

**Silicon Valley University**  
**Catalog 2009-2010**



# SILICON VALLEY UNIVERSITY

[www.svuca.edu](http://www.svuca.edu)

## CATALOG

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## SVU 2009 - 2010 ACADEMIC CALENDAR

<b>FALL 2009</b>		<b>&lt; SEPTEMBER 7 – DECEMBER 19, 2009 &gt;</b>
September, 2009		
05	Sat	English Placement Examination
		First new student orientation
07	Mon	Labor Day (campus closed)
08	Tue	Classes begin
14	Mon	Second new student orientation
19	Sat	Last day to add / drop courses
October, 2009		
19 – 24	Mon-Sat	Course review / Midterm examination
November, 2009		
02	Mon	First day of OPT application for Fall 2009 graduates
14	Sat	Last day for graduation petitions
23	Mon	First day of early registration for Spring trimester, 2010
26 – 27	Thurs-Fri	Thanksgiving Holidays (campus closed)
December, 2009		
14 – 19	Mon-Sat	Course review / Final examination
21	Mon	First day of trimester recess (break for 3 weeks)
24 – 25	Thurs-Fri	Christmas Holidays (campus closed)
31	Thurs	New Year's Eve (campus closed)
January, 2010		
01	Fri	New Year's Day (campus closed)
30	Sat	Last day of OPT application for Fall 2009 graduates
31	Sun	Official graduation day for Fall 2009

<b>SPRING 2010</b>		<b>&lt; JANUARY 11 – APRIL 24, 2010 &gt;</b>
January, 2010		
01	Fri	New Year's Day (campus closed)
09	Sat	English Placement Examination
		First new student orientation
11	Mon	Classes begin
18	Mon	Second new student orientation
23	Sat	Last day to add / drop courses
February, 2010		
15	Mon	President's Day (campus closed)
22 – 27	Mon-Sat	Course review / Midterm examination
March, 2010		
02	Tue	First day of OPT application for Spring 2010 graduates
20	Sat	Last day for graduation petitions
29	Mon	First day of early registration for Summer trimester, 2010
April, 2010		
19 – 24	Mon-Sat	Course review / Final examination
26	Mon	First day of trimester recess (break for 2 weeks)
May, 2010		
29	Sat	Last day of OPT application for Spring 2010 graduates
31	Mon	Official graduation day for Spring 2010
		Memorial Day (campus closed)

<b>SUMMER 2010</b>		<b>&lt; MAY 10 – AUGUST 21, 2010 &gt;</b>
May, 2010		
08	Sat	English Placement Examination
		First new student orientation
10	Mon	Classes begin
17	Mon	Second new student orientation
22	Sat	Last day to add / drop courses
31	Mon	Memorial Day (campus closed)
June, 2010		
21 – 26	Mon-Sat	Course review / Midterm examination
July, 2010		
02	Fri	First day of OPT application for Summer 2010 graduates
04	Sun	Independence Day
05	Mon	'Independence Day' observed (campus closed)
17	Sat	Last day for graduation petitions
26	Mon	First day of early registration for Fall trimester, 2010
August, 2010		
16 – 21	Mon-Sat	Course review / Final examination
21	Sat	Graduation Commencement
23	Mon	First day of trimester recess (break for 2 weeks)
September, 2010		
06	Mon	Labor Day (campus closed)
29	Wed	Last day of OPT application for Summer 2010 graduates
30	Thurs	Official graduation day for Summer 2010

<b>FALL 2010</b>		<b>&lt; SEPTEMBER 6 – DECEMBER 18, 2010 &gt;</b>
September, 2010		
04	Sat	English Placement Examination
		First new student orientation
06	Mon	Labor Day (campus closed)
07	Tue	Classes begin
13	Mon	Second new student orientation
18	Sat	Last day to add / drop courses
October, 2010		
18 – 23	Mon-Sat	Course review / Midterm examination
November, 2010		
02	Tue	First day of OPT application for Fall 2010 graduates
13	Sat	Last day for graduation petitions
22	Mon	First day of early registration for Spring trimester, 2011
25 – 26	Thurs-Fri	Thanksgiving Holidays (campus closed)
December, 2010		
13 – 18	Mon-Sat	Course review / Final examination
20	Mon	First day of trimester recess (break for 3 weeks)
23 – 24	Thurs-Fri	Christmas Holidays (campus closed)
31	Fri	New Year's Eve (campus closed)
January, 2011		
01	Sat	New Year's Day (campus closed)
29	Sat	Last day of OPT application for Fall 2010 graduates
31	Mon	Official graduation day for Fall 2010

## **THE UNIVERSITY**

### **Mission & Goals**

The primary mission of Silicon Valley University is to provide excellent educational programs in both undergraduate and graduate levels to equip and prepare students with the right set of knowledge and skills for careers in the high tech industry and competitive global business arena.

This mission is accomplished by leveraging Silicon Valley's expertise in technology and business sectors to:

- Provide students with faculty who are experts in their field and are currently working in the high tech industry and global business sectors;
- Provide students with a learning environment that utilizes the latest available technology in use in the work place;
- Acquaint students with the fundamental academic principles, theories and concepts governing their career fields;
- Prepare students with the practical skills necessary for performing at the highest levels in their chosen professions;
- Develop the capacity for independent and critical thinking;
- Cultivate professionalism appropriate for today's workplace; and
- Promote entrepreneurship by encouraging new ideas for business initiatives and product development.

### **Campus Description**

SVU is located in Silicon Valley (San Jose, California) which is the hub of the US high-tech industry and global business. The university occupies space in a Class A office building. The instructional space consists of large classrooms for delivery of multimedia presentations to large groups as well as rooms suitable for small-group discussions. SVU also shares a state-of-the-art technology lab and an electronic resource center with a high-tech company. Furthermore, SVU has student recreational and office facilities that stimulate contacts between the students.

The university offers state of the art computer equipment in its infrastructure, labs and classrooms, including ORACLE Database servers, a mail server and web servers, several Cisco Systems Catalyst 5000 LAN switches, a Nortel/Bay Networks Starfish T12 Ethernet hub, a D-link 802.11b wireless access router, and a large number of PCs.

### **Electronic Resource Center & Library Access**

As part of its effort to provide instruction using the latest internet technologies, the university has established a web-based Electronic Resource Center, a

digital research facility, to provide students with the opportunity to make maximum use of the virtually limitless resources available on the internet. The university also provides its students and faculty access to the Campus Pro electronic libraries from Thomson (www.thomson.com) as well as links to major professional journals and mass media publications (e.g. ProQuest and IEEE on-line Journal).

The University library serves its faculty and students at no cost. You are expected to follow the library policy to check out books or use our resources. Our library has a few thousand books. Students and faculty can log into our network at no cost.

#### **Library Hours:**

Monday through Friday: 11 am to 7 pm

Saturday: 12pm to 5pm

#### **Reference Desk Hours:**

Monday through Friday: 2:00 pm to 6:00 pm

The university has an arrangement with California State University in San Jose which allows our students full access to the CSUSJ library. Students may check out books and other materials from the CSUSJ library and utilize the CSU inter-library loan program. Our students can also receive library cards allowing access to the Alameda County and Santa Clara County public library system and the public inter-library loan system as well.

### **Laboratory Facilities and Access**

The university's classroom and research facilities are equipped with state-of-the-art computer systems, computer network infrastructure, and high-speed Internet access. The campus deploys LAN access in each lab and classroom. The campus is also equipped with a wireless LAN. The campus data center is equipped with high-capacity SQL database servers, Electronic Design Aided tools servers, a DHCP server, a DNS server, mail and web servers.

### **Computer Aided Electronic Design Lab**

Silicon Valley University offers FPGA and CPLD design tools that instructors use to teach students Verilog and VHDL hardware description languages, hardware design and programmable logic design.

### **Data Communication / Telecommunication Lab**

Silicon Valley University offers a state-of-the-art lab equipped with Cisco ISDN routers, Clarinet wireless LANs, 3COM Access Builder remote access servers, 3COM ISDN routers, IBM token ring networks and Nortel/Bay Networks intelligent hubs. Students can access these resources from home or any onsite networked workstation to configure or control this equipment.

**Accreditation Approval Status**

Accredited by the Accrediting Council for Independent Colleges and Schools to award Bachelor Degrees, Master’s Degrees, and Certificates.

The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and the Council for Higher Education Accreditation.

SVU has been granted Institutional Approval by the Bureau for Private Post-secondary & Vocational Education (“Bureau”). Their contact information is:

Location:

1625 North Market Boulevard  
Suite S-202  
Sacramento, CA 95834  
(916) 574-7720

Mailing address:

P.O. Box 980818  
West Sacramento, CA 95798-0818

Website:

[www.bppve.ca.gov](http://www.bppve.ca.gov)

**Corporate Status**

Silicon Valley University is organized under California Corporate Law as a nonprofit, public-benefit corporation and is deemed tax-exempt, as applies to corporations falling within the IRS 501(C)(3) ruling.

SILICON VALLEY UNIVERSITY ADMINISTERS ALL ITS PROGRAMS WITHOUT REGARD TO RACE, ETHNIC ORIGIN, AGE, OR SEX. SVU DOES NOT DISCRIMINATE IN THE ADMINISTRATION OF ITS EDUCATIONAL POLICIES, ADMISSIONS POLICIES, SCHOLARSHIPS, OR OTHER SCHOOL ADMINISTERED PROGRAMS.

**Governing Board**

SVU is governed by its Board of Trustees. The Board of Trustees consists of the following people:

**Dr. Jerry Shiao**

Founder and President of SVU  
San Jose, California  
Chairman of the Board

**Seiko Cheng**

Co-Founder of SVU  
San Jose, California  
Treasurer of the Board

**Dr. Len-Yi Leu**

Senior Director of TSMC  
San Jose, California  
Secretary of the Board

They provide voluntary service and receive no remuneration for their services on the Board, as SVU is a nonprofit, public-benefit educational institution.

**UNIVERSITY PROGRAMS**

**Degree Programs**

- Bachelor of Science in Computer Science
- Bachelor of Science in Computer Engineering
- Bachelor of Business Administration
- Master of Science in Computer Science
- Master of Science in Computer Engineering
- Master of Business Administration

**Certificate Programs**

- Computer Engineering and Telecommunication Engineering
- Database Design and Software Engineering
- English as a Second Language

## **ADMISSION TO THE UNIVERSITY**

### **General Admission**

SVU is an equal opportunity institution. Graduation from high school or its equivalent is necessary for enrollment. Students are admitted on the basis of their projected ability to meet academic standards. The university evaluates both objective and subjective data to select its students. The factors that are taken into consideration during the selection process include, but are not limited to: the potential of the candidate to successfully complete the desired program, the candidate's past academic performance record, and the amount and quality of the candidate's prior experience and training.

The university's application and selection procedures for its programs include the following requirements:

- A) Applicants must submit a completed University Application for Admission and pay a nonrefundable application fee in the form of a check or money order payable to "Silicon Valley University."
- B) All applicants must arrange to submit official transcripts from previously attended institutions. Students holding foreign degrees must make arrangements with SVU administration to have prior credit hours evaluated for equivalency. Contact SVU for further information regarding this process.
- C) Students planning to enter SVU must submit their application material and associated documents before the deadlines posted in the academic calendar. Each trimester has a separate deadline.

### **Certificate Programs**

Applicants to a Certificate Program, except ESL, must have a bachelor degree or equivalent and have completed enough basic Math and computer science courses to successfully perform the required work. The Certificate Programs are non-degree programs, which do not offer credits for classes taken. All applicants to a Certificate Program must complete an enrollment application and pay a nonrefundable application fee in the form of a check or money order made payable to "Silicon Valley University."

### **Bachelor's Degree Programs**

#### **Admission Directly from High School**

Exceptionally qualified high school graduates who have fewer than 40 credit hours of college credit may be granted admission. These students must submit the high school, or its equivalent such as GED, official

transcript showing a minimum GPA of 1.75, and copy of the diploma for admission.

### **Maximum Transfer Requirements**

The maximum number of credit hours that can be transferred prior to enroll in SVU from another institution towards a Bachelor degree at SVU is 72.

### **Lower Division Requirements**

Applicants who have not met all of the lower division requirements (see section on Undergraduate Programs) upon application may be accepted pending completion of those requirements before graduation. An individual evaluation of accepted transfer credits as well as general education deficiencies, will be provided by the university at the time admission is offered. Most lower division courses are not yet taught at the university but may be taken at local community colleges or other approved or accredited institutions.

### **Master's Degree Programs**

All applicants to a Master's degree program must hold a Bachelor of Arts, a Bachelor of Sciences, or an equivalent degree from an accredited or approved college or university to be admitted to a Master program at SVU. An official transcript with the student's baccalaureate degree must be submitted to the university. Students must also demonstrate adequate proficiency in math and computer science. Students lacking this proficiency may still be admitted as conditional students and take the appropriate courses required to achieve proficiency.

All applicants to a Master's degree program must have a Bachelor degree or its equivalent from an accredited institution with a minimum GPA of 2.5.

All applicants to a Master degree program must submit previous transcripts for evaluation.

### **General Admission Requirements**

- A) All international applicants must certify that they have adequate financial resources to pay for all expenses while attending Silicon Valley University.
- B) Applicants whose native language is not English must demonstrate their English proficiency by providing an official score report from the Test of English as a Foreign Language (TOEFL).
- C) Applicants who have earned a degree from an institute where the language of instruction is English, (e.g. U.S., United Kingdom, Australia) are exempt from submitting a TOEFL score. These applicants may be required to have their English proficiency evaluated when they arrive on campus.

### **English Proficiency**

English proficiency can be demonstrated by:

- A) A score of 500 or higher on the Paper-Based TOEFL, or 173 or higher on the Computer-Based TOEFL; or
- B) A score of 500 or higher on the Institutional TOEFL administered by SVU.

Students are strongly encouraged to take the TOEFL test prior to coming to SVU. Those students who did not take the TOEFL test, or those who did not pass the proficiency requirements stated above, will be required to take the test during their first week of classes at SVU. The students can either take the official TOEFL at certain test centers or the Institutional TOEFL administered by SVU. Students will be on conditional admission until English proficiency is demonstrated.

### **Conditional Admission**

Applicants who cannot demonstrate the English proficiency required for full admission may be granted conditional admission in the following manner:

- Students with scores of 470 to 499 on the Paper-Based or Institutional TOEFL, or 150 to 172 on Computer-Based TOEFL, may be conditionally admitted and may, at their option, enroll in ESL classes. To prove English proficiency and achieve full admission, these students need to retake the TOEFL test.
- Students with scores of 420 to 469 on the Paper-Based or Institutional TOEFL, or 111 to 149 on Computer-Based TOEFL, may be conditionally admitted and are required to enroll in a minimum of 18 hours per week of ESL 400 classes.
- Students with scores of 400 to 419 on the Paper-Based TOEFL or Institutional TOEFL, or 97 to 110 on Computer-Based TOEFL may be conditionally admitted and are required to enroll in a minimum of 18 hours per week of ESL 300 classes.
- Students with scores between 350 and 399 on Paper-Based TOEFL or Institutional TOEFL, or between 63 and 96 on Computer-Based TOEFL may be conditionally admitted and are required to enroll in a minimum of 18 hours per week of ESL 200 classes.
- Students with scores below 350 on Paper-Based TOEFL or Institutional TOEFL, or below 63 on Computer-Based TOEFL may be conditionally admitted and are required to enroll in a minimum of 18 hours per week of ESL 100 classes.

<b>Course</b>	<b>Paper-Based or Institutional TOEFL</b>	<b>Computer-Based TOEFL</b>
ESL100	Below 350	Below 63
ESL200	350 to 399	63 to 96
ESL300	400 to 419	97 to 110
ESL400	420 to 469	111 to 149

Minor deviations from the guidelines can be approved by consultations between the ESL instructor(s) and the student advisor.

Students admitted conditionally can take the official TOEFL or the university-administered Institutional TOEFL to demonstrate proficiency. Students who meet the proficiency requirement will have their conditional status removed and be granted full admission. Students who do not pass the TOEFL test need to take ESL courses at SVU to fulfill the English proficiency requirements until they receive at least a B in the ESL 300 or ESL 400 classes.

Being enrolled in ESL classes will slow down the progress in degree classes. For example, the MBA program can normally be completed in 3 semesters; however, attending ESL classes will most likely extend the time to obtain the MBA degree. The number of degree classes that students who simultaneously attend ESL classes are allowed to take is decided by the student advisor subject to review by the university administration.

### **Instructions for Local/Resident Applicants**

- A) Submit the completed application form with attached \$50 USD application fee and mail to the Admissions Office.
- B) Request that one official transcript from each institution attended be sent to the Admissions Office. You should allow those institutions about six weeks to process your request. This material may be sent either separately or with the whole application package. To expedite your application more effectively, we recommend that all materials be sent together.

