planning
3 credits

This course introduces basic techniques of strategic planning as a basis for integration and application of principles, skills, and perspectives developed in earlier courses to typical management problems. Prerequisite: MGMT 321 or equivalent or permission of the instructor.

MGMT 436 – Theoretical Application Project in Strategic Management and Planning
3 credits

Applies the concepts, theories, and principles of strategic management and planning to a work-related situation.

MGMT 445 – Strategic Planning for Information Systems
3 credits

This course focuses on planning strategies, tactics, and practices for developing and managing computer information systems as an organizational strategic resource. Applications to typical problems are examined. Prerequisite: MICS 341 or equivalent or permission of instructor.

MGMT 446 – Theoretical Application Project in Strategic Planning for Computer Systems Management
3 credits

Applies the concepts, theories, and principles of strategic planning for computer information systems to a work-related situation

RELS 303 – Information Systems Technology for Religious Systems Program
3 credits

This course prepares the student for the application and integration of information systems and computers into religious systems. The use of information systems to help manage

congregational programs and resources will be examined as will the availability denominational systems and support. The applicability of the Web to congregational and denominational outreach will be included.

RELS 304 – Theoretical Application Project in Information Systems Technology for Religious Systems
3 credits

Applies the concepts, theories, and principles of information systems technology for religious systems to a work-related situation.

RELS 435 – Strategic Religious Systems Planning
3 credits

This course examines the principles and techniques of strategic planning as applied to religious systems. Included are the development and application of appropriate models, the identification and acquisition of relevant data, and the development and implementation of programs and projects. The identification of relevant trends and the integration of projections into the planning process are also included.

RELS 436 – Theoretical Application Project in Strategic Religious Systems Planning
3 credits

Applies the concepts, theories, and principles of strategic religious systems planning to a work-related situation.

RELS 437 – Contemporary Religious Systems
3 credits

This course examines the state of religious systems in American and the world today. Building from an overview of the history of American religious structures, the course will study basic demographics of the worshipping and non-worshipping communities, congregations, denominations, para-church organizations, and faith-based organizations. Also examined will be the relationship between the religious community and governments in addressing social problems.

**RELS 438 – Theoretical Application Project
in Contemporary Religious Systems
3 credits**

Applies the concepts, theories, and principles of contemporary religious systems to a work-related situation.

**STAT 323 – Research and Statistical Analysis
3 credits**

This course is an introduction to the methods and tools of general research. It includes the application of the research process to problem solving and the types of research undertaken and appropriate means of conducting them.

Attention to secondary source research through bibliographic methods and on-line resources via the Internet is included. Descriptive statistics and inferential statistics, including frequency distribution, variability, regression, and correlation will be discussed. A computerized statistical tool is used in the course.

**STAT 324 – Theoretical Application Project
in Research and Statistical Analysis
3 credits**

Applies the concepts, theories, and principles of research and statistical analysis to a work-related situation.

Information Systems

**CBSC 345 - Network Security Management I
3 credits**

This course will provide students with the knowledge managers need to design and execute an effective security approach in a corporate network environment. Practical solutions will be examined for identifying, assessing and preventing external and internal threats to network surroundings with an emphasis on risk analysis, network communications, and security policies. This course will also examine vulnerable aspects of operating systems, applications, and e-mail. Tools will be discussed that can be used to detect and eliminate the identified weak points.

**CBSC 346 – Theoretical Application Project
in Network Security Management I
3 credits**

Applies the concepts, theories, and principles of Network Security Management to a work-related situation.

**CBSC 365 – Network Security Management II
3 credits**

This course introduces the student to Unix and Linux Networking concepts, problems and solutions. The setup and maintenance of these networks, protocols, administration and support of Unix/Linux networks will be explored.

**CBSC 366 – Theoretical Application Project
in Network Security Management II
3 credits**

Applies the concepts, theories, and principles of Network Security Management to a work-related situation.