### **Instructions for International Applicants**

- A) Follow the instructions for local/residential applicants (above) except the application fee is \$75 USD.
- B) In addition to the instructions for local/resident applicants, international applicants must:
  - 1) Submit a Financial Support Statement to the Admissions Office. Recommendation for admission cannot be certified without this information.

- 2) Submit official transcripts of records from all universities attended to the Admissions Office.
- 3) Meet the minimum standards of the English proficiency requirement by taking the TOEFL exam.

**Additional Instructions for Applicants Whose Degree Is From a Non-US Institution**

You must also provide:

- A) Official documentation of all courses taken and grades received (transcripts of records) from each undergraduate and postgraduate institution attended. Transcripts of records should be issued in English or must be accompanied by notarized English translations.
- B) Official certification of degrees and dates awarded, issued in the original language. Academic transcripts of records must have a seal and signature in ink from the institution's authorized official, such as a registrar.

**Instructions for Applicants Whose Native Language Is Not English**

TOEFL scores must be sent directly to Silicon Valley University (TOEFL/SAT institution code: 3600). Information and applications for TOEFL tests may be obtained by contacting:

TOEFL  
 Educational Testing Service  
 P.O. Box 6151  
 Princeton, NJ 08541-6151  
 Website: [www.toefl.org](http://www.toefl.org)  
 Email: [toefl@ets.org](mailto:toefl@ets.org)

The Certificate of Eligibility for Nonimmigrant Student will be prepared for and issued to the student after the application and all necessary documents have been received and thoroughly reviewed and the Office of Admissions has made a decision to accept the applicant as an SVU student.

**TRANSFER STUDENTS**

**Bachelor's Degree**

Transfer students must request that transcripts from institutions of higher learning in which they have previously attended be sent to the Admissions Office for evaluation. The University will accept a maximum of 72 credit hours for the BSCS, BSCE and BBA programs provided the credit hours are in the required areas. All transfer course work requires an overall grade point average of 2.0 on a 4.0 scale from an accredited or approved university or college. Only

appropriate courses in which the student has earned grades of "C" or better can be transferred.

**Master's Degree**

Transfer students must request official transcripts from institutions of higher learning that they have attended in the past to be sent to the Admissions Office for evaluation. SVU will accept a maximum of 9 credit hours that can be mapped into SVU's curriculum. Only course work prior to enrollment in SVU with passing grade from an accredited or approved university or college can be transferred.

**General Requirement**

Credits earned before to obtain prior degree (BS or MS) can not be used to transfer to the current degree.

Transfer credits will be approved by the end of the first semester, subjected to denial for late transfer.

**TUITION AND FEES**

**Tuition**

Undergraduate Tuition	\$ 250 per credit hour
Graduate Tuition	\$ 350 per credit hour
Professional Development Courses	\$ 250 per credit hour
Undergraduate Auditing Fee	\$ 200 per credit hour
Graduate Auditing Fee	\$ 275 per credit hour
English as a Second Language (15 week course)	\$2,000 flat fee
English as a Second Language individualized instruction	\$ 60 per hour
(as available; ten hour minimum)	
Laboratory Fee (if lab involved)	\$150 per course

CPT Fee (equivalents to one course tuition): CPT is an optional and internship course, the credits earned will not be counted as graduation requirement.

Summer Registration: Since SVU academic calendar follows trimester system, for international student summer registration is mandatory but not required to be a full-time student.

**Certificate Students** pay the same tuition rates as undergraduate students.

**Estimated Fees**

Room/Board/Personal Living Expenses: (\$1,000/month)	\$ 12,000 per year
Textbooks	\$ 350 per semester
Health Insurance	\$ 235 per 6 months

**Other Fees and Expenses**

Application for Local/Resident Admission	\$ 50
Application for International Admission	\$ 75
English Placement Examination Fee	\$ 25

Registration Fee (Non-Refundable)	\$ 50 per semester
Learning Resource Fee (Non-Refundable)	\$ 120 per semester
Student Association Fee (Non-Refundable)	\$ 15 per semester
Late Registration After Pre-Registration	\$ 50
Late Registration During Add/Drop Period	\$ 75
Late Registration After Add/Drop Period	\$ 100
Installment Fee per Installment (Non-refundable)	\$ 25
Institutional TOEFL Test Fee	\$ 35
Petition for Incomplete	\$ 25
Petition to Adjust Graduation Requirements	\$ 25
Change Major Fee	\$ 30
Copy of Official Transcript (Sent by USPS)	
Domestic Mail	\$ 5 per copy
International Mail	\$ 10 per copy
Rush Transcript Service (Sent by USPS)	
Domestic Mail	\$ 25 per copy
International Mail	\$ 50 per copy
Normal (3 days) Document Processing Fee	\$ 5
Urgent Document Processing Fee	\$ 50
Late Payment Fee	\$ 50
Course Drop Fee	\$ 25
Returned Check Fee	\$ 25
Graduation Fee	\$ 250
Credit Card Fee	2.75% of charged amount
Replacement Students ID	\$ 20
Remittance In/out each time	\$ 50
Deferred Payment – change of date or other request – at least 1 business day’s notice is required	\$ 50

**Accepted Payments**

Cash, cashier check, money order, demand draft, credit card, and debit card are accepted. (NO personal checks.)

**CANCELLATION AND REFUND POLICIES**

Students should refer to their enrollment agreement for detailed refund and cancellation policies. The following statement summarizes the policies:

**Buyer’s Right to Cancel**

You have the right to cancel the enrollment agreement and obtain a refund. If the notice of cancellation is made prior to, or on, the first day of instruction, the institution shall issue a 100% refund less a reasonable deposit. Application fee is NON-REFUNDABLE.

Cancellation shall occur when you give written notice of cancellation at the University address. You can do this by mail, bank delivery, or telegram. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with prepaid postage

The written notice of cancellation need not take any particular form and, however expressed, is effective if it shows that you are no longer bound by the enrollment agreement.

Refund Information: You may withdraw from a course after instruction has started and receive a pro-rata refund for the unused portion of the tuition and other refundable charges if you have completed 60% or less of the instruction.

The refund shall be a pro-rata refund as shown in the following refund schedule. If the student has completed more than 50% of the program, no portion of the tuition shall be refunded.

**Refund Schedule**

<b>Week of the semester</b>	<b>% of refund</b>
1	100%
2	93%
3	87%
4	80%
5	73%
6	67%
7	60%
8	0%
:	0%
15	0%

**Student Tuition Recovery Fund**

The Student Tuition Recovery Fund (STRF) was established by the Legislature to protect California residents who attend a private post-secondary institution from losing money if they prepaid tuition and suffered a financial loss as a result of the school closing, failure to live up to its enrollment agreement, or refusing to pay a court judgment.

To be eligible for STRF, you must be a “California resident” and reside in California at the time the enrollment agreement is signed or when you receive lessons at a California mailing address from an approved institution offering correspondence courses. Students who are temporarily residing in California for the sole purpose of pursuing an education, specifically those who hold student visas, are not considered “California residents.”

To qualify for STRF reimbursement you must file a STRF application within one year of receiving notice from the Council that the school is closed. If you do not receive notice from the Council, you have 4 years from the date of closure to file a STRF application. If a judgment is obtained you must file a STRF application within two years of the final judgment.

It is important that you keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents the monies paid to the school. Questions regarding STRF can be directed to:

Council for Private Post-secondary and  
Vocational Education  
P.O. Box 980818  
West Sacramento, CA 95798-0818  
CA 95814-3517  
(916) 574-7720



## **ACADEMIC POLICIES AND REGULATIONS**

### **Registration**

Students are required to register in person on the registration day specified in the University calendar. Failure to register on that day may result in loss of space in that class. Full tuition plus fees and all prior debts must be paid in full on or before registration day of each academic year. Matriculation is subject to the satisfactory completion of all academic requirements and the receipt of a final transcript from all undergraduate universities attended.

### **Health Insurance**

A health-insurance plan is mandatory for all international students. All international students must carry a valid health insurance plan while enrolled at SVU. Evidence of such a plan must be provided to SVU before successfully completing enrollment.

### **Students' Academic Advising**

Students will be assigned a faculty advisor upon matriculation. Faculty advising should be considered a privilege of the academic process. This is a valuable opportunity to develop and sustain individual contacts between faculty and students on both academic and personal levels. It is the student's responsibility to meet with his/her faculty advisor at least once a semester. If either the student or faculty member does not find the relationship helpful, either is free to seek a change. This request should be made to the Academic Dean.

### **Professional Behavior and Demeanor**

Students enrolled in SVU must demonstrate professionalism while studying at school and in their real world career. Students are expected to hold themselves to high standards of ethical conduct while they attend SVU. In particular, plagiarism and cheating are not accepted under any circumstances. For more details, please consult the Student Handbook.

## **GRADING POLICY**

### **General**

The courses are designed to measure the students' progress by written and practical examinations. Specified objectives have been defined for each course to help the students and the faculty evaluate the degree of progress.

### **Evaluation Methods**

Overall student performance is evaluated differently in each class using one or a combination of the following methods:

*Written examinations* based on multiple choice questions, short answer questions, and essay questions.

*Practical or laboratory examinations* including classroom observation of laboratory projects, independent hands-on design projects, and presentation/discussion of projects.

*Written reports* or research papers on assigned topics.

### **Review of Examinations**

Examinations are graded by the faculty and are usually returned to students within five days. Examinations are kept on file for student review for one year.

### **Grade Reports**

The Registrar mails final grade reports to the students' home addresses upon completion of each semester.

In cases when final grades are not available at grade reporting time, a grade of "I" is submitted to the Registrar in lieu of the course grade. "I" grades entered on the grade reports must be converted to student-achieved grades by student completing the necessary requirements within two trimesters or it will be converted to an F. An up-to-date summary of student performance is maintained in the Program Office and is available to students for review. Final course grades are given based on the four-point letter system, as follows:

<b>Letter Grade</b>	<b>Grade Points</b>
A+	4.3
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0.0
U	0.0

### **Explanation of Grading Marks:**

- A:** Highest level, showing excellence
- B:** Performance is good, but not the highest level
- C:** Performance is adequate
- D:** Performance is less than adequate
- F:** Course requirements have not been met

- WF** Withdrawal with Fail
- I:** Incomplete - Performance has been incomplete due to circumstances beyond the student's control. Work was passing at the time.
- W:** Withdrawal - Student was permitted to drop the course.
- AU:** Audit - Student was enrolled on a non-credit basis
- CR:** Credit by examination - Credit = grade "C" or better
- TR:** Transfer credit
- NC:** No Credit - Below passing on challenge examination
- P:** Pass - Student passed the course which was offered on a pass/no-pass basis
- NP:** No pass - Performance is satisfactory, but a final grade is not yet assigned. This applies to work normally exceeding beyond one trimester
- IP:** In progress - Performance is satisfactory, but a final grade is not yet assigned. This applies to work normally exceeding beyond one trimester
- U:** Unauthorized incomplete - The student did not withdraw from the course but failed to complete course requirements. For purposes of a grade point average, this symbol is equivalent to an "F"
- RD:** Report delayed - Indicates a grade has not yet been turned in by the instructor.
- Course is repeated

### Dean's Honors

Excellence in scholastic achievement is recognized each trimester by the compilation of a Dean's List. An **undergraduate student** successfully completing at least **12 credit hours** with grade points, with a minimum term grade point average of **3.35** or better; a **graduate student** successfully completing at least 9 credit hours with grade points, with a minimum term grade point average of **3.85** or better, qualify for the Dean's Honor List. "Dean's Honor List" will also appear on the transcripts of students obtaining a 4.0 grade point average.

### Incomplete Grade

In circumstances where a student is unable to complete the coursework required prior to the end of the semester, the student may, with the instructor's approval, file a petition to receive a grade of Incomplete. Incomplete grades will be indicated by a mark of "I" on student's grade report and transcript until such time as the student either successfully completes the course requirements (at which time the "I" will be changed to a letter grade) or fails to complete the course requirements (at which time the "I" will be changed to an "F").

Students have two trimesters, following the trimester for which an incomplete is given, to successfully complete any deficient coursework. The trimester extends to the last day of scheduled final examinations. Failure to complete all work within this time period will result in the student receiving a failing grade for the course.

### Challenging Courses

On occasion, students may, because of overlapping coursework or work experience, already possess the knowledge and competency intended to be achieved by the learning objectives of a particular course. In such circumstances, a student may attempt to earn credit for a course through satisfying the procedure required for passing a course through challenge. The procedure for earning course credit through challenge is as follows:

- A) Student enrolls in the course to be challenged and pays the applicable tuition (the course to be challenged must be regularly scheduled for that trimester);
- B) Student files a petition to challenge concurrent with registration and pays the challenge fee (note that the instructor's approval is required; granting such approval is entirely within the discretion of the instructor);
- C) Student successfully passes a comprehensive examination administered during the first week of classes.

Students successfully completing course requirements through challenge will receive a final grade of "CR" on their transcript. Students unsuccessfully challenging a course will receive a final grade of "NC." At the student's option, he or she may remain enrolled in the class and convert a grade of either "CR" or "NC" to a letter grade upon successful completion of scheduled course requirements.

A student can attempt to challenge any particular course only once. Students can attempt to challenge a maximum of three courses. Only courses required by the student's degree program can be challenged. No refunds of challenge fees will be given for courses that the student attempts to challenge but fails, or for challenged courses in which student chooses to enroll and subsequently withdraws.

### Auditing Courses

Students who wish to take courses without formally enrolling in a degree program may do so on an audit basis. Students who wish to audit courses must:

- A) File an Application for Admission and pay the admission fee (if not currently enrolled);
- B) Demonstrate proficiency in English;
- C) Pay applicable tuition; and

- D) Meet attendance and other requirements as specified by the instructor.

A course which is audited will be indicated by an "AU" on the student's transcript.

### **Standards of Satisfactory Progress**

All students must maintain satisfactory progress. A student is making satisfactory progress if:

- A) Every semester the student earns a GPA of 2.0 or above for undergraduate students, or 3.0 or above for graduate students.
- B) After attempting 25% of the maximum program length, the student's percentage of course completion is above 55%, and cumulative GPA is above 1.5 for undergraduate students and 2.5 for graduate students.
- C) After attempting 50% of the maximum program length, the student's percentage of completion is above 60%, and cumulative GPA is above 1.75 for undergraduate students and 2.75 for graduate students.
- D) For programs of more than two academic years, at the end of the second academic year and at the end of each subsequent year, the student must have a cumulative GPA of 2.0 or above.

Maximum program length is determined for each student at admission. Maximum program length is equal to the number of credit hours required for the student to complete the program times 1.5.

### **Changing Program**

Students can change their declared academic program of study at any time. To make a program change, the student should complete the change major/program form at the Registrar's office. The student should meet with intended Program Director for an interview and discussion of qualifications and goals. The student's credentials will be assessed to determine the proper classes for the new degree requirements. The specific requirements for changing major depend on the number credit hours the student has completed and the requirements of new major intended. Transfer credits approved for the prior degree program will be reassessed to determine the eligibility of transfer to the new degree program.

### **ACADEMIC PROGRESS**

A student's progress through the program is based on successful completion of expected competencies.

The faculty determines if the student has demonstrated the knowledge, skills, and approach necessary to be

eligible to progress to the next phase. In special instances, the faculty may convene at other than the scheduled times to consider cases relating to unusual circumstances, such as probationary or dismissal cases.

### **LEAVE OF ABSENCE**

A student in good academic standing may request a leave of absence with the occurrence of a medical problem, serious personal problems or pregnancy.

Students requesting a leave of absence must apply in writing to the Academic Dean. In the event of a medical problem, a letter from a physician describing the condition for which the leave is requested and the estimated length of time needed for recovery must accompany the request.

After consultation with the student, the Academic Dean will decide whether or not the leave is to be granted and the conditions under which the student may return to school. A student requesting a leave of absence during, or at the end of, the academic year must complete the following

- A) Written request for a leave of absence;
- B) A leave of absence form from the Registrar. After completing the student's portion, take the form to the faculty advisor who will consult with the student, sign the form, and write a conference report for the Academic Dean's use in considering the approval for leave;
- C) A personal meeting with the Academic Dean to discuss the reason for the leave; and
- D) Official exit interview with the Academic Dean, the Department Chair, Program Director, Director of Financial Aid and Registrar.

When all of the above have signed the form, the Registrar will again sign the form and date it, indicating final approval. At this time, the Academic Dean or designee will send an official letter to the student indicating that the leave of absence has been approved and specifying the terms of the leave.

If the leave of absence is approved, the official date of the leave of absence will be the original date of receipt of the student's request and any tuition charged will be in accordance with the institution's refund policy.

Leave of absence requested for a full academic year may be for one year only with expected reinstatement scheduled at registration for the following year. Leave of absence requested after registration for any given academic year may be granted for a period not to exceed the number of months remaining until the registration date for the next academic year.

It is the student's responsibility to keep the Registrar informed of any change of address while on a leave of absence.

### **WITHDRAWAL**

Application for voluntary withdrawal from the university must be made in writing to the Academic Dean. Except in special cases, the application will be accompanied by a personal interview. Every effort should be made to assure that no misunderstanding or errors occur in the withdrawal process. Students who leave the University without notifying the office of the Academic Dean and the office of the Registrar, and without completing the established withdrawal procedures within 30 days, will automatically be dismissed from the university. In addition, students must report to the registrar's office to sign a withdrawal form before they can officially withdraw from the university. Students who do not complete this application for voluntary withdrawal will not be considered for readmission at a later date.

Readmission for students withdrawing in good standing is not assured unless it is part of the final agreement made between the Academic Dean and the withdrawing student. This final agreement must be in writing so that it is clear to all parties involved. Students who did not withdraw in good standing may request readmission through the university's Admissions Application process. The Admissions Committee will evaluate the student's entire academic record and make a recommendation to the Academic Dean.

### **ACADEMIC WARNING**

The instructor of the course where a student demonstrates unacceptable performance must notify the student of such performance as soon as it becomes evident. The student will be notified that continued poor academic performance can lead to academic probation and dismissal.

Students who do not meet the Standards of Academic Performance will be placed on probation. The duration and conditions of the probationary period will be determined on an individual basis by the Academic Review Committee. The Committee may recommend remedial study and/or repetition of a unit of study.

Students will be placed on academic probation as a result of "D" or "U" work in any unit of study.

### **ACADEMIC PROBATION**

Probation is defined as a period of time specified by the Academic Dean during which the student's progress will be closely monitored by the Academic Review Committee and the Department Chair. A student will be placed on probation for any of the following reasons:

- A) Immediately upon receiving a grade of "D" in any course;
- B) A grade point average of less than the required grade at the end of any semester; and/or
- C) Seriously deficient ethical, professional or personal conduct.

Members of the faculty or administration will render a special report in writing to the Academic Review Committee regarding any student whose professional or personal conduct is deemed unsatisfactory. Professional and personal conduct includes attendance, cooperation with instructors, interest shown in assigned work, attitude toward fellow students and associates, as well as personal appearance appropriate to the circumstances.

The terms of probation for ethical, professional, or personal conduct will be specified at the time the student is placed on probation.

When a student is placed on probation, he/she will be notified in writing by the Academic Dean and the reasons will be stated. Notification must be by Certified mail or hand-delivered and acknowledged by signatures of the student and the Academic Dean (or his designee) and copies of the letter will be placed in the student's file and distributed to the Chairman of the Academic Review Committee and the student's Faculty Advisor. The Academic Review Committee will ascertain when the terms of the probation have been satisfied and recommend to the Academic Dean that probation can be rescinded.

The student will remain on probation until the following minimal acceptable standards are met:

- A) A student will be removed from probation after one semester provided he or she has regained a required annual grade point average;
- B) A student will be removed from probation when all unsatisfactory grades have been satisfactorily remedied according to the following Remediation Section; and/or
- C) A student will be removed from probation when the specified terms of probation for ethical, professional, or personal conduct are met.

### **DISMISSAL**

A student may be subject to dismissal from the program for substandard academic or professional performance, as follows:

- A) A final grade of “F” in any course;
- B) Any event that could result in either academic or professional probation for a student currently on academic or professional probation;
- C) Violation of the terms of probation;
- D) Repeated tardiness at program-scheduled activities and in meeting deadlines set by the faculty in regards to tests and/or assignments; and/or
- E) Failing to complete the required procedures for either Voluntary Withdrawal or Leave of Absence from the university.

## **EDUCATIONAL RECORDS**

The Family Educational Rights Act grants students significant rights of access to their records. This Act also protects the privacy of the student records and requires the University to inform students of all their rights and safeguards. The following explains the various sections of the Act.

Students may gain access to any written records directly concerning them by asking the official (the Registrar) holding the records. Where a record contains information on more than one student, students requesting inspection must be informed about the information pertaining to them. The student does not have the right to inspect personally such records, as this would violate the privacy of another student.

There are some records to which the student has no access. These are: (1) financial records of parents; (2) confidential letters and recommendations written prior to January 1, 1975; (3) confidential letters and recommendations for which a waiver of rights to access has been assigned, provided the student is given the names of those writing letters (there are three areas in which a waiver may be signed - admissions, employment, and honors); and (4) doctors' and psychiatrists' records - which, however, may be reviewed by the students' own physicians.

Students have the right to the interpretation and explanation of all records subject to review. Furthermore, the subject matter of the files can be challenged directly with the official holding them. If students are not satisfied with the explanation or reach an impasse with the record holder, they have the right to appeal the case to the Academic Dean, who has been designated as the hearing officer.

In addition, students have the right to copies of their records. The student may, however, be charged for this service, but the amount cannot exceed the actual cost of producing them.

The Act also entitles students to the privacy of their records. Only material classified as "directory" information can be released without student consent. Directory information, as defined by SVU, includes the student's name, address, telephone number, school of enrollment, periods of enrollment, degree awarded, honors, field of study, and date and place of birth. (With reasonable notice, students can have any or all of the information withheld)

However, the Act does allow persons serving in official capacities to have access to student records. These include: (1) University officials who have a legitimate interest, i.e., those performing their official duties; (2) officials of other universities in which the student seeks enrollment, provided the student is given

notice and the opportunity to review the records sought; (3) Government officials acting in their legitimate functions; (4) those persons needing them in connection with a student's application for, or receipt of, financial aid; (5) organizations conducting surveys, provided that the information will not reveal the students name, and when the information is no longer necessary it will be destroyed; (6) accrediting organizations; and (7) those persons named in a judicial order.

Students may consent to have others review their files. To protect students, a record will be kept of those granted access, other than SVU officials. Such records will be maintained for each file reviewed.

The university will maintain student transcripts for a minimum of fifty years either from the date of the student's graduation or from the last date of the last trimester in which the student was officially enrolled.

## **STUDENT SERVICES**

The university seeks to enrich the quality of student life by providing a variety of academic and non-academic counseling, referral, professional development, recreational and social opportunities through the Office of Student Affairs.

### **Academic Counseling**

For students who want additional instruction, the Office of Student Affairs can arrange either private or small group tutorial sessions.

In addition to the course counseling offered by the Office of Academic Affairs, the Office of Student Affairs offers more informal counseling designed to help students identify and pursue their career goals, as well as offering advice and suggestions on non-classroom aspects of the academic process including realistic career recognition and selection, time and workload management, stress reduction and strategies for dealing with academic fatigue or burnout.

### **Non-Academic Counseling and Referrals**

Recognizing that life in general, and academic life in particular, is fraught with complexity and confusion, the Office of Student Affairs provides a wide array of counseling and referral services designed to assist students with their non-academic concerns, including counseling for culture shock, emotional crisis (depression, anger, stress and interpersonal issues), substance abuse and conflict resolution, as well as referrals to housing services, health services and legal services.

### **Professional Development**

To assist students in locating and securing employment opportunities, the Office of Student

Affairs sponsors several programs designed to cultivate students' professional development, including career counseling, resume reviewing, interview coaching, an employment bulletin service, a student employment service and clinics, seminars and speakers on identifying and pursuing professional opportunities.

### **Recreational and Social Opportunities**

The university seeks to foster a sense of community among the members of the university by encouraging social interactions and experiences. The university primarily pursues this goal through two university-sponsored organizations: The Student Union and the Alumni Association.

### **Student Union**

The Student Union seeks to encourage the development of university community by organizing and providing recreational and social opportunities designed to unite students by introducing them socially to one another and to enrich their academic experience by providing access to local cultural and recreational venues.

### **Alumni Association**

The Alumni Association seeks to encourage the development of university community by providing social and recreational events at which former students may become acquainted with each another and with current students.

### **Housing**

The university currently provides no housing for students. The university, through the Office of Student Affairs, can assist students in locating suitable housing in the area. The university, however, is not responsible for ultimately locating or providing housing for its students.

Housing near the university is not difficult to find. However, rents for one bedroom apartments in the vicinity of the university currently average about \$1,000 per month. Some of our students have found housing by renting rooms in private residences. Rooms typically range from \$450 to \$700 per month, and usually include full privileges for the kitchen, laundry, living room and other common areas of the residence. The Office of Student Affairs can provide assistance to students interested in exploring this option for securing housing.

### **UNIVERSITY POLICY ON ACADEMIC FREEDOM**

Silicon Valley University is dedicated to the pursuit of truth and acquisition of knowledge through the unfettered opportunity to engage in research and intellectual exchange. Consequently, the university

considers the following academic freedoms endemic to the fulfillment of its mission:

- A) The right to engage in scholarship and to form academic opinions;
- B) The right to equal treatment under university policies and to equal access to university resources;
- C) The right of access to course and degree requirements and expectations;
- D) The right to objective analysis based solely on the quality of academic performance;
- E) The right to an academic environment free of harassment and/or intimidation; and
- F) The right to engage in free expression, subject only to reasonable regulation concerning time, place and manner.

### **UNIVERSITY STATEMENT ON STUDENTS' RIGHTS**

The university considers the following rights to be inherent to the pursuit of academic excellence and intellectual enterprise. Consequently, the university endeavors to uphold and honor the following on behalf of its students:

- A) The right to academic freedom;
- B) The right to administrative integrity;
- C) The right to an environment conducive to intellectual pursuit;
- D) The right to equal access to university facilities and equal treatment under university policies;
- E) The right to petition for redress of grievances against other individuals or the university; and
- F) The right to privacy and confidentiality of personal and academic records as provided by law.

### **UNIVERSITY STATEMENT ON STUDENTS' OBLIGATIONS**

The university considers the following standards of conduct to be inherent in its mission of providing an environment of academic excellence and free academic exchange. Students violating these standards are acting in contravention to their basic obligation to maintain and uphold the university's fundamental mission and may therefore be subject to official sanction.

At all times, students are under the obligation to uphold and maintain:

### **The Principle of Academic Integrity**

All students are expected and required to comport themselves with the highest respect for the principle of academic honesty concerning all information provided to the university and in all academic performance undertaken while subject to the university's oversight. At a minimum, demonstrated respect for the principle of integrity requires the student at all times to:

- A) Act with complete candor in furnishing the university with required information; and
- B) Act with complete honesty while engaged in intellectual inquiry, refraining at all times from the commission of plagiarism, fraud, bribery or sabotage upon the university or upon any member or representative of the university community.

### **The Principle of Academic Community**

All students are expected to act at all times with the deepest respect for the larger academic community of which he or she is a member. At a minimum, demonstrated respect for the principle of academic community requires that the student refrain at all times from engaging in:

- A) Harassment of students or other members of the university community;
- B) Hazing, belittlement, oppression or intimidation of students or other members of the university community;
- C) Misuse, destruction, sabotage or improper conversion of university property or the personal property or work product of others;
- D) Possession on campus of firearms, dangerous chemicals, explosives or other dangerous or proscribed substances or articles;
- E) Objectionable behavior, including the failure to adhere to official or reasonable requests made by authorized members of the university community or the disruption or impairment of university functions or programs or other students' rights to an intellectual environment conducive to academic performance; and
- F) Criminal conduct which affects the university or adversely affects the participation or suitability of the student as a continuing member of the university community.

### **The Principle of Academic Effort**

All students are expected to act with respect for themselves and for the academic pursuits in which they are engaged. At a minimum, demonstrated respect for the principle of academic effort requires that the student:

- A) Maintain at all times the minimum grade point average (GPA) required for successful performance in the student's particular field of study; and

- B) Maintain at all times the minimum attendance requirement and all applicable deadlines for all courses and projects in the student's particular field of study.

### **NON-DISCRIMINATION POLICY**

Silicon Valley University is an equal opportunity institution of higher learning that does not discriminate on the basis of race, color, religion, national origin, age, sex, sexual orientation, disability or handicap, disabled veteran's, or Vietnam era veteran's status. This policy applies to all employment practices, admission of students, educational programs and activities.

### **UNIVERSITY POLICY ON SEXUAL AND DISCRIMINATORY HARASSMENT**

Silicon Valley University is committed to the fostering of an atmosphere of uncompromising academic excellence and unfettered academic inquiry. Subversion of these standards through the harassment of students is in contradiction to the university's fundamental mission and such harassment is therefore absolutely prohibited.

#### **Sexual Assault**

Assault is defined as the unprivileged, non-consensual touching of another person in any manner which would prove offensive to a reasonable person. Students and university personnel are strongly encouraged to immediately report any instances of assault to both university administration and appropriate law enforcement agencies.

#### **Sexual Harassment**

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal or physical conduct of a sexual nature directed at any member of the campus community by any other member of the community, whether student, faculty, administrator or other university employee, resulting in unreasonable interference with an individual's enjoyment of the university environment and/or with the performance of his or her academic or employment duties.

Any harassment, threat or offer by any employee of the university to condition any aspect of a student's academic performance, reputation or standing upon the provision of sexual favors is prohibited.

Any other harassment of any member of the campus community by any other member resulting in the creation of an offensive, intimidating or hostile

academic or employment environment is similarly prohibited.

### **Discrimination**

Discriminatory harassment is defined as intimidation through the use of personal vilification and/or physical violence based upon an individual's race, gender, creed, religion, disability, national or ethnic origin, marital status or sexual orientation. Speech or other conduct constitutes personal vilification if it is: A) intended to intimidate or stigmatize a specific individual or group of individuals on the basis of any of the preceding categories; B) is addressed directly to the individuals whom it insults or stigmatizes; and C) makes use of "fighting" words or nonverbal symbols. Fighting words or nonverbal symbols are those which are inherently provocative and inflammatory such that they inflict injury by their very expression or tend to incite an immediate breach of peace.

Students with questions regarding the university's policies on sexual or discriminatory harassment or with any complaints concerning possible instances of sexual or discriminatory harassment should contact appropriate university administrator.

## **GRIEVANCE PROCEDURE FOR STUDENTS**

### **Disciplinary Action**

Investigations into allegations of misconduct or other violations of official university policy are subject to a judicial hearing presided over by a judicial board or a judicial officer as appointed by the university president. Allegations of misconduct which are deemed to be supported by a preponderance of the evidence presented during the hearing may result in the imposition of judicial sanction. Allegations of misconduct which are violations of local, state or federal statute may also result in formal criminal or civil proceedings.

### **Judicial Hearings**

Upon the credible presentation of an allegation of misconduct, the president of the university will appoint, according to his or her discretion and the dictates of fairness and justice, a judicial officer or a judicial panel consisting of disinterested members of the university community possessed of the wisdom and temperament necessary for conducting a fair hearing and rendering a fair decision. Upon appointment, the judicial officer or panel will convene a judicial hearing to examine the circumstances surrounding any of the following situations:

- A) Allegations of student misconduct;
- B) Allegations of administrative misconduct;

- C) Allegations of faculty misconduct;
- D) Allegations of student-student harassment;
- E) Allegations of sexual or discriminatory harassment;
- F) Allegations of observed misconduct (third-party accuser).

Upon the conclusion of a hearing, the student or other party accused of misconduct shall possess, subject to the dictates of all relevant law and the dictates of fairness and justice, the following rights:

- A) The right to be present during the hearing;
- B) The right to confront accuser and witnesses;
- C) The right to examine and challenge evidence;
- D) The right to appoint an advocate to argue on one's behalf; and
- E) The right to present evidence and call witnesses on one's own behalf.

At the conclusion of the hearing, the judicial officer or panel will rule whether a preponderance of the evidence presented during the hearing supports the allegation of misconduct. If the evidence fails to support the allegation, the party accused of misconduct is exonerated and will not be subject to further sanctions. No record of the accusation shall be placed in the student or personnel file of the accused party. If the evidence is deemed sufficient to support the allegation, the judicial officer or panel shall choose an appropriate sanction as determined by the nature and seriousness of the offense.

Should the student or other party accused of misconduct object to:

- A) The judicial officer or the composition of the judicial panel;
- B) The preservation of his or her rights during the hearing; or
- C) The fairness of the final judgment

A petition of appeal specifically detailing the appellant's objections may be made directly to the president of the university, who shall approve or deny the petition based on the substance of the allegations. Should the petition be approved, the president may order a reconstitution of the judicial panel or a rehearing, as required by the dictates of justice and fairness.