**CBSC 435 – Firewalls for Security
3 credits**

This is an introductory course designed to introduce firewall terminology and concepts. The purpose of firewalls and types of firewalls, such as Network Address Translation (NAT) and Internet Information Server (IIS), will be examined.

**CBSC 436 – Theoretical Application Project
in Firewalls for Security
3 credits**

Applies the concepts, theories, and principles of Firewalls for Security to a work-related situation.

**CBSC 495 – Network Security Design
3 credits**

The focus of this course is to provide methods for securing a network environment using Microsoft Windows operating systems. Security focus will be on access to local network users, remote users and remote sites, between private and public networks, and associates.

**CBSC 496 – Theoretical Application Project
in Network Security Design
3 credits**

Applies the concepts, theories, and principles of Network Security Design to a work-related situation.

**CMSC 321 – Programming in C++
3 credits**

This course provides an examination of the fundamentals of programming in C++. Included are syntax, I/O device and file processing, and operating systems facilities.

**CMSC 322 – Theoretical Application Project
in Programming in C++
3 credits**

Applies the concepts, theories, and principles of programming in C++ to a work-related situation.

**CMSC 411 – Microsoft Office User Specialist
(MOUS) Applications
3 credits**

This course examines the potential for leveraging the programs of the Microsoft Office User Specialist package (Word, Excel, Access, and PowerPoint) with a particular focus on the theoretical aspects of the overall package.

**CMSC 412 – Theoretical Application Project
in Microsoft Office User Specialist
Applications
3 credits**

Applies the concepts, theories, and principles of Microsoft Office User Specialist applications to a work-related situation.

**CMSC 465 –Architecture of Hardware
Systems
3 credits**

This course examines the basic structure of computer systems. Included are an assessment of the components of the personal computer, LANs, WANs, and the Internet.

**CMSC 466 – Theoretical Application Project
in the Architecture of Hardware Systems
3 credits**

Applies the concepts, theories, and principles of the architecture of hardware systems to a work-related situation.

**MCAP 303 – Organization and Technology of
Information Management
3 credits**

This course will prepare the student for professional involvement with computer and information systems through an understanding of the organization and management aspects of such systems. This includes the management information software; ways of gathering, sorting and distributing information and data; and evaluating software and hardware. Open to non-degree students; meets prerequisite for MCAP 351 in ISM program

**MCAP 304 – Theoretical Application Project
in the Organization and Technology of
Information Management
3 credits**

Applies the concepts, theories, and principles of organization and technology of information management to a work-related situation.

**MCAP 351 – Management Support Systems
3 credits**

This course examines computers and predefined application software in the business environment. Advanced software applications with emphasis on the interface characteristics of these technologies are included. Decision software applications are examined. Prerequisite: COMP 120 or MCAP 303 or a first course in a sequence designed for computer science, computer information systems, or computer applications majors or concentrations.

**MCAP 352 – Theoretical Application Project
in Management Support Systems
3 credits**

Applies the concepts, theories, and principles of management support systems to a work-related situation.

MICS 341 – Systems Analysis and Design**3 credits**

This course focuses on the analysis and design of integrated hardware and software solutions to meet the needs of end users. Factors and methods in selecting hardware components, software applications packages, and operating systems are examined. Particular attention is given to systems integration with human and organizational environments, to systems development life-cycle methodology, and to total quality management. Prerequisite: COMP 120 or MCAP 303 or equivalent or permission of instructor.

MICS 342 – Theoretical Application Project in Systems Analysis and Design**3 credits**

Applies the concepts, theories, and principles of systems analysis and design to a work-related situation.

MICS 455 – Computer Networking and Telecommunications**3 credits**

This course provides the student with an understanding of data communications, local area networks, and the software and hardware necessary to implement such systems. Prerequisite: MCAP 351 or MICS 341 or equivalent or permission of instructor.

MICS 456 – Theoretical Application Project in Computer Networking and Telecommunications**3 credits**

Applies the concepts, theories, and principles of computer networking and telecommunications to a work-related situation.