If a student is dissatisfied with the treatment under the university's judicial system, a complaint can be made to the following organizations:

Council for Private Post-Secondary and Vocational Education (BPPVE):

P.O. Box 980818  
West Sacramento, CA 95798-0818  
(916) 574-7720

Accrediting Council for Independent Colleges and Schools (ACICS):

750 First Street, NE, Suite 980  
Washington, DC 20002-4241  
(202) 336-6780

### **Judicial Sanction**

Upon the determination that an allegation of student misconduct is supported by a preponderance of submitted evidence, the judicial board or judicial officer may sanction the offending student in a manner consistent with the seriousness of the offense and consonant with the range of judicial sanctions permitted by the university:

- A) Disciplinary probation. No permanent record of the misconduct will be placed in the student file. However, a repeated violation may result in imposition of more serious sanctions.
- B) Written reprimand. A written account of the incident to be placed in the student's file and made available to others consistent with applicable law. The student thereafter is ineligible to hold office or other leadership positions in campus organizations.
- C) Educational sanction. The student is required to undertake a specified program or course of study within a determined time frame. Failure to successfully complete the program may result in the imposition of more serious sanctions.
- D) Loss of privileges. Restriction or prohibition on use of or access to selected university facilities or resources.
- E) Restitution. Repayment of monetary damages incurred by the university as a result of misconduct, or requirement of equivalent compensatory service to either the university or a university-designated community organization.
- F) Interim suspension. The student placed on interim suspension will be required, as a matter of public safety or for the good of the academic community, to leave the university pending the final judgment of a judicial hearing.
- G) Academic probation. The student placed on probation must meet specified academic requirement(s) within a determined time frame to maintain continued eligibility for and participation in university programs.
- H) Academic suspension. The student placed on suspension will be required to leave the university for a determined period of time, after which application for readmission may be made.
- I) Academic expulsion. The student placed under expulsion will be required to permanently leave the university and may not, except under exceptional circumstances to be determined by the

president or his or her designees, apply for readmission.

- J) Criminal or civil complaint. Misconduct of a particularly egregious nature may result in the university seeking formal legal redress under applicable law within the court of law relevant to the offense.

### **GRADUATION REQUIREMENTS**

#### **General University Requirements**

Students seeking a degree from Silicon Valley University must complete specific requirements as determined by the faculty, the Board of Trustees and the State of California.

The requirements for graduation include all of the following:

- A) Completion of minimum number of credit hours;
- B) Minimum scholarship requirement;
- C) Faculty approval;
- D) Filing of petition for graduation; and
- E) Administrative clearance.

#### **Bulletin Requirements**

A student's graduation requirements are dictated by the terms of the catalog applicable to the trimester in which the student enrolls in the university as a degree seeking student. Students exiting the university for a full trimester or longer are subject to the terms of the catalog in effect at the time of reentry. Students may change the terms of their graduation requirements according to the catalog currently in effect by filing a petition and paying a fee. Should courses required for graduation at the time of a student's entry be discontinued, the university will designate courses to serve as effective substitutions.

#### **Minimum Number of Credit hours**

Students must complete an appropriate number and distribution of credit hours to earn a degree.

- Bachelor of Science in Computer Science (BSCS) 120 credit hours
- Bachelor of Science in Computer Engineering (BSCE) 120 credit hours
- Bachelor of Business Administration (BBA) 120 credit hours
- Master of Science in Computer Science (MSCS) 36 credit hours
- Master of Science in Computer Engineering (MSCE) 36 credit hours
- Master of Business Administration (MBA) 36 credit hours

### **Certificate Programs**

Computer Network and Telecommunications Engineering	525 hours
Database Design and Software Engineering	525 hours
English as a Second Language	270 hours

### **Checklist of Requirements**

- A) Successful completion of all coursework listed in the study plan.
- B) GPA (Grade Point Average) of 2.00 or higher for undergraduate students, and 3.00 or higher for graduate students
- C) All tuition and fees must be paid
- D) Application for graduation and graduation fees are paid
- E) Satisfactory completion on English Proficiency

### **Faculty Approval**

To graduate, students must demonstrate that they have conducted themselves in a professional and ethical manner according to the standards of student conduct throughout their course of study at the university. Students subject to unresolved allegations or pending discipline concerning breaches of student obligation or university policy may be denied approval for graduation until such time as pending allegations or disciplinary actions against the student are resolved.

### **Petition to Graduate**

Upon registering for the final trimester of study, or at any time within the trimester preceding the last trimester, a student intending to graduate upon the completion of that trimester must file a petition for graduation with the registrar and pay the required graduation fee. Upon receipt of the petition, the Registrar will prepare a deficiency declaration outlining any remaining courses and other obligations needed to successfully accomplish the student's program of study. It is important that the student successfully addresses any deficiencies before the end of the last trimester. The petition will be either approved or disapproved depending on the student's success in resolving any deficiencies in the last trimester.

Deadlines for filing the application are:

Fall Trimester	November 1
Spring Trimester	March 1
Summer Trimester	July 1

A fee of \$250 is required.

### **Administrative Clearance**

To obtain approval to graduate, a student must clear any outstanding debts owed the university. Failure to do so will result in the denial of a student's petition to graduate for as long as a balance owed the university remains outstanding.

### **Definitions**

- Engl: English
- ESL: English as A Second Language
- Math: Mathematics.
- CS: Computer Science.
- CE: Computer Engineering.
- BA: Business Administration.
- Lower Division: Undergraduate classes of 100 and 200 series.
- Upper Division: Undergraduate classes of 300 and 400 series.
- Graduate Division: Graduate level classes of 500 and 600 series.
- Upper Division Standing: Student has completed 62 credit hours in lower division courses for engineering or 56 credit hours in lower division courses for business administration.
- Upper division course number which follows with an M: Master degree program students take undergraduate upper division course will earn 3 credit hours.
- Graduate Standing: Student has been admitted to graduate program.

### **UNDERGRADUATE PROGRAMS**

SVU offers several general education classes in mathematics area. General education classes that SVU does not offer can be taken at other accredited schools; e.g., community colleges.

### **Bachelor of Science in Computer Science (BSCS)**

*Program objectives:* This program is designed to prepare students for a variety of careers in the Computer Science field by providing a solid foundation of theoretical background and practical experience in the different fields currently available. Students will master the fundamental knowledge of computer architectures, computer algorithms, computing theory, database, operating systems, computer programming languages, communication and networks.

*Required credits:* The BSCS program requires coursework in the following areas with a minimum of 120 credit in total:

- Lower Division 62 credits
  - General Education 46 credits
  - Computer Science Basics 16 credits
- Upper Division 58 credits

- Computer Science Core 28 credits
- Electives 24 credits
- Professional Development 6 credits

Lower-Division Requirements Minimum 62 credits

*Required credits:* All BSCS students must complete at least 62 credit hours consisting of 46 credit hours in general education and 16 credit hours in Computer Science Basics:

<b>General Education</b>	Minimum 46 credits
-----	
<u>Area A:</u> English	6 credits
<i>Representative courses include speech, composition and other college English courses.</i>	
-----	
<u>Area B:</u> Natural Science and Mathematics	22 credits
<i>Representative courses include mathematics, astronomy, biology, chemistry, geology, physics and zoology. Each student must complete:</i>	
Math200 Calculus	4 credits
Math206 Discrete Mathematics	4 credits
Math210 Probability & Statistics	4 credits
-----	
<u>Area C:</u> Social Sciences & Humanities	18 credits
<i>Representative courses include creative arts, history, humanities, economics, philosophy, political science, psychology or sociology.</i>	
-----	
<b>Computer Science Basics</b>	Minimum 16 credits
CS200 Introduction to Computer Science	4 credits
CS202 Introduction to C Language	4 credits
CS206 Introduction to Unix or	4 credits
CS208 Introduction to Windows	
CS210 Introduction to Internet or	4 credits
CS212 Computer Graphics for Multimedia Applications I	

Upper-Division Requirements Minimum 58 credits

*Required credits:* All BSCS students must complete at least 58 credit hours consisting of 28 credit hours in Computer Science Core, 24 credit hours in Electives, and 6 credit hours in Professional Development. The details are shown in the table below.

<b>Computer Science Core</b>	Minimum 28 credits
CS300 Data Structures	4 credits
CE352 Introduction to Logic Design	4 credits
CS400 Operating Systems	4 credits
CS404 Compilers	4 credits
CS410 Database Systems	4 credits
CS426 Computer Network I	4 credits
CE454 Computer Architecture I	4 credits
-----	
<b>Electives</b>	Minimum 24 credits
Any courses at the 300-400 level or above in	

Computer Engineering or Computer Science at SVU.

<b>Professional Development</b>	Minimum 6 credits
Engl300 Professional Communication I	3 credits
Engl302 Professional Communication II	3 credits

**Bachelor of Science in Computer Engineering (BSCE)**

*Program objectives:* The BSCE program is designed to provide a basic background in computer science and engineering. The major emphasis is on design of digital computer hardware, including design of the software required by the computer to function, as well as the software tools required by applications.

*Required credits:* The BSCE program requires coursework in the following areas with a minimum of 120 credit in total:

- Lower Division 62 credits
  - General Education 46 credits
  - Computer Science Basics 16 credits
- Upper Division 58 credits
  - Computer Engineering Core 36 credits
  - Electives 16 credits
  - Professional Development 6 credits

Lower-Division Requirements Minimum 62 credits

*Required credits:* All BSCE students must complete at least 62 credit hours consisting of 46 credit hours in general education and 16 credit hours in Computer Science Basics. The details are shown in the table below.

<b>General Education</b>	Minimum 46 credits
-----	
<u>Area A:</u> English	6 credits
<i>Representative courses include speech, composition and other college English courses.</i>	
-----	
<u>Area B:</u> Natural Science and Mathematics	22 credits
<i>Representative courses include mathematics, Astronomy, biology, chemistry, geology, physics and zoology. Each student must complete:</i>	
Math200 Calculus	4 credits
Math206 Discrete Mathematics	4 credits
Math210 Probability & Statistics	4 credits
Math214 Differential Equations	4 credits
-----	
<u>Area C:</u> Social Sciences & Humanities	18 credits
<i>Representative courses include creative arts, history, humanities, economics, philosophy, political science, psychology or sociology.</i>	
-----	
<b>Computer Science Basics</b>	Minimum 16 credits
CS200 Introduction to Computer Science	4 credits
CS202 Introduction to C Language	4 credits
CS206 Introduction to Unix or	4 credits

CS208 Introduction to Windows	
CS210 Introduction to Internet	or 4 credits
CS212 Computer Graphics for Multimedia Applications I	

**Upper-Division Requirements** Minimum 58 credits

*Required credits:* All BSCE students must complete at least 58 credit hours consisting of 36 credit hours in Computer Engineering Core, 16 credit hours in Electives, and 6 credit hours in Professional Development. The details are shown in the table below.

<b>Computer Engineering Core</b>	Minimum 36 credits
CS300 Data Structures	4 credits
CE350 Circuit Theory	4 credits
CE352 Introduction to Logic Design	4 credits
CS400 Operating Systems	4 credits
CS410 Database Systems	4 credits
CS426 Computer Network I	4 credits
CE450 Microprocessor Design	4 credits
CE452 Advanced Logic Design	4 credits
CE454 Computer Architecture I	4 credits

**Electives** Minimum 16 credits  
Any courses at the 300-400 level or above in Computer Engineering or Computer Science at SVU.

**Professional Development** Minimum 6 credits  
Eng1300 Professional Communication I 3 credits  
Eng1302 Professional Communication II 3 credits

**Bachelor of Business Administration (BBA)**

*Program objectives:* The BBA program is designed to provide students the fundamentals of current business functions, management principles as well as modern information technology as applied in a real-world business environment.

*Required credits:* The BBA program requires coursework in the following areas with a minimum of 120 credit hours in total:

- Lower Division 56 credits
  - General Education 56 credits
- Upper Division 64 credits
  - BBA Core Courses 20 credits
  - Electives 40 credits
  - Professional Development 4 credits

**Lower-Division Requirements** Minimum 56 credits

*Required credits:* All BBA students must complete at least 56 credit hours in general education. The details are shown in the table below.

<b>General Education</b>	Minimum 56 credits
--------------------------	--------------------

**Area A: English** 8 credits  
*Representative courses include speech, composition and other college English courses.*

**Area B: Mathematics** 8 credits  
Math200: Calculus 4 credits  
Math210: Probability & Statistics 4 credits

**Area C: Humanities and Communication** 24 credits  
*Expository writing, Speech, Communication, Literature, Foreign Languages, Philosophy, Music, Fine Art, Religion, Composition, and Creative Writing.*

**Area D: Social Sciences** 16 credits  
*History, Political Science, Government, Psychology, Environment, Sociology, Environmental Studies, geography, Human Development, and Anthropology.*

**Upper Division Requirements** Minimum 64 credits

*Required credits:* All BBA students must complete at least 62 credit hours consisting of 20 credit hours in Core Courses, 40 credit hours in Electives, and 4 credit hours in Professional Development. The details are shown in the table below.

The details are shown in the table below.

<b>BBA Core Courses</b>	Minimum 20 credits
BA301 Financial Reporting & Analysis	4 credits
BA320 Computer Information Systems	4 credits
BA330 Financial Management	4 credits
BA342 Theories of Management	4 credits
BA350 Marketing Principles	4 credits

**Electives** Minimum 40 credits  
The student must complete at least 40 credit hours of elective upper-division courses in the BBA program to meet the graduation requirements. Courses can be chosen from elective courses in the areas such as: Accounting, Economics, Computer Information System, Finance, Management, and Marketing & Sales. At least 20 credits chosen from 400 level courses.

**Professional Development** Minimum 4 credits  
The Business Communications course, BA356 prepares the BBA students for their professional curricula in a program.

*Concentration:* All BBA students have the option to declare a concentration in the following areas: Finance, Accounting, Computer Information System, Sales & Marketing, and Management, under the condition that they successfully complete 20 credit hours or more in electives in a specific area.

## GRADUATE PROGRAMS

SVU offers three graduate programs: Master of Science in Computer Science, Master of Science in Computer Engineering, and Master of Business Administration.

### Master of Science in Computer Science (MSCS)

*Program objectives:* The MSCS program provides students with a strong theoretical background and practical experience in keeping current with the high tech trends and state-of-the-art technologies in Silicon Valley. Special topics are offered to introduce the latest developments and issues in both academic research and industry application areas. State-of-the-art hardware equipment and software tools currently used by most companies in Silicon Valley are used in the class.

#### Undergraduate Preparation

Students who do not have a Bachelor's degree in Computer Science must demonstrate competency in the following areas:

<b>Mathematics</b>	12 credits
Math200 Calculus	4 credits
Math206 Discrete Mathematics	4 credits
Math210 Probability & Statistics	4 credits
<b>Computer Science</b>	35 credits
CS200 Introduction to Computer Science	4 credits
CS202 Introduction to C Language	4 credits
CS206 Introduction to UNIX	<i>or</i> 4 credits
CS208 Introduction to Windows	
CS300 Data Structures	4 credits
CE352 Introduction to Logic Design	4 credits
CS400M Operating Systems	3 credits
CS410M Database Systems	3 credits
CS414M Programming in C++	<i>or</i> 3 credits
CS416M Programming in Java	
CS426M Computer Networks I	3 credits
CE454M Computer Architecture I	3 credits

Graduate Level Requirements 36 credit hours

*Required credits:* All MSCS students must complete coursework in the following areas with a minimum of 36 credit hours in total:

- Computer Science Graduate Core: 18 credits
- Electives: 18 credits

The details are shown in the table below.

<b>Computer Science Graduate Core</b>	18 credits
CS426M Computer Networks I	3 credits

CE454M Computer Architecture I	3 credits
CS500 Operating System Design	3 credits
CS502 Design & Analysis of Algorithms	3 credits
CS510 Database Design	3 credits
CS526 Computer Networks II	3 credits

**Electives** Minimum 18 credit hours  
Students in the MSCS program may take any 400 level and above of CE or CS courses as electives. However, no more than three 400 level courses can count towards the minimum 36 graduate credit hours for graduation. The 400M level courses are credited and charged as 3 credit hours at the graduate tuition rate when elected as graduate credit hours.

Students in the MSCS program should select at least one area of concentration among the following: A) Computer Networks & Telecommunications or B) Database and Software Engineering. To qualify as a concentration area on a transcript, a student has to select at least three courses from that concentration area.

### Master of Science in Computer Engineering (MSCE)

*Program objectives:* The MSCE program is designed to provide computer engineers and computer scientists with advanced level skills in all areas of computer engineering and offers several areas of specialization including: computer design, software engineering, microcomputers and embedded systems, computer vision and robotics, computer networks and multimedia.

#### Undergraduate Preparation

Students who do not have a Bachelor's degree in Computer Engineering will be required to demonstrate competency in the following areas:

<b>Mathematics</b>	16 credits
Math200 Calculus	4 credits
Math206 Discrete Mathematics	4 credits
Math210 Probability & Statistics	4 credits
Math214 Differential Equations	4 credits
<b>Computer Science</b>	29 credits
CS200 Introduction to Computer Science	4 credits
CS202 Introduction to C Language	4 credits
CS206 Introduction to UNIX	<i>or</i> 4 credits
CS208 Introduction to Windows	
CS300 Data Structures	4 credits
CE352 Introduction to Logic Design	4 credits
CS400M Operating Systems	3 credits
CS426M Computer Networks I	3 credits
CE454M Computer Architecture I	3 credits

Graduate Level Requirements 36 credit hours

*Required credits:* All MSCE students must complete coursework in the following areas with a minimum of 36 credit hours in total:

- Computer Engineering Graduate Core: 18 credits
- Electives: 18 credits

The details are shown in the table below.

<b>Computer Engineering Graduate Core</b>	18 credits
CS400M Operating System	3 credits
CS426M Computer Networks I	3 credits
CE454M Computer Architecture I	3 credits
CS526 Computer Networks II	3 credits
CE551 IC Design	3 credits
CE554 Computer Architecture II	3 credits

**Electives** Minimum 18 credit hours  
Students in the MSCE program may take any 400 level or above Computer Engineering or Computer Science courses as electives to meet the elective requirement. However, no more than three 400 level course are allowed to count towards graduate credits to meet the minimum 36 graduate credit hours for graduation. The 400M level courses are credited and charged as 3 credit hours at the graduate tuition rate when elected as graduate credit hours.

Students in the MSCE program should select at least one concentration area among the following: A) Computer Networks & Telecommunications and C) Computer System Design. To qualify as a concentration area on a transcript, a student has to select at least three courses from that concentration area.

Area A: Computer Networks & Telecommunications

- CS528 UNIX Network Programming
- CS530 Internetworking with TCP/IP
- CS532 Network Management
- CS534 Network Administration
- CS538 Special Topics in Computer Networks:  
ATM Networks, Frame Relay,  
Remote Access, Internet Routing,  
High Speed Architectures with switching and  
Virtual LAN,  
Multiprotocol Label Switch (MPLS),  
Bluetooth, and Optical Networks,  
Network Processor

Area B: Database and Software Engineering

- CS510 Database Design
- CS512 Database Administration
- CS514 Advanced Database Design
- CS516 Software Engineering
- CS518 Software Quality Assurance
- CS540 Special Topics in Computer Science:  
Object Oriented Analysis and Design Using UML  
Building E-Commerce Application Using XML  
Advanced Java Programming

Area C: Computer System Design

- CE552 Embedded Computer System Design

CE556 Logic Synthesis

- CE564 Special Topics in Computer Engineering:  
Microsoft Windows and Unix Device Drivers,  
Digital System Design Using Field Programmable  
Gate Arrays (FPGAs),  
Application Specified Integrated Circuit Design  
(ASIC),  
Digital Systems Design Using Verilog HDL,  
IC Physical Place and Route Design  
Image and Data Compression,  
Introduction to Video Compression and Streaming

**Master of Business Administration (MBA)**

*Program objectives:* The MBA program covers the essential subjects in Accounting, Economics, Management Information Systems, Finance, and Marketing & Sales. These subjects provide the foundations for effective business management. The MBA program provides the students solid training with additional emphasis on entrepreneurship and globalization due to its proximity to Silicon Valley's vibrant startup culture and multinational corporations.

*Required credits:* The MBA program requires completion of at least 36 credit hours of graduate courses from the following mix of core and elective courses:

*Required credits:* All MBA students must complete coursework in the following areas with a minimum of 36 credit hours in total:

- Core Courses: 18 credits
- Electives: 18 credits

The details are shown in the table below.

<b>MBA Core Courses</b>	18 credits
BA500 Financial Accounting	3 credits
BA522 Management Information Systems	3 credits
BA 524 Statistical Methods for Business Research	3 credits
BA532 Corporate Finance	3 credits
BA539 Management Principles	3 credits
BA553 Marketing Management	3 credits

**Electives** 18 credits  
Students in the MBA program can take any 500 level and above courses as electives. Elective courses include project or thesis upon approval by the advisor.

*Concentration:* MBA students may choose to declare a concentration in one of the following areas: Accounting & Finance, Management Information System, Management, and Marketing & Sales, if they successfully complete 12 credit hours or more of electives in the area of specialization.

Accounting & Finance:

BA500, BA501, BA502, BA503, BA504, BA505, BA530, BA531, BA532, BA533, BA534

Management Information System:

BA520, BA521, BA522, BA523, BA525, BA559, BA571

Management:

BA512, BA524, BA539, BA540, BA541, BA542, BA543, BA544, BA545, BA546, BA547, BA548, BA549, BA558, BA560, BA561, BA562

Marketing & Sales:

BA550, BA551, BA552, BA553, BA554, BA555, BA556

**CERTIFICATE PROGRAMS**

**Certificate in Computer Networks and Telecommunications Engineering**

*Program objectives:* This program provides a foundation of knowledge and skills necessary to function as a technical professional in the area of computer networks. This program will provide all the necessary prerequisites for advanced study in a specialized area of network engineering.

This program is composed of 525 hours of training.

<b>Certificate Core Courses</b>	
CS206 Introduction to UNIX	75 hours
CS208 Introduction to Windows	75 hours
CS210 Introduction to the Internet	75 hours
<b>Electives</b>	Minimum of 300 hours
CS426 Computer Networking I	60 hours
CS526 Computer Networking II	45 hours
CS528 UNIX Network Programming	60 hours
CS530 Internetworking with TCP/IP	45 hours
CS532 Network Management	45 hours
CS534 Network Administration	60 hours
CS538 Special Topics in Computer Networks: ATM Networks, Frame Relay, Remote Access, Internet Routing, High Speed Architectures with switching and Virtual LAN, Multiprotocol Label Switch (MPLS), Bluetooth, and Optical Networks	45/60 hours

**Certificate in Database Design and Software Engineering**

*Program objectives:* This program provides students with broad-based general knowledge of database systems and concepts along with state-of-the art practical skills needed by database management professionals to succeed in the workplace.

This program is composed of 525 hours of training

<b>Certificate Core Courses</b>	
CS206 Introduction to UNIX	75 hours
CS208 Introduction to Windows	75 hours

CS210 Introduction to the Internet	75 hours
<b>Electives</b>	Minimum of 300 hours
CS400 Operating Systems	60 hours
CS426 Computer Networks I	60 hours
CS410 Database Systems	75 hours
CS500 Operating Systems Design	60 hours
CS512 Database Administration	60 hours
CS514 Advanced database Design	60 hours
CS516 Software Engineering	45 hours
CS528 UNIX Network Programming	60 hours
CS540 Special Topics in Computer Science: Object Oriented Analysis and Design Using UML; Building E-Commerce Application Using XML; Advanced Java Programming	60 hours
CE552 Embedded Computer Systems Design	60 hours
CE564 Special Topics in Computer Engineering: Microsoft Windows and Unix Device Drivers; Digital System Design Using Field Programmable Gate Arrays (FPGAs); Digital Systems Design Using Verilog HDL; IC Physical Place and Route Design	60 hours

**COURSE DESCRIPTIONS**

**Course Numbers**

**001-009 Non-Credit Courses**

Courses with these numbers are offered by the University to permit students to make up deficiencies in previous training or to improve their facility in certain basic skills without earning credit.

**100-299 Lower Division Courses**

Courses with these numbers are for undergraduate students. They carry no graduate credit, although graduate students may be admitted to such courses in order to make up prerequisites or to gain a foundation for advanced courses.

**300-499 Upper Division Courses**

Courses with these numbers are for advanced undergraduate students. They constitute the advanced portion of an undergraduate program leading to the bachelor's degree.

A graduate student may carry up to 9 credit hours of 400M level courses for credit upon approval of the head of departments.

**500-699 Graduate Courses**

Courses with these numbers are for graduate students.

### Prerequisites

On the discretion of the student's advisor, the prerequisite(s) can be waived if the advisor determines that the student has sufficient background to take the course.

### General Education Undergraduate Courses

#### **Math200 Calculus**

*4 credit hours (4 hours of lecture)*

Topics covered include: the definite integral; fundamental theorem of calculus; transcendental functions; methods of integration; applications to physics and biology; limits of series; plane sequences and series; indeterminate forms; Taylor series; plane coordinate systems; and change of coordinates.

*Prerequisites: None*

#### **Math206 Discrete Mathematics**

*4 credit hours (4 hours of lecture)*

This course is designed to present mathematical topics related to computer science. Topics include logic set theory, counting methods, matrix algebra, relations, order relations and structures, graphs, and trees.

*Prerequisites: Math200*

#### **Math210 Probability & Statistics**

*4 credit hours (4 hours of lecture)*

This course is designed for students to understand the concept, theory, and applications of probability and statistics. In the area of probability, two methods in determining probability are introduced (i) the use of sample space and mutually exclusive and all inclusive events, and (ii) the use of permutation and combination; the concept of independence and conditional probability is demonstrated; the definition of random variables and two major probability distributions and functions are presented: Binomial and Normal; the applications of law of large numbers and Bayes theorem are given. For statistics, various sampling methods with and without replacement and their trade-off are compared; relevant terminology surrounding population and sample is defined; univariate and bivariate graphical presentations are illustrated for various types of variables; central limit theorem and its implications are highlighted; the use of confidence intervals is employed in drawing statistical inferences within the framework of hypothesis of confidence intervals is employed in drawing statistical inferences within the framework of hypothesis testing; three statistical test methods: z, t, and F test (ANOVA) are entailed for comparing one mean, two means, and multiple proportions, is exemplified for MxN cross-tables; and finally the applications of correlation coefficient and linear regression is discussed.

*Prerequisites: Math200*

#### **Math214 Differential Equations**

*4 credit hours (4 hours of lecture)*

We will discuss ordinary differential equations concentrating on properties of solutions including existence and uniqueness. Emphasis is on theory as opposed to applications.

*Prerequisites: Math200*

### Professional Development Courses

#### **Engl300 Professional Communication I**

*3 credit hours (3 hours of lecture)*

This course is designed to increase an individual's communicative capacity in the English language by introducing the particular forms and conventions of the language as it is used in professional settings. Students will focus on identifying and developing the language required to obtain their own specific professional objectives through the presentation and refinement of the various forms of oral and written communication commonly employed in business environments. Particular emphasis is given to the crafting and presentation of information acquired through complex research, as well as to the employment search, including the drafting of competent resumes and cover letters, the requirements of professional demeanor and the qualities of effective interviewing.

*Prerequisites: None*

#### **Engl302 Professional Communication II**

*3 credit hours (3 hours of lecture)*

This course is designed to complement Professional Communication I and focuses on increasing an individual's communicative capacity through increasingly sophisticated, complex and nuanced presentations in English. Particular emphasis is given to the structure, content and tone of the language used in professional correspondence, including letters and conversations of inquiry, reply, complaint, negotiation, acceptance and rejection, as well as the elements of creating dynamic and effective multimedia presentations.

*Prerequisites: Engl300*

### Computer Science and Computer Engineering Undergraduate Courses

#### **CS200 Introduction to Computer Science**

*4 credit hours (3 hours of lecture + 2 hours lab)*

This course is designed as the first engineering course for all beginning students in Computer Science or Computer Engineering. Topics include computer hardware, computer software, computer networks, programming languages, and software applications.

*Prerequisite: None*

#### **CS202 Programming in C Language**

*4 credit hours (3 hours of lecture + 2 hours lab)*

This course is designed to teach the fundamentals of C language programming with special emphasis on practical applications in engineering. Topics include data representation, control flow, functions, branching, pointers, arrays and strings, recursion, preprocessors, structures and unions, input and output. Hands-on exercises are required.

*Prerequisite: None*

### **CS206 Introduction to UNIX**

*4 credit hours (3 hours of lecture + 2 hours lab)*

This course is a comprehensive hands-on introduction to the UNIX Operating System. It leads you through logging in, the visual editor, file management, text processing, system calls, system utilities, the directory structure, UNIX handling of files and processes, basic shell utilities and writing shell scripts.

*Prerequisite: CS202*

### **CS208 Introduction to Microsoft Windows**

*4 credit hours (3 hours of lecture + 2 hours lab)*

This course helps you learn the fundamental features of Microsoft's Windows operating system. Through hands-on exposure, you solve a number of case studies using one of the most popular Windows-based programs: Microsoft Office Professional Suite. By the end of the course, you can prepare professionally-looking documents using Word, Excel, and PowerPoint.

*Prerequisite: CS202*

### **CS210 Introduction to Internet**

*4 credit hours (3 hours of lecture + 2 hours lab)*

This course is designed for prospective or new Internet users. It provides an overview of the Internet and of the different options for obtaining Internet access and getting connected. Through lectures and live online demonstrations, the instructors explain what the internet is and introduce you to how people use it to communicate via e-mail and news groups, to connect to other computers, and to access information through the World Wide Web. Through guided examples, you learn to create basic Web pages, complete with text, images, hyperlinks and tables. By the end of the course, you should have a solid working knowledge of HTML and you can begin creating Web pages on your own.

*Prerequisite: None*

### **CS212 Computer Graphics for Multimedia Application I**

*4 credit hours (3 hours of lecture + 2 hours lab)*

This course is designed for learning the basics of the Maya interface with Primitives, the concepts of 3D space and Computer Graphics and also the basic concepts of Modeling, shading/Texturing, and Animation.

*Prerequisite: None*

### **CS300 Data Structures**

*4 credit hours (3 hours of lecture + 2 hours lab)*

This course covers the fundamental aspects of building data structures in C, code organization, and large project development. The emphasis is on building large projects with abstract data types, using the best-known advanced data structures such as arrays, linked lists, trees, hash tables, heap structures and graphs. Data structure applications such as queues, stacks, and sets are also covered.

*Prerequisite: Programming language: C or C++ or Java*

### **CS312 Computer Graphics for Multimedia Application II**

*4 credit hours (3 hours of lecture + 2 hours lab)*

This course covers more advanced concepts of Modeling-Organic Surfaces, Lighting/Rendering and Maya RTG-Making 3D online

*Prerequisite: CS212*

### **CE350 Circuit Theory**

*4 credit hours (4 hours of lecture)*

This course covers the fundamental aspects of electrical circuits. Topics include: analysis of circuits containing resistors, capacitors, inductors and controlled source; Kirchoff's Law; simple resistive circuits; node-voltage method; mesh-current method; Thevenin's Theorem; Norton's theorem; operational amplifier and its applications; and transient analysis of first and second order circuits.

*Prerequisite: Math200, Math214*

### **CE352 Introduction to Logic Design**

*4 credit hours (4 hours of lecture)*

This course covers: Boolean functions and their minimization; designing combinational circuits; adders; multipliers; multiplexes; decoders; noise margin; propagation delay; bussing; memory elements; latches and flip-flops; timing; setup and hold time; registers; counters; implementation in standard cells; programmable logic; PLD; and FPGA.

*Prerequisite: None*

### **CE354 Assembly Language**

*4 credit hours (3 hours of lecture + 2 hours lab)*

This course covers addressing techniques, subroutines, macros, system input/output, interrupts and traps, assemblers, linkers, loaders, and microprocessors.

*Prerequisite: None*

### **CS400 Operating System**

*4 credit hours (4 hours of lecture)*

Topics include: principles of operating system design and implementation; concurrent processes; inter-process communication; job and process scheduling; deadlock handling; issues in memory management (virtual memory, segmentation, paging); and auxiliary storage management (file systems, directory structuring, protection mechanisms); performance issues; and case studies.

*Prerequisite: CS202, CS206*

#### **CS402 Programming Language**

*4 credit hours (3 hours of lecture + 2 hours lab)*

Topics include: high-level programming language concepts and constructs; costs of use and implementation of the constructs; issues and trade-offs in the design and implementation of programming languages; and a critical look at several modern high-level programming languages.

*Prerequisite: None*

#### **CS404 Compilers**

*4 credit hours (3 hours of lecture + 2 hours lab)*

Topics include: regular expressions, regular language and its properties; finite state automata and their conversion and minimization; lexical analysis and its implementation; context-free language and its properties; push-down automata and recognition of formal languages; and top-down and bottom-up parsers and their implementation.

*Prerequisite: CS300*

#### **CS410 Database Systems**

*4 credit hours (3 hours of lecture + 2 hours lab)*

This course covers data models, relational databases, database design, data definition and manipulation languages, architecture of database management systems, transaction management, concurrency control, security, distribution and query optimization.