MICS 461 – Data Base Management**3 credits**

This course examines data base structures and management and provides exposure to a specific computer data base system. Data definition and modeling, data base access and command languages, and design and implementation in an office environment are topics considered. Prerequisite: MCAP 351 or equivalent or permission of instructor.

MICS 462 – Theoretical Application Project in Data Base Management**3 credits**

Applies the concepts, theories, and principles of data base management to a work-related situation.

INDEPENDENT STUDY & SPECIAL TOPICS COURSES

INDEPENDENT STUDY (1 to 3 credits)

The role of Independent Study courses is to permit students to take courses related to their degree objectives or to maintain continuous enrollment when no other scheduled class is available to or appropriate for them. The request for an Independent Study course should be the result of sound academic planning by the student and his or her faculty advisor and is to be a part of the student's academic plan. The subject chosen for an Independent Study course may not duplicate any course offering during the student's enrollment at the College. The subject may be an in-depth study of a topic included in a course already completed by the student or a special topic with a clear relationship to the student's degree program. A "Request for Independent Study" form must be initiated by the faculty advisor and completed prior to approval of the course.

Independent study courses include directed readings; conferences with a supervising instructor; and completion of papers, reports, or examinations.

GNED 270 – Independent Study in Topics in General Education

ACCT 470 – Independent Study in Accounting

BUS 470 – Independent Study in International Business

MGMT 470 – Independent Study in Management

MGMT 471 – Independent Study in Government Contract Management

MICS 470 – Independent Study in Information Systems

SPECIAL TOPICS (3 credits)

Special topics courses may be offered in each program on a variable schedule. The content and methods of such courses vary with the interest of students and faculty members, emerging new knowledge or issues, the unique availability of a visiting scholar in the field, or special opportunities for field experiences. A special topics course may be used as a substitute for a program course, as a way of avoiding redundancy, or as a means for meeting a special academic need in a student's program. Students needing to complete additional credits for graduation also may use this option. Prerequisite: Completion of 30 credits in program and permission of the student's faculty advisor and the Dean.

GNED 275 – Special Topics in General Education

ACCT 475 – Special Topics in Accounting

BUS 475 – Special Topics in International Business

MGMT 475 – Special Topics in Management

MGMT 476 – Special Topics in Government Contract Management

MICS 475 – Special Topics in Information Systems

CAPSTONE COURSES

MGMT 480 – Capstone Project in Management

3 credits

The Capstone Project requires students to define, research, design, implement, and evaluate a project of their choosing relevant to the needs of a work situation. The project, which may identify and analyze a business need or issue, offer a proposal for solving a business problem, or develop a business plan, requires the integration of five course areas in the student's program in Management. Orientation for the Capstone begins after a student has completed seven program courses or the equivalent. The faculty advisor works closely with the student in developing the plan for the Capstone Project. Research and analysis are required. Students deliver both oral and written presentations of the project.

ACCT 480 – Capstone Project in Accounting

3 Credits

The Capstone Project in Accounting requires students to define, research, design, implement, and evaluate a project of their own choosing relevant to the needs of a work situation. The project, which may identify and analyze an accounting need or issue, offer a proposal for solving an accounting problem, or develop an accounting plan for a business. The project requires the integration of five course areas in the student's program of Accounting. Orientation for the Capstone begins after a student has completed the appropriate hours required by the discipline. The faculty Advisor works closely with the student in developing the plan for the Capstone Project. Research and analysis are required. Students deliver both oral and written presentation of the project.

MGMT 481 – Capstone Project in Government Contract Management

3 Credits

The Capstone Project in Government Contract Management requires students to define, research, design, implement, and evaluate a project of their own choosing relevant to the needs of a work situation. The project, which may identify and analyze a contract management need or issue, offers a proposal for solving a contract problem, or developing a business plan. The project requires the integration of five course areas in the student's program of Government Contract Management. Orientation for the Capstone begins after a student has completed the appropriate hours required by the discipline. The faculty advisor works closely with the student in developing the plan for the Capstone Project. Research and analysis are required. Students deliver both oral and written presentation of the project.