*Prerequisite: CS300*

#### **CS412 Microsoft Windows Application Programming**

*4 credit hours (3 hours of lecture + 2 hours lab)*

Microsoft Windows maybe the most widely used operating system for personal computes. It has graphical user interface for which new applications can be easily written, given knowledge of Windows Application Programming Interface (API). This course covers the common API for Microsoft Windows. Instructor presents how to develop applications for both of these operating systems using the C or C++ programming languages.

*Prerequisite: CS202, CS208*

#### **CS414 Programming in C++**

*4 credit hours (3 hours of lecture + 2 hours lab)*

C++ is a superset of the C programming language, which provides new features that improve on the C programming language. C++ fully supports object-programming language concepts including the ability to create abstractions that contain both data and functions that operate on them. This course covers many of the new features of C++. Topics include: C++ extensions to C; classes; constructors and destructors; friend functions; operator overloading; inheritance and virtual functions; and stream I/O.

*Prerequisite: None*

#### **CS416 Programming in Java**

*4 credit hours (3 hours of lecture + 2 hours lab)*

Java is quickly becoming the de facto programming language for the World Wide Web due to its ability to simply create distributed, portable and robust applets. When applets are embedded into a Web page, the page is brought to life with truly interactive content, animation, graphics and sounds. Specifically, Java is an object-oriented language that is able to create modules that run on UNIX, Windows and Macintosh operating systems without recompiling. This course includes lectures, demonstrations, assignments and projects that deal with the following topics: Java language and environment, Java class libraries including Abstract Windows Tool-kit (AWT); debugging and exception handling; and threads and synchronization.

*Prerequisite: None*

#### **CS426 Computer Networks I**

*4 credit hours (4 hours of lecture)*

Computer networks form the backbone of technology in the information age. This course is a comprehensive technical introduction to the increasingly important and exciting field of computer networking. It covers the theory and practice of essential computer network hardware, architecture and protocols. Topics include: signal transmission; Fourier analysis; modulation and multiplexing; telecommunications and ISDN; OSI reference model; Media Access Control; error detection; flow control; error control; congestion control; routing; and network applications.

*Prerequisite: None*

#### **CS448 Topics in Computer Science**

*4 credit hours (3 hours of lecture + 2 hours lab)*

The CS448 covers various subjects of current interest in the field of Computer Science. A student may take this course more than once if the topics are different. Topics include: Introduction to Bioinformatics; Special Project in Bioinformatics; and Clinical Trial & SAS Applications.

*Prerequisite: Upper Division standing*

#### **CE450 Microprocessor Design**

*4 credit hours (3 hours of lecture + 2 hours lab)*

This course covers essential information about the electrical and logical issues of interfacing devices in microprocessor-based systems. Topics include: memory-interfacing techniques; interfacing peripherals; keyboards; displays; analog-to-digital and digital-to-analog converters; bus architecture topologies; and loading effects.

*Prerequisite: CE352*

#### **CE452 Advanced Logic Design**

*4 credit hours (4 hours of lecture)*

This course covers contemporary design of finite-state machines as system controllers using MSI, PLDs, or

FPGA devices; minimization techniques; performance analysis and modular system design; and design and analysis of asynchronous systems.

*Prerequisite: CE352*

#### **CE454 Computer Architecture I**

*4 credit hours (4 hours of lecture)*

This course provides an in-depth presentation on major functional units of small to medium-scale digital computers; on machine instruction set characteristics; pipelining and caching; design of arithmetic and logic data path, and the detailed control units. Key aspects of CPU performance, RISC processor design and instruction-level implication will be addressed.

*Prerequisite: CE352, CE450*

#### **CE498 Topics in Computer Engineering**

*4 credit hours (3 hours of lecture + 2 hours lab)*

The CE498 covers various subjects of current interest in the field of Computer Engineering. A student may take this more than once if the topics are different. Topics include: IC Layout Design.

*Prerequisite: Upper Division standing*

### **Computer Science and Computer Engineering** **Graduate Courses**

#### **CS500 Operating System Design**

*3 credit hours (2 hours of lecture + 2 hours lab)*

Topics include: CPU memory management logic; virtual memory subsystems; swapping and paging; process creation and management; process context switches and scheduling; signals and other exceptions; file system design; key system calls; I/O subsystems; interrupt handling; buffer management and file system cache.

*Prerequisite: CS400*

#### **CS502 Design and Analysis of Algorithms**

*3 credit hours (3 hours of lecture)*

This course provides students with balanced introduction on: (a) computational models for asymptotic time-space complexity analyses, and (b) algorithmic design techniques with performance and cost implications. The tentative topics include: computational models and asymptotic time-space analyses; algorithmic design paradigm; analysis techniques; graph and network flow algorithms; dynamic programming algorithm theory and design; NP-completeness and approximation algorithm alternatives for NP-hard problems of important practical applications.

*Prerequisite: Math200, Math206, CS300*

#### **CS510 Database Design**

*3 credit hours (2 hours of lecture + 2 hours of lab)*

Database design is the process of developing database structures from user requirements. It starts with requirement analysis, which identifies user needs for

data. It then proceeds to the translation of these user requirements into a conceptual, then a physical database design. The resulting design must satisfy user needs in terms of completeness, integrity, performance, constraints and other factors. This class will cover issues related to practical database design. Topics include: requirement formulation and analysis; conceptual design; implementation design; physical design; stepwise refinement; and the role of the database administrator.

*Prerequisite: CS410*

#### **CS512 Database Administration**

*3 credit hours (2 hours of lecture + 2 hours of lab)*

Database administration is key to the success of any Relational Database management System (RDBMS). This course provides the fundamental concepts and techniques involved in the administration of an ORACLE database. Topics include: database file and process architecture; database creation and modification; security management; database backup; recovery policies and techniques; and application and database level tuning.

*Prerequisite: CS410*

#### **CS514 Advanced Database Design**

*3 credit hours (2 hours of lecture + 2 hours of lab)*

Topics include: principles and organization of distributed databases; distributed database design; concurrent control; reliability and commit protocols; and distributed algorithms for data management.

*Prerequisite: CS510*

#### **CS516 Software Engineering**

*3 credit hours (3 hours of lecture)*

The need to produce efficient, reliable and maintainable software requires the use of engineering principles in specification, creation, verification, validation and management. This course introduces the student to the principles of software engineering as they apply to each stage in the development of a software product. Topics include: goals of software engineering; software requirement analysis; software design; software testing; fault tolerance; the human computer interface; software life cycle and software risk management.

*Prerequisite: CS300*

#### **CS518 Software Quality Assurance**

*3 credit hours (2 hours of lecture + 2 hours of lab)*

The requirements of high-quality, reliable, predictable software become increasingly necessary as software use continues to grow both generally and in mission or life-critical environments. As the software industry evolves the need for qualified engineers trained in the principles, methodologies, techniques and tools of software quality assurance has grown. This course presents the specifics of software quality assurance and software testing. The course also describes how these processes fit into the software development

process. Topics include: economic benefits of software quality; software quality and the software development process; the relationship between quality and development engineers; different views of the software quality manager, user, designer and programmer; software testing including types of testing, plans, cases and tools; software inspections; software quality metrics and evaluation; software verification and validation.

*Prerequisite: CS414, CS416, or Advanced Programming*

### **CS526 Computer Networks II**

*3 credit hours (3 hours of lecture)*

This course provides detailed coverage of advanced topics in computer networks. Topics include: local area networks (LANs); Ethernet; token ring; fiber distributed data interface (FDDI); fast Ethernet; fiber channels; wide area networks; X.25; frame relay; asynchronous transfer mode (ATM); switched LANs; and virtual LANs.

*Prerequisite: CS426*

### **CS528 UNIX Network Programming**

*3 credit hours (2 hours of lecture + 2 hours of lab)*

Students learn how to use the network services provided by the UNIX operating system to develop robust distributed applications. Topics include the client/server model for distributed applications; the Open Systems Interconnection (OSI) network model; abstract transport layer services; programming with the BSD sockets; API; comparison of BSD Sockets and System V Transport Layer Interface; usage of domain name resolution services; event-driven programming in client/server systems; and design patterns for network programming.

*Prerequisites: CS206, CS426*

### **CS530 Internetworking with TCP/IP**

*3 credit hours (3 hours of lecture)*

TCP/IP is the fundamental building block of the Internet. The material presented in this course focuses on the TCP/IP protocol suite as an enabling technology for building scalable, multi-vendor networks, giving you a solid foundation in TCP/IP theory and application. Topics include Internet protocol suite overview; IP addressing; subnet structuring; link-layer technologies (Ethernet, PPP/SLIP, IP fragmentation and re-assembly); routing protocols (OSPF and RIP); supporting protocols (ARP, RARP, ICMP, IGMP, and DHCP).

*Prerequisites: CS426*

### **CE531 Advanced Engineering Analysis**

*3 credit hours*

This course is intended primarily to review and establish the foundations in applied mathematics for solving problems in various fields of engineering. Topics will include but not limited to matrix algebra, spectral analysis, stochastic process, Monte Carlo

simulation, and numerical methods. Besides understanding the theoretical aspects, the students will be required to perform extensive computer simulations using modern software tools to enhance their knowledge in an active learning environment.

*Prerequisite: Graduate standing*

### **CS532 Network Management**

*3 credit hours (3 hours of lecture)*

This course presents the basic principles and functionality of network management systems and introduces you to network management protocols, i.e., Simple Network Management Protocol (SNMP). Future trends in network management technologies are also discussed.

*Prerequisites: CS300, CS426*

### **CS534 Network Administration**

*3 credit hours (2 hours of lecture + 2 hours of lab)*

The first part of this course covers a basic discussion of the TCP/IP protocols and services that provide the fundamental concepts of networks.

The second part provides a tutorial which discusses how to plan a network installation and configure the basic software necessary to get a network running, how to set up various important network services, how to perform the ongoing tasks that are essential for a reliable network: troubleshooting, security, and keeping up with changing network information.

*Prerequisites: CS300, CS426*

### **CS536 Unix/Linux Fundamentals**

*3 credit hours (2 hours of lecture + 2 hours of lab)*

This course concentrates on the popular Red Hat distribution of the Linux operating system, and covers subjects ranging from initial installation of Linux to day-to-day administrative tasks plus practical applications.

*Prerequisite: Graduate standing*

### **CS537 Unix/Linux Enterprise**

*3 credit hours (2 hours of lecture + 2 hours of lab)*

This hands on Advanced Unix/Linux System Administration course teaches students more advanced tasks including rebuilding the kernel, and installing and supporting network facilities such as NFS, DNS, DHCP, install and configure the Samba file sharing package and the Apache web server. In addition to these, monitoring and tuning system's performance will also be introduced.

*Prerequisite: CS536*

### **CS538 Special Topics in Computer Networks**

*3 credit hours (2 hours of lecture + 2 hours of lab)*

This course covers various subjects of current interest in the field of computer networks. A student may take more than once if topics are different. Example topics are as follows: ATM Networks; advanced topics in

ATM Networks; ATM Internetworking; frame relay; ISDN; remote access; Internet routing; high-speed network architectures with switching; virtual LANs; Multiprotocol Label Switch (MPLS); and Bluetooth.

*Prerequisite: Graduate standing*

#### **CS540 Special Topics in Computer Science**

*3 credit hours (2 hours of lecture + 2 hours of lab)*

The course covers various subjects of current interest in the field of Computer Science. A student may take more than once if topics differ. Sample topics are as follows: Object Oriented Analysis and Design Using UML; Building E-Commerce Application Using XML; and Advanced Java Programming.

*Prerequisite: Graduate standing*

#### **CS546 Graduate Project**

*3 credit hours (3 hours of lecture)*

CS546 is a supervised development, analysis, and/or research in the field of concentration A or B. Basic requirements for a graduate project are: (1) it is an independent effort, and (2) represents either significant effort or significant technical contribution.

(To initiate a graduate project, student should set up counseling session with potential project instructor to define the project objective, scope, and progress check points. In general, student should meet with instructor at least biweekly and submit formal report and presentation for discussion and evaluation. Upon completion, with instructor's approval, a final report shall be submitted to CS department and a formal project presentation shall be presented to the department.)

#### **CE551 IC Design**

*3 credit hours (2 hours of lecture + 2 hours of lab)*

This course will cover the basic introduction of VLSI Design such as IC history, VLSI design flow, MOS transistor theory, CMOS fabrication technology, layout design & stick diagrams, CMOS design flow methods, circuit simulation, circuit performance estimation, design rules, VLSI physical design, timing optimization, and design verification. This course also includes intensive hands-on labs using the Cadence tools to support the VLSI design.

*Prerequisites: Graduate standing*

#### **CE552 Embedded Computer Systems Design**

*3 credit hours (2 hours of lecture + 2 hours of lab)*

Through the use of practical examples, this course demonstrates how to approach the task of developing embedded software and system for a range of applications. Topics covered include the analysis of requirements and system design; and the selection of processor hardware and off-the-shelf components for hardware and software. The use of real-time operating systems, interrupt handlers, multitasking, memory management, data conditioning and programming languages are considered. As the design is implemented in code, another set of tools is used for

testing and integration. The use of source level debuggers, in-circuit emulation and choices of host versus target platforms are covered.

*Prerequisite: CS400, CE454*

#### **CE554 Computer Architecture II**

*3 credit hours (3 hours of lecture)*

This course outlines machine organization and computation structure; processor issues; ALU design; fixed and floating-point numbers and their representations; computer arithmetic algorithms; controlling unit pipelining; operation overlap; control unit look-ahead; address processing; paging and segmentation; virtual machines; memory hierarchies: cache, main, secondary and back-up memories; super scalar, reservation station; multiprocessor issues, and symmetrical multiprocessors (SMP).

*Prerequisite: CE454*

#### **CE556 Logic Synthesis**

*3 credit hours (3 hours of lecture)*

This course outlines various concepts and methods of logic synthesis, starting from the basics and explaining Synopsys tools and their use in synthesizing hardware design language (HDLs) into netlist. In addition, key aspects of the Synopsys design compiler such as design constraint setup, technology library, design partitioning, compilation strategies, design optimization, subdesign characterization, timing closure and analysis, signal integrity, and library management are discussed.

*Prerequisite: CE352*

#### **CE558 IC Physical Layout Design**

*3 credit hours (2 hours of lecture + 2 hours of lab)*

This course will cover all aspects of IC Layout Design such as transistor concept, CMOS theories, basic CMOS process, CMOS logic gates, layout design rules, latch-up prevention concept, ESD theory, resistor & capacitor theory, basic bipolar technology theory, basic analog layout theory, and DRC/LVS verification. This course also includes intensive hands-on labs using the Cadence tool.

*Prerequisites: Graduate standing*

#### **CE564 Special Topics in Computer Engineering**

*3 credit hours (2 hours of lecture + 2 hours of lab)*

The course covers various subjects of current interest in the field of computer engineering. A student may take this course more than once if topics differ.

*Prerequisite: Graduate standing*

#### **CS564 Special Topics in Computer Science**

*3 credit hours (2 hours of lecture + 2 hours of lab)*

The course covers various subjects of current interest in the field of computer science. A student may take this course more than once if topics differ.

*Prerequisite: Graduate standing*

#### **CS566 Independent Study**

*1 to 3 credit hours (1 to 3 contact hours)*

Independent study tailored to a student's special interest in computer science under the direction of an instructor, who is knowledgeable in the field. It may consist of reading, homework, tests, presentation and project determined by the instructor.

*Prerequisite: Graduate standing*

### **CE566 Independent Study**

*1 to 3 credit hours (1 to 3 contact hours)*

Independent study tailored to a student's special interest in computer engineering under the direction of an instructor, who is knowledgeable in the field. It may consist of reading, homework, tests, presentation and project determined by the instructor.

*Prerequisite: Graduate standing*

### **CE596 Graduate Project**

*3 credit hours (3 hours of lecture)*

CE596 is a supervised development, analysis, and/or research in the field of concentration A or C. Basic requirements for a graduate project are: (1) it is an independent effort, and (2) represents either significant effort or significant technical contribution.

To initiate a graduate project, student should set up counseling session with potential project instructor to define the project objective, scope, and progress check points. In general, student should meet with instructor at least biweekly and submit formal report and presentation for discussion and evaluation. Upon completion, with instructor's approval, a final report shall be submitted to CE department and a formal project presentation shall be presented to the department.