MICS 480 – Capstone Project in Information Systems

3 credits

The Capstone Project requires students to define, research, design, implement and evaluate a project of their choosing relevant to the needs of a work situation. The project, which may identify and analyze a business need or issue, offer a proposal for solving a business problem, or develop a business plan, requires the integration of five course areas in the student's program in Information Systems. Orientation for the Capstone begins after a student has completed seven program courses or the equivalent. The faculty advisor works closely with the student in developing the plan for the Capstone Project. Research and analysis are required. Students deliver both oral and written presentations of the project.

BUS 480 – Capstone Project in International Business

3 Credits

The Capstone Project in International Business requires students to define, research, design, implement, and evaluate a project of their own choosing relevant to the needs of a work situation. The project, which may identify and analyze a need or issue, offer a proposal for solving an international business problem, or develop a plan for an international business. The project requires the integration of five course areas in the student's program of International Business. Orientation for the Capstone begins after a student has completed the appropriate hours required by the discipline. The faculty Advisor works closely with the student in developing the plan for the Capstone Project. Research and analysis are required. Students deliver both oral and written presentation of the project.

STATEMENT OF LEGAL CONTROL

The Potomac College LC, which was incorporated in 1995 in the State of Maryland, owns Potomac College. The Board of Trustees consists of the following members:

Yvonne Hood

Executive Associate, Department of Computer Science
School of Engineering and Applied Science
The George Washington University

Elizabeth L. Johns, Ed.D.

Academic Consultant
University of Northern Virginia

J.R. McCartan, Chair

President
Pittsburgh Technical Institute

Jerry Wetzel Miller, Ph.D.

Former Director, Washington Office
American College Testing

Lou Phillips

President
Multi-Cultural Tourism Development Alliance

A.R. Sullivan

Chief Executive Officer
The Sullivan Colleges System

Florence S. Tate

President
Potomac College

John A. Yena, Ph.D.

President
Johnson & Wales University

COLLEGE ADMINISTRATION & FACULTY

Administration

Ms. Florence S. Tate

President

B.S. Notre Dame College 1971

Mr. Walter Person, Jr.

Dean of Academic Affairs

A.G.S. University of Maryland 2003

Major: Higher Education

M.A. George Washington University 1987

Major: Telecommunications

B.G.S. American University 1984

Major: Business Management/Computer Science

A.A. American University 1981

Major: General Education

Ms. Helen P. Landry

Associate Dean of Academic Affairs

M.S. Marymount University 1992

B.S. University of New Hampshire 1987

Karen Morris

Registrar/Director of Operations

M.P.T. Howard University 1999

B.S. Howard University 1997

Marcus Palmore

Director of Student Services

B.S. Potomac College 2004

Ron Parker

Director of Admissions

B.S. University of the District of Columbia 1992

Librarian

Mr. Robert Wanzilak

Head Librarian

Library and Information Resources Orientation Leader

M.A.	The Catholic University of America Major: Educational Technology	1974
M.L.S.	University of Pittsburgh Major: Library Science	1966
B.S.	California University of Pennsylvania Major: Social Studies	1964

Certification: Social Studies teacher

Teaching: History and social studies teacher, 2 years

Library Experience: Thirty years of experience in a variety of settings including:
Head Librarian, Charles County Public Schools
Head Librarian, Martin's Ferry Public Library
Founding Librarian, Passaic County Community College
Library Department Head, Shippensburg University
Librarian, St. Mary's College of Maryland

CAMPUS DIRECTORS, SENIOR FACULTY & FACULTY ADVISORS

Marianna Blagburn

Faculty Advisor

Instructor in the areas of General Studies, Anthropology, Social Sciences and Literature