### **CS640 Soft Computing**

*3 credit hours (3 hours of lecture)*

Soft Computing Methodologies, unlike conventional algorithms, they are tolerant of imprecision, uncertainty and partial truth. Soft computing technologies do not suffer from the brittleness, they offer adaptivity, they can track a changing dynamic environment quite well. The genetic algorithms (GA) are important tool for search and optimization, fuzzy logic (FL) is a powerful tool for dealing with imprecision and uncertainty and artificial neural networks (NN) are potential tool for learning and adaptation. Their different combined forms can get the advantages from both of them and remove their inherent limitations. Thus, in soft computing, the functions of the constituent members are complementary in nature and there is no competition among themselves.

*Prerequisite: CS540*

## **Business Administration Undergraduate Courses**

### **Accounting**

### **BA300 Accounting for Non-Business Majors**

*4 credit hours (4 hours of lecture)*

A survey of accounting concepts designed for students desiring a general knowledge of accounting. Emphasis placed on the use and analysis of accounting data.

*Prerequisite: Undergraduate mathematics in algebra*

### **BA301 Financial Reporting and Analysis**

*4 credit hours (4 hours of lecture)*

The course focuses on financial accounting, which provides financial information primarily for decision-makers outside the entity. This financial information is provided to external decision-makers primarily by means of general-purpose statements of operating results, financial position, and cash flow. The course concentrates on the application of accounting theory, standards, principles, and procedures to business transactions. The fundamental rationale for the various aspects of financial accounting are stressed.

*Prerequisites: Undergraduate intermediate algebra course.*

### **BA302 Accounting for Management Decision Making**

*4 credit hours (4 hours of lecture)*

The course teaches the use of accounting information for managerial planning, control, and decision-making. Topics include costing systems, cost estimation and analysis, operational and capital budgeting decisions..

*Prerequisite: BA301*

### **BA303 Intermediate Financial Accounting**

*4 credit hours (4 hours of lecture)*

The course will cover In-depth study of financial accounting concepts and practices, including information processing, valuation, statement presentation, and analysis. Emerging issues and professional accounting standards are also studied.

*Prerequisites: BA301*

### **BA304 Cash Management**

*4 credit hours (4 hours of lecture)*

The course covers principles of cash management in a corporate finance setting with focus on financial accounting, the collection cycle, electronic commerce, information technology, investment strategies, debt, and international business effect cash management, and yield curve analysis.

*Prerequisites: BA301*

### **BA305 Tax Accounting: Fundamentals and Individuals**

*4 credit hours (4 hours of lecture)*

Subject matter focuses on tax fundamentals such as gross income, losses, property transactions, tax accounting and individual taxation. Skills developed include tax research, analysis and technical writing in the context of the course subject matter.

*Prerequisites: None*

**BA401 Advanced Financial Accounting**

*4 credit hours (4 hours of lecture)*

This course will cover In-depth study of advanced financial accounting concepts and practices, measurement, valuation, disclosure, and analysis. It will also include research of emerging issues and professional accounting standards.

*Prerequisite: BA303*

**BA402 Tax Accounting: Corporate Tax**

*4 credit hours (4 hours of lecture)*

The course covers corporate taxation from inception to dissolution. Topics also include consolidated returns, multinational issues, multi-state issues, S Corporations, and tax exempt corporations. Skills taught include tax research, analysis and technical writing in the context of the course subject matter.

*Prerequisite: None*

**BA403 Auditing**

*4 credit hours (4 hours of lecture)*

This course covers the standards and procedures used by public accountants in financial statement audits. The course introduces audit reporting requirements, the use of analytical skills, the study and testing of internal controls, and the substantive testing of statement details. The course also covers the areas of internal auditing, operational auditing, compliance auditing, and forensic accounting. Students learn about the role of the corporate internal auditor, governmental auditors, and the interaction between outside auditors and a client company accounting staff.

*Prerequisite: BA303*

**BA404 International Accounting**

*4 credit hours (4 hours of lecture)*

Business firms in the 21st Century compete in a global marketplace. Understanding international issues is critical to the education of a well rounded, competent business student. International accounting introduces and examines accounting issues unique to multinational enterprises and international business activity. Specific course topics include auditing the global firm; financial reporting outside the USA; international financial disclosure issues such as segmental social, and environmental; accounting harmonization; ethics; taxation; foreign exchange; and cultural issues. As technology is increasingly important to successful business operations, some assignments will require use of the computer, such as searching the Web for accounting information and using Microsoft Excel spreadsheet software for financial analysis. In virtually all business firms, employees are often required to work with others on team projects. To foster development of interpersonal and presentation skills, a group role-play project is assigned. To further enhance appreciation of contemporary business practice, an accounting novel

is assigned which includes pertinent international business topics and issues.

*Prerequisite: BA301*

**Computer Information Systems (CIS)**

**BA320 Computer Information Systems**

*4 credit hours (4 hours of lecture)*

The course focuses on effective and efficient uses of computers in business as a problem solving tool. Topics include computer systems components, systems analysis, database management systems, telecommunications, productivity tools, and mini-projects related to computer-based solutions to business problems.

*Prerequisite: None*

**BA321 Systems Analysis and Design**

*4 credit hours (4 hours of lecture)*

The course covers fundamentals and approaches of systems analysis, design, and development, problem identification and analysis, feasibility study, specifications, design, and documentation techniques of computer-based information systems.

*Prerequisite: None*

**BA420 Database Management Systems**

*4 credit hours (4 hours of lecture)*

The course will teach the effective management of database systems and efficient storage and use of data. Topics include data storage, logical view, schema and subschema, database design and modeling, normalization, and query languages such as SQL. Assignments Include mini-projects to provide hands-on experience to build database systems.

*Prerequisite: BA321*

**BA421 Data Warehousing and Mining**

*4 credit hours (4 hours of lecture)*

The course teaches use of organizational data for monitoring, planning, and forecasting. Topics include data warehousing and mining techniques, query and information access methods and strategies, design, development and implementation of data warehouses, migration and conversion.

*Prerequisite: Math210*

**BA422 Software Development and Testing**

*4 credit hours (4 hours of lecture)*

The course covers concepts, tools and techniques of software engineering for systematic analysis and design of large-scale information systems. Topics include tools and models in system engineering, planning, reliability, integrity, quality assurance, and project management.

*Prerequisites: None*

**BA423 Database Management Systems in Networks**

*4 credit hours (4 hours of lecture)*

The course covers the essence of database management systems, and the design of a database in a network environment. Topics include server-oriented databases, transactions processing and host languages, data retrieval through the Web, integrity, security, and administration of databases. Assignments includes student projects to provide hands-on experience of designing a database system.

*Prerequisite: BA420*

#### **BA424 Electronic Business**

*4 credit hours (4 hours of lecture)*

The use of electronic methods and the Internet in business functions such as marketing, accounting, finance, and management. Topics include development and design, technologies, integrity, authenticity, security, and performance in an enterprise system. Web authoring tools will be used for projects.

*Prerequisite: BA350*

### **Finance**

#### **BA330 Financial Management**

*4 credit hours (4 hours of lecture)*

The course covers theory and practices that underlie the financial manager's decision-making process, Capital investment analysis, capital structure, dividend policy, risk and return, and market valuation of the firm.

*Prerequisites: BA302 and Math210*

#### **BA331 Financial Markets and Services**

*4 credit hours (4 hours of lecture)*

The course covers the contemporary environment of the financial system and the organization and operation of financial markets, financial products and instruments, and the financial services industry.

*Prerequisite: BA330*

#### **BA332 Management of Risk and Insurance**

*4 credit hours (4 hours of lecture)*

The goal of this course is to study the management of risks in a corporation. The phrase "Risk Management" used to refer to insurance purchasing on behalf of a corporation. Over the past two decades, the term has come to be associated with financial engineering and derivatives on Wall Street. After several spectacular failures by firms and individuals using derivatives, academics and practitioners have renewed focus on risk management as a corporate decision making process. In this course we will focus on the risk management process. In order to properly develop this management process we will discuss what risk is, how it can be measured and transferred, why individuals care about risk, and why corporations care about risk. We will examine two major areas of concern for corporations, liability risk and financial risk, in some detail.

*Prerequisite: None.*

#### **BA430 Corporate Finance**

*4 credit hours (4 hours of lecture)*

This course discusses basic principles of finance and provides practical tools for financial decisions and valuation in a corporate context. The course starts by applying asset pricing tools to evaluate projects. We next examine the capital structure decision, and how it may affect firm value. We shall also study how firms raise capital, resolve agency conflicts, set dividend policies, and at the end analyze financial issues in mergers and acquisitions.

*Prerequisite: BA330*

#### **BA431 Investment Analysis**

*4 credit hours (4 hours of lecture)*

The course is an introduction to security analysis and portfolio management. Topics include types of financial markets, valuation of financial assets and diversification for portfolio management.

*Prerequisites: BA330 and Math210*

#### **BA432 International Business Finance**

*4 credit hours (4 hours of lecture)*

The course covers financial aspects of international business. Topics include international financial markets, foreign exchange management, foreign investment, multinational capital budgeting, working capital management, financing of international business, import-export financing and international banking.

*Prerequisite: BA330*

### **Management**

#### **BA340 Introduction to Quantitative Methods in Business**

*4 credit hours (4 hours of lecture)*

The course includes a survey of linear programming, transportation models, CPM/PERT, deterministic inventory models, and decision analysis, with emphasis on problem formulation and solving using these techniques.

*Prerequisites: Math210*

#### **BA341 Applications of Decision-Making**

*4 credit hours (4 hours of lecture)*

Topics in decision theory, utility analysis, and multi-criteria decision-making. Evaluation of information for complex decisions and analysis of risks and uncertainties. Bayes theory and models. Integer and goal programming and their applications in decision-making models.

*Prerequisite: Math210*

#### **BA342 Theories of Management**

*4 credit hours (4 hours of lecture)*

Management is viewed as a process involving the utilization of human resources to accomplish organizational objectives. Critical analysis of descriptive and normative theories of formal organization, including a consideration of organizational structure, communications, planning, and control.

*Prerequisite: None*

#### **BA343 Human Resources Management**

*4 credit hours (4 hours of lecture)*

The course covers fundamentals of strategic human resource management from the perspective of human resources professionals and general managers. It focus on how firms use human resource functions, such as recruitment and selection, training and development, performance management, compensation and benefits, to gain a competitive advantage.

*Prerequisite: BA342*

#### **BA344 Organizational Behavior**

*4 credit hours (4 hours of lecture)*

The course is to examine both micro (individual) and macro (group/corporation) topics in organizational behavior, paying particular attention to research findings and how they are applied in the real world

*Prerequisites: BA342*

#### **BA345 Total Quality Management**

*4 credit hours (4 hours of lecture)*

The course will cover the function of total quality management, methods of and techniques in quality assurance, statistical process control and acceptance sampling. Emphasis on decision making and applications in quality improvement.

*Prerequisite: Math210*

#### **BA346 Logistics Management**

*4 credit hours (4 hours of lecture)*

The course covers physical supply, in-plant movement and storage, and physical distribution that comprise logistics systems in industry. Topics include facility location, transportation, networks, and logistics information systems.

*Prerequisite: BA342*

#### **BA440 Compensation and Benefits**

*4 credit hours (4 hours of lecture)*

The course covers wage and salary administration, wage and hour law, and employee benefits.

*Prerequisite: BA343*

#### **BA441 Human Resources Training and Development**

*4 credit hours (4 hours of lecture)*

The course teaches systems approach to human resources training and development. Topics include needs assessments, learning theories, instructional design, training methodologies, presentation techniques, and program evaluation. Students will

design and present sample training and development programs.

*Prerequisite: BA342 and BA343*

#### **BA442 Multinational Business**

*4 credit hours (4 hours of lecture)*

The course provides a study of the leading technical, environmental, and management features peculiar to the operation of the U.S. firms in foreign countries.

*Prerequisites: BA342 and BA350.*

#### **BA443 International Human Resources Management**

*4 credit hours (4 hours of lecture)*

The course presents studies on how multinational firms use human resource functions, such as recruitment and selection, training and development, performance appraisal, compensation and benefits, to compete internationally. Focus will be on international and comparative labor-management relations and management of multicultural teams.

*Prerequisite: BA343*

#### **Marketing and Sales**

#### **BA350 Marketing Principles**

*4 credit hours (4 hours of lecture)*

The course covers a marketing management study of the major internal and external variables in the design of a marketing program.

*Prerequisite: None*

#### **BA351 Advertising Management**

*4 credit hours (4 hours of lecture)*

The course studies managing the firm's advertising function: defining the market; integrating advertising into the marketing mix; setting goals and budgets; selecting media; planning, scheduling, and controlling advertising campaigns; research applications; societal evaluation and regulation. The purpose of this course is to introduce and practice decision tools used in the analysis of communication problems. The topics will stress the relationship between advertising and the marketing and competitive environments, as well as the contribution of different communication elements to overall strategy.

*Prerequisite: BA350*

#### **BA352 Promotion**

*4 credit hours (4 hours of lecture)*

The course will discuss the role of promotion in an organization's communication processes from a theoretical and managerial perspective. Advertising, personal selling, and sales promotion are analyzed from the view of both the organization and its consumer groups. The purpose of this course is to help the participants develop a general understanding of how goods, services, ideas, people, and organizations can be promoted.

*Prerequisite: BA350.*

**BA353 Products and Pricing**

*4 credit hours (4 hours of lecture)*

The course covers the process of both consumer and industrial product development, based on marketing intelligence, product introduction, strategy and pricing throughout product life cycle. Field observation and case discussion are also added to enhance students' hands-on experience.

*Prerequisite: BA350*

**BA354 Negotiation**

*4 credit hours (4 hours of lecture)*

The course covers principles and practice in business negotiations. Topics include negotiating concepts, strategies, situational applications, and practice in applied techniques. Situations range from negotiation in sales, customer relations, to employee management, and career development.

*Prerequisites: Math210*

**BA355 Database Marketing**

*4 credit hours (4 hours of lecture)*

This course is to introduce students to the concepts and methods of database marketing. The course has a hands-on, methodological orientation. The goal is to put students in contact with real world applications and databases. Methods studied include lifetime value of the customer (LVC), predictive modeling (e.g., regression, logistic regression, multinomial logit, cluster analysis, decision trees, and neural nets), and experimentation. Applications include list selection, prospecting, cross-selling, direct marketing, market segmentation, product customization, and managing acquisition versus retention. Industries to be examined include catalogs, software, retailing, financial services, electrical equipment, consumer electronics, telecommunications, and retail banking.

*Prerequisites: BA350 and Math210*

**BA356 Business Communication**

*4 credit hours (4 hours of lecture)*

The course will cover materials entirely corporate-related, comprising an up-to-date sampling of typical business plans, presentation, executive summaries, email exchanges, etc. The focus will be applications of logical and creative thinking, and oral and written communications in the administrative decision-making process in business organizations.

*Prerequisites: Upper Division standing*

**BA450 Integrated Marketing Management**

*4 credit hours (4 hours of lecture)*

The course studies an integrative perspective of marketing management. Students acquire knowledge and skills in applying marketing mix variables in competitive decision making environments. Lectures, simulation, and/or cases used to emphasize integration of marketing mix variables.

*Prerequisites: BA350*

**BA451 Media Planning**

*4 credit hours (4 hours of lecture)*

This course is designed to provide you with a basic understanding of the mass media in the United States and how they are incorporated into the advertising process. We will discuss the planning, selection and evaluation of the mass media and consider the various decisions and problems that arise in those processes. In addition to gaining a broad knowledge of the various factors that influence the mass media, you will learn specifically how advertisers plan and implement media decisions. The knowledge gained is useful for those interested not only in media, but also in other areas of advertising - creative, research, and management - and marketing.

*Prerequisite: BA350*

**BA452 Consumer Behavior**

*4 credit hours (4 hours of lecture)*

The course covers survey of theoretical foundations of consumer decision-making; in-depth analysis of contemporary factors influencing consumer behavior in social, cultural, and psychological dimensions. Assignments include extensive outside classroom readings and case applications, and student projects.

*Prerequisites: BA350*

**BA453 Sales Management**

*4 credit hours (4 hours of lecture)*

This course is designed to expose the student to the basic elements of the sales management function, the principal line marketing activity. These elements include the determination of amount of personal selling required for various product classes, selling tasks, recruitment, selection, training, motivation, planning analysis, forecasting and cost-performance control of the field sales force.

*Prerequisite: BA350*

**BA454 Web Marketing**

*4 credit hours (4 hours of lecture)*

The course covers web-based marketing strategies, issues, and problems. Emphasis will be using websites as effective marketing tools, and formulation and implementation of customer-driven web marketing strategies.

*Prerequisite: BA350*

**BA455 International Marketing**

*4 credit hours (4 hours of lecture)*

The course will discuss marketing management problems and techniques in international business.