Education: M.A. American University 1998
Major: Cultural Anthropology

B.A. American University 1994
Major: General Studies

Additional Teaching: American University, 3 years

Work Experience: Anthropologist-in-residence and instructor
American University, 3 years
Career Advisor
Law Schools at American University, GWU and Catholic
University, 10 years

William Burr, III

Faculty Advisor

Instructor in the areas of Managerial Accounting and Financial Analysis, Research and Statistical Analysis, and Business Law and Ethics

Education: J.D. University of Maryland School of Law 1976
Major: Law

M.S. The American University 1984
Major: Accounting

B.A. University of Virginia 1973
Major: Psychology

Licenses: C.P.A. - Maryland
Member of the Maryland Bar

Additional Teaching: Montgomery College, 12 years
Montgomery County Public Schools, Adult Basic Education.
7 years (p/t)
The Stratford Schools, 4 years (p/t)
The Culinary School of Washington, 3 years (p/t)

Work Experience: Staff Accountant at Sinrod & Tash, CPAs, 1 year
Self-employed Attorney and Accountant

Mr. Kenneth Chapman

*Instructor in Information Systems
Systems Administrator*

Education: M.S. Marist College 1986
Major: Computer Science

B.S. Marist College 1983
Major: Computer Science

Additional Teaching: Dutchess Community College, 3 years (p/t)
Marist College, 5 years (p/t)
Rochester Institute of Technology, 1 year (p/t)

Work Experience: Chief Information Officer, The National Trust, 4 years
Information Resources Manager, New York Dept.
of Transportation, 26 years
Programmer/Analyst, Department of the Air Force, 4 years

Mr. Daniel Crawford

Faculty Advisor

Instructor in American Film, the American Novel, and Arts courses

Education: M.A. The American University 1990
Major: Film and Video

B.A. Coe College 1985
Major: English

Additional Teaching: The American University, 8 years (p/t)

Work Experience: Assistant to the Dean, The American University, 13 years
Administrative Assistant, The American University, 3 years
Assistant Editor, *Washington City Paper*, 2 years

Dr. Evangeline Jefferson

Faculty Advisor

Instructor in Management and Information Systems

Education: Ed.D. NOVA Southeastern University 2005
M.S. Strayer University 2001
B.S. Potomac College 1999

Ms. Janet Moorman*Instructor in the areas of English Composition, Technical Writing, and History*

Education:	M.S.	University of the District of Columbia Major: Labor Studies	1988
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	B.A.	Bluefield State College Major: History; Minor: English	1970
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Additional Teaching:	University of the District of Columbia, 13 years (p/t)		
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Work Experience:	Business Development Specialist, U.S. SBA, 14 years Technical Writer/Editor, U.S. Patent and Trademark Office, 4 years		
------------------	--	--	--

Mr. Kenneth Pflieger*Virginia Campus Director for Academic Affairs**Instructor in the areas of Information Systems*

	M.S.	Strayer University	2001
--	------	--------------------	------

	B.S.	Potomac College	2000
--	------	-----------------	------

Dr. Galen Neil Smith*Faculty Advisor**Instructor in the areas of Economics, International Business, Political Science, and Philosophy*

Education:	Ph.D.	University of Maryland Major: Government and Politics	1996
------------	-------	--	------

	M.A.	University of Maryland Major: Government and Politics	1993
--	------	--	------

	M.A.	San Jose State University Major: Political Science	1980
--	------	---	------

	B.A.	San Jose State University Major: Political Science	1972
--	------	---	------

Additional Teaching:	Instructor at University of Maryland, 1 year Professor and Faculty Advisor, Woodbury University, 4 years Professor at Gavilan Community College, 1 year Instructor at National-Louis University, 2 years (p/t)		
----------------------	---	--	--

Work Experience:	Consultant, Garrett Engineers, Inc., 1 year Library Specialist, University of Southern California, 2 years Library Specialist, Stanford University, 2 years		
------------------	---	--	--

ADJUNCT FACULTY

Velonta Adams			
Management			
M.S.	Central Michigan University		2004
B.S.	Potomac College		2000
Myra Banks-Smith			
History, English			
M.S. Ed.	Bank Street College of Education		1999
B.A.	American University		1981
Hayden Bernard			
Financial Management, Mathematics, Statistics			
M.B.A.	George Washington University		2003
M.S.	Howard University		1999
B.S.	Howard University		1997
Tacha Bredell			
Social Sciences, Management, Political Science			
PhD	Capella University		2006
M.S.	Central Michigan University (GA)		2002
M.S.	Central Michigan University (HRM)		2001
M.S.	Central Michigan University (IRM)		2000
B.A.	Norfolk State University		1993
Marcus Brownrigg			
Management; Mathematics, Political Science			
M.B.A.	Ashburn University		1998
B.A.	Howard University		1987
Russ Carter			
Social Sciences, Ethics, Computer Fraud, Criminal Justice			
Doctoral Can.	George Mason University		2003
M.P.A.	Troy State University		1993
B.A.	Shaw University		1987
Don Clasen			
Public Administration; Business; Political Science			
Ph.D.	University of Southern California		1970
M.P.A.	University of Southern California		1967
B.S.	Carroll College		1959
Edward Cooper			
Mathematics			
M.B.A.	Florida Metropolitan University		1996
B.S.	South Carolina State University		1992

Kalamolo Coulibaly			
Economics; Management, International Business			
Ph.D.	The American University		2001
M.S.	University of Auvergne		1992
B.S.	University of the Ivory Coast		1989
Edward Creppy			
Economics; Management; International Business			
Ph.D.	The American University		2003
M.A.	The American University		2002
B.S.	University of New York		1990
John Crestwell			
Religion; English; Communications			
M.T.S	Wesley Seminary		2000
B.A.	Hampton University		1991
Sidina O. Dedah			
Mathematics; Statistics			
Ph.D.	Louisiana State University		1995
M.A.S.	Louisiana State University		1995
B.S.	Institute Agronomique et Veterinaire Hassan II		1989
Lisa Dennis			
Law, Management, Political Science			
J.D.	Howard University		1996
B.A.	Bennett College		1982
Frederick Fisher			
Marketing; Management; Telecommunications			
M.S.	George Washington University		2000
M.C.	George Washington University		1997
B.S.	Potomac College		1997
Valencia Ferguson			
Information Systems Technology			
B.S.	Potomac College		1999
Dr. James J. Flaggert			
Management, Organizational Cultures, and Statistics			
Ph.D.	University of Southern California		2001
M.Ed.	University of Oklahoma		1978
Katrina Foster			
English; Management; Social & Behavioral Sciences			
M.E.	National Louis University		2000
B.A.	North Carolina A&T State University		1990

Francis Fuller			
Information Systems Technology			
B.S.	Bowie State University		2004
A.A.S	Prince Georges Community College		2000
Jacklyn Fuller			
Financial Management; Statistics; Mathematics			
M.S.	Bowie State University		2002
B.S.	Bowie State University		1999
Amina Gaber			
Health Science; General Science; Environmental Science			
M.Sc.	Michigan State University		1994
B.Sc.	The American University at Cairo		1979
Mesha Griffin			
Social & Behavioral Sciences, English, Public Speaking			
Ed.D	Howard University		2006
M.S.	University of West Alabama		2001
B.A.	Mississippi State University		1994
Phil Gross			
Information Technology; Telecommunications			
M.S	Pennsylvania State University		1983
B.S.	University of Maryland		1970
Gwendolyn Gurily			
Social & Behavioral Sciences, English and Management			
Doctoral candidate	Northcentral University		2005
M.S.	Central Michigan University		2003
B.S.	Bowie State University		1999
Michael Hancock			
Management			
M.S.	Strafford University		2005
B.S.	Potomac College		2003
Andrew Harris			
Mathematics, Statistics			
M.B.A.	University of Maryland, University College		2001
M.S.	University of Maryland, University College		1999
B.S.	Howard University		1985

Timothy G. Howard			
	Management, Information Systems		
	M.S.	University of Maryland	1998
	B.S.	Pennsylvania State University	1985
Orlando Jones			
	Sociology; Management; Human Resource		
	M.S.	Troy State University	2001
	B.S.	Columbia College	1980
Stewart Jones			
	Social & Behavioral Sciences; Management		
	M.S.W.	Howard University	1997
	B.S.	Georgia College & State University	1981
John Lane			
	Management, International Business		
	PhD	George Mason University	2004
	M.S.	Florida Institute of Technology	1975
	B.S.	Hampton University	1971
Andrew Loudermon			
	Management, Mathematics		
	M.A.	Central Michigan University	1976
	B.S.	Howard University	1961
Dorothy Lowe			
	Political Science, History		
	M.E.	Alabama State University	2002
	B.A.	Hood College	1998
Doreen Manion			
	Information Systems Technology		
	M.S.	University of Maryland, University College	2002
	B.A.	California State University	1981
Michele Mitchell			
	Information Systems Technology		
	B.S.	Potomac College	1998
Jinnae Monroe			
	Management, Ethics, Public Speaking		
	M.A.	University of Great Falls	1996
	B.S.	Park College	1993
	A.S.	U.S. Air Force College	1992
	A.S.	U.S. Air Force College	1991

Bernard Ofori-Atta			
Political Science, History, Management, Law			
J.D.	Washington University		1996
B.A.	Williams College		1992
Tracey Parker			
Management, Social & Behavioral Sciences			
M.S.A.	Central Michigan University		2002
B.A.	Hawaii Pacific University		2001
Eric Parrish			
Information Systems Technology, Management, Mathematics and Statistics			
Ph.D	Northcentral University		2004
M.S.	Alabaman A & M University		1997
B.S.	Norfolk State University		1990
Phillip Paternella			
Management; Health Administration			
M.H.A.	Southwest Texas State University		2002
B.S.	Park College		1994
Kevin Pointer			
English, Management			
M.S.	Central Michigan University		2001
B.A.	Hampton University		1979
Keith D. Powell			
Political Science; Ethics, Mathematics			
M.P.A.	The American University		1979
B.S.	The American University		1978
Ahmed M. Raafat			
Science			
Ph.D.	Michigan State University		1994
M.Sc.	Michigan State University		1990
B.S.	Cairo University		1974
Naveen Ramnanan			
English, Research			
M.A.	University of Miami		2000
B.A.	University of the West Indies, Trinidad		1996
Lyncoya Simpson			
Management, Accounting, Finance			
M.B.A.	Wilmington College		2003
B.S.	Wilmington College		1998
A.A.S.	Delaware Technical College		1996

Arthur Square			
Mathematics; Psychology			
M.S.	Adelphi University		1997
B.S.	Adelphi University		1991
Denise Stackhouse			
Mathematics; Management; Financial Management; Strategic Management			
M.B.A.	Carnegie-Mellon University		1984
B.A.	Spelman College		1979
B.S.	Georgia Institute of Technology		1979
Marilyn Stackhouse			
English, Management, Marketing			
M.B.A.	University of Pittsburgh		1984
B.A.	Shaw University		1977
Dennis Stewart			
Information Systems Technology			
M.S.	Strayer University		2000
B.S.	Strayer University		1999
Vaiyapuri Subramaniam			
Health Sciences; Science, Management,			
PhD	University of Arkansas, College of Pharmacy		2000
M.S.	National Louis University		1991
B.S.	Ohio Northern University		1974
Ben Van Hoose			
Information Systems Technology			
M.S.	Capitol College		2003
B.S.	Potomac College		2000
Donta Watson			
Information Systems Technology			
B.S.	Strayer University		1999
Chris Wolf			
Arts & Sciences			
M.F.A.	Temple University		1989
B.A.	State University of New York		1979
Carl Woolridge			
Information Systems Technology			
M.S.	American InterContinental University		2004
B.S.	Potomac College		2003

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