*Prerequisite: BA350*

**BA456 E-Commerce Marketing**

*4 credit hours (4 hours of lecture)*

The course covers E-commerce marketing issues and problems. Topics include understanding e-customers,

characteristics of electronic marketplace, marketing implication of information technologies, and e-marketing strategies and tactics.

*Prerequisite: BA350*

#### **BA486 Special Topics In Business Administration**

*1 to 4 credit hours (1 to 4 contact hours)*

This course provides an opportunity for a faculty member to offer a relative new subject that is not currently available in the catalog, but is of great relevance to business administration. It may consist of lectures, reading assignments, project presentation. Topics are determined by the instructor.

*Prerequisite: Upper Division standing*

#### **BA496 Independent Study**

*1 to 4 credit hours (1 to 4 contact hours)*

Independent study tailored to a student's special interest in business administration under the direction of an instructor, who is knowledgeable in the field. It may consist of reading, homework, tests, presentation and project determined by the instructor.

*Prerequisite: Upper Division standing*

### **Business Administration Graduate Courses**

#### **BA500 Financial Accounting**

*3 credit hours (3 hours of lecture)*

This course is intended to develop students' ability to understand and use financial statements. It is oriented toward the use of financial accounting data. It places an emphasis upon the reconstruction of economic events from accounting reports.

*Prerequisite: Graduate standing*

#### **BA501 Cost Accounting**

*3 credit hours (3 hours of lecture)*

This course focuses on the preparation and use of cost and other data for management planning, decision-making, and control. It emphasizes the diverse contexts (for example, product cost, pricing, and performance evaluating) in which manager's use accounting information.

*Prerequisite: None*

#### **BA502 Corporate Accounting**

*3 credit hours (3 hours of lecture)*

This course will enhance the ability of the students to reconstruct economic events from corporate financial statements. It will help in developing a set of principles and concepts, which provides a framework for analyzing various accounting and financing issues.

*Prerequisite: BA500*

#### **BA503 Intermediate Financial Accounting**

*3 credit hours (3 hours of lecture)*

This course is an in-depth study of the principles and procedures underlying external financial reporting. Topics to be covered are review of the accounting cycle and preparation of financial statements. It

analyzes accounting for assets, liabilities, revenues, and equities.

*Prerequisite: BA500*

#### **BA504 Tax Accounting**

*3 credit hours (3 hours of lecture)*

Introduces the fundamentals of federal taxation as they apply to tax entities including individuals, corporations, and partnerships. Primary emphasis is on the taxation of individuals with some issues on business activities including property transactions, the taxation of corporations and flow-through tax entities. The course includes expanded coverage of tax research and planning as well as ethical responsibilities in tax practice.

*Prerequisite: Graduate standing*

#### **BA505 Managerial Accounting**

*3 credit hours (3 hours of lecture)*

Managerial accounting studies the generation, communication, and interpretation of internal information, both financial and non-financial, for operational and strategic decision-making purposes. In this course we will study how managers can use this information to implement plans and improve the process of providing goods and services to customers. We will also see that the accounting information generated for financial reporting purposes is not particularly helpful when managers need to make decisions. The scope of the course embraces the use of accounting information for planning and control purposes in both operational and strategic decision-making.

*Prerequisite: BA500*

#### **BA510 Macroeconomic Theory**

*3 credit hours (3 hours of lecture)*

This course analyzes what determines the level and rate of growth of output income, employment and prices, interest, and foreign exchange rates. It prepares decision-makers to understand how an economy functions in the aggregate, how to interpret, analyze, and operate within a changing macroeconomic environment.

*Prerequisite: Graduate standing*

#### **BA511 Microeconomics for Business Decisions**

*3 credit hours (3 hours of lecture)*

This course covers analysis of managerial economics for demand, cost, production and pricing at the individual firm or industry's level under market structure and the regulatory environment. Emphasis will be placed on applications as well as theory.

*Prerequisite: Graduate standing*

#### **BA512 Business Research Methods**

*3 credit hours (3 hours of lecture)*

This course will assist students in developing knowledge of business research methods, suitable for workplace application, to enable solutions and

recommendations founded on legitimate and efficient data and information. Content includes the research process, research design, sources, collection, and analysis of data, and presentation of results and recommendations.

*Prerequisite: BA524*

### **BA520 Database Management Systems**

*3 credit hours (3 hours of lecture)*

This course takes a hands-on approach to the design and use of relational databases for business applications through the study of query languages and application generation. It will add emphasis on the use of database software in current business environments.

*Prerequisite: Graduate standing*

### **BA521 Software Development Process Management**

*3 credit hours (3 hours of lecture)*

Successful software projects need to deal with people and economic considerations, as well as technical considerations. The learning objectives of this course are to enable students to understand the software development process at both the project and organization levels; to analyze software cost/schedule tradeoff issues via software cost estimation tools, and to apply the principles and techniques to practical situations.

*Prerequisite: Graduate standing*

### **BA522 Management Information Systems**

*3 credit hours (3 hours of lecture)*

Conceptual background, structures, and use of computer-based information systems. Detailed coverage of the theory and practice of information systems. Data processing technology and its applications, systems concepts, systems analysis and evaluation, and managerial and technological considerations of information systems. Examining systems for intra- and inter-organizational transactions, coordination, and control.

*Prerequisite: Graduate standing*

### **BA523 e-Commerce Security**

*3 credit hours (3 hours of lecture)*

This course covers key subjects such as: e-commerce security overview, threat of data & communication security, security tools overview, security strategies and implementation. The students will learn Internet e-commerce security fundamentals, and gain knowledge of general security requirements and implementation for secured networking and e-commerce.

*Prerequisite: Graduate standing*

### **BA524 Statistical Methods for Business Research**

*3 credit hours (3 hours of lecture)*

Introduction to probability and statistical analysis and their application to managerial decision problems based on available business data collected. Topics

include descriptive statistic, probability theory, sampling techniques, Statistical estimation, hypothesis testing, and regression techniques. Exploratory Data analysis, analysis of variance, contingency tables and multiple regressions will also be covered.

*Prerequisite: Graduate standing*

### **BA525 Systems Analysis and Design**

*3 credit hours (3 hours of lecture)*

This course examines methodology to analyze and design computer-based information systems for business applications. Topics to be covered are data flow diagrams, flowcharts, structures English, pseudo code, hierarchy charts, structure diagrams, and Warnier-Orr charts.

*Prerequisite: Graduate standing*

### **BA526 Time Series Data Analysis**

*3 credit hours (3 hours of lecture)*

This course is designed for graduate students in business, science and engineering fields to gain knowledge of time series data analysis and forecasting methods. The smoothing procedures and regression with time series errors to reveal the underlying components of the data which plays an important role in forecasting and inference are covered in this course. Methods of estimating assessing goodness-of-fit are also included. Important topics covered in this course are: ARCH and GARCH models which are widely used in the financial time series modeling, ARMA and ARIMA forecasting processes, stationary processes, multivariate time series and state space models and generalized state-space models with applications to time series of count data.

*Prerequisite: Math200, Math210 or BA524*

### **BA528 Quantitative Research And Analysis**

*3 credit hours (3 hours of lecture)*

This course is designed for advance graduate students in Science or Business fields to introduce them with the fundamentals and methods of regression analysis for discovering the relationships among variables. Topics covered are simple linear regression and multiple regression models, non-linear estimation, selecting best regression model and analysis of fitting bias and analysis of variances, robust regression and bootstrapping.

*Prerequisite: BA524*

### **BA530 Investment Management**

*3 credit hours (3 hours of lecture)*

The course discusses the fundamentals of investment management, analysis tools to evaluate investment opportunities and the factors to determine the value of companies--both publicly listed and private equities. The focus includes quoted and private equity investments and entrepreneurial finance.

*Prerequisite: Graduate standing*

### **BA531 International Financial Management**

*3 credit hours (3 hours of lecture)*

This course provides students with the history of international financial systems and a framework for making corporate financial decisions in an international context. Topic areas include: how to measure currency exposure; financial and operational means to manage currency risk; the decision to undertake a global financing program; exchange and capital market; capital budgeting analysis for foreign direct investment; strategic considerations in the globalization process; and how to value target firms for cross-border acquisitions.

*Prerequisite: Graduate standing*

### **BA532 Corporate Finance**

*3 credit hours (3 hours of lecture)*

This course addresses the principles underlying alternative financial arrangements for business operation; capital budgeting; minimum rates of return for capital investments; capital structure; financial analysis and planning; short, intermediate, and long-term financing; and the market for corporate control.

*Prerequisite: Graduate standing*

### **BA533 Financial Analysis and Corporate Policy**

*3 credit hours (3 hours of lecture)*

An in-depth study of selected topics in finance, including ratio analyses, capital structure and leverage, working capital management, reorganization and bankruptcy. Real world business cases will be used in the classroom discussion. The case study will also be added to show "the practical approach" to the MBA program, which includes several Harvard Business School case studies.

*Prerequisite: BA532*

### **BA534 Derivatives and Risk Management**

*3 credit hours (3 hours of lecture)*

To develop a sound knowledge of option theory and a better understanding of the basic function of derivatives in risk management, and theoretical and practical applications in derivatives. Topics included are: forwards; futures; swaps; options; hedging strategies; the random walk (Brownian motion) model of stock prices; the Black-Scholes analytical model and the binomial models. Financial risk management techniques are emphasized.

*Prerequisite: BA530*

### **BA539 Management Principles**

*3 credit hours (3 hours of lecture)*

This course presents a thorough and systematic coverage of management theory and practice. It focuses on the basic roles, skills and functions of management, with special attention to managerial responsibility for effective and efficient achievement of goals. Special attention is given to social responsibility, managerial ethics, and the importance of multi-national organizations.

*Prerequisite: Graduate standing*

### **BA540 Human Resource Management**

*3 credit hours (3 hours of lecture)*

This course provides a framework for understanding and thinking strategically about the management of human resources in organizations. Topics include: recruitment and selection; compensation and benefits; promotion; training; performance appraisal; retention and turnover; and selected public policy issues pertaining to employment (e. g. discrimination and affirmative action). Special topics covered in this course include strategic human resource planning, job analysis and work design, legal aspects of strategic HRM, recruitment and selection, training and development, performance appraisal, strategic compensation and benefits decisions, and employee rights and disciplines, etc.

*Prerequisite: Graduate standing*

### **BA541 Entrepreneurship**

*3 credit hours (3 hours of lecture)*

This course is offered for those planning to undertake an entrepreneurial career in starting and building a business. An international company in the high-tech area. A special effort is made to take advantage of SVU's proximity to the entrepreneurial community in Silicon Valley and its reach to international business world. Developing business plan for a new company in the technology arena is an integral part of the course.

*Prerequisite: Graduate standing*

### **BA542 Venture Capital**

*3 credit hours (3 hours of lecture)*

Many of America's most successful entrepreneurial companies have been substantially influenced by professionally managed venture capital. This relationship between the entrepreneur and the venture capitalist is examined from both perspectives. The course explores entrepreneurship with emphasis on forming and operating new business ventures. It covers crucial aspects of investigating new business opportunities.

*Prerequisite: None*

### **BA543 International Management**

*3 credit hours (3 hours of lecture)*

This course examines managerial behavior within a cross-cultural environment. It analyzes problems confronting managers in international operations, the impact of international forces on a firm's future, establishing and conducting international transactions. The course is a blend of conceptual material and case analyses.

*Prerequisite: Graduate standing*

### **BA544 Project Management**

*3 credit hours (3 hours of lecture)*

This course offers a study of project management history, maturity, culture, methodologies, processes,

leadership and strategic planning. It briefly traces the development of project management, then discuss the 5 processes that must be done for project success: Define, Organize, Execute, Control and Close. It studies the best methods and processes of project management that assure success within these 5 processes. The strategic implications of projects will be studied with respect to their 'fit' with the organizational vision.

*Prerequisite: Graduate standing*

#### **BA545 Organizational Theory & Behavior**

*3 credit hours (3 hours of lecture)*

The course offers a survey of behavior in and of organizations. It covers issues of individual behavior, interpersonal communication and influence, group dynamics, inter-group relations, complex organizational structure and behavior, and relations between organizations and environments. The course addresses the ways in which organizations and their members affect one another. Issues of motivation, task design, leadership, communication, organizational design, and innovation will be analyzed.

*Prerequisite: Graduate standing*

#### **BA546 Business Communications**

*3 credit hours (3 hours of lecture)*

Communication is an essential component in every management task. One objective of this course is to provide a framework with which to approach communication challenges and make media, message, structure, and style choices. Another objective is to develop the oral and written communication skills required of managerial leaders. Barriers to communication, particularly cultural barriers will be analyzed.

*Prerequisite: Graduate standing*

#### **BA547 Business Law**

*3 credit hours (3 hours of lecture)*

This class is intended to inform and educate graduate business students of the legal requirements and risks associated with managing, owning and operating a high tech business in today's global economy.

*Prerequisite: Graduate standing*

#### **BA548 Supply-Chain Management**

*3 credit hours (3 hours of lecture)*

In the current market where organizational leaders have an obligation to reduce cost, outsourcing is a valuable option. Finding the right vendor to fulfill the needs of organizations is still a challenge. This course provides knowledge and skills that impact the bottom line of organizations. Win-Win Vendor Management and Outsourcing with growing complexity of products and services requires analysis beyond the traditional level. In this course students will learn all aspects of outsourcing, including planning, finding the right vendor and negotiating effectively. Relationship building, creating a culture of cooperation, and

avoiding common mistakes when dealing with vendors are among the skills that students will learn.

*Prerequisite: Graduate standing*

#### **BA549 Strategic Management**

*3 credit hours (3 hours of lecture)*

The primary objective of this course is to develop the ability to formulate competitive strategies. The course covers evaluation and formulation of organization's overall policies and strategies, analytical tools for strategic management, techniques for predicting industry and competitive evolution, as well as government, industry and other environment factors influencing competition.

*Prerequisite: Graduate standing*

#### **BA550 International Marketing**

*3 credit hours (3 hours of lecture)*

The course teaches systematic treatment of marketing on a global scale. Topics include the analysis of global market environments, targeting and entry strategies for global markets, sourcing and global production strategy, the global marketing mix, and managing the global marketing effort. The perspective of the course is from a managerial point of view. Its purpose is to prepare the student to lead the organization to penetrate global opportunities successfully as well as to meet global threats in domestic markets.

*Prerequisite: Graduate standing*

#### **BA551 Competitive Marketing Strategies**

*3 credit hours (3 hours of lecture)*

The course unfolds strategic development through intensive analysis of a diverse selection of cases from consumer, industrial, and technological markets, product and service businesses, and for-profit and nonprofit sectors. Students will build a marketing plan as one of the course requirements.

*Prerequisite: BA550*

#### **BA552 Sales Management**

*3 credit hours (3 hours of lecture)*

This course is offered for technical and business professionals who want to learn the buying and selling processes that corporations use in business-to-business transactions. Emphasis is on the concept of solution selling, improving value, and meeting the needs of clients through effective questioning, analysis, sales planning and presentations. Students learn the major phases of the value added sales process, setting sales objectives for each phase, analyzing client needs, designing a value-added sales approach, presenting solutions, and handling objections.

*Prerequisite: Graduate standing*

#### **BA553 Marketing Management**

*3 credit hours (3 hours of lecture)*

This course analyzes the substantive and procedural aspects of marketing management, and sharpens skills for critical analytical thinking and effective

communication. Emphasis will be placed on marketing strategy and the elements of marketing: customer analysis, competitor analysis, and company analysis. Product strategy, pricing, advertising and promotion, and distribution will also be addressed. The class provides students a forum for presenting and defending their own recommendations, and for critically discussing the recommendations of others.

*Prerequisite: Graduate standing*

#### **BA554 Marketing & e-Commerce**

*3 credit hours (3 hours of lecture)*

This course provides introduction to e-Commerce and related subjects. The course will cover e-commerce infrastructure and its related technologies. Various business models used in e-commerce will be discussed in the lecture. The student will have knowledge of e-commerce when finishes this course.

*Prerequisite: Graduate standing*

#### **BA555 Marketing Research**

*3 credit hours (3 hours of lecture)*

Advance the philosophy that marketing is a way of doing business that is focused on the customer. Applications of marketing concepts and research techniques to simulate hospitality managers' balance of organizational objectives and resources against varying customer needs and opportunities in the global marketplace.

*Prerequisite: BA 553 Marketing Management*

#### **BA556 Consumer Behavior**

*3 credit hours (3 hours of lecture)*

This course covers survey of theoretical foundations of consumer decision-making; in-depth analysis of contemporary factors influencing consumer behavior in social, cultural, and psychological dimensions. Assignments include extensive outside classroom readings and case applications, and student projects.

*Prerequisite: BA 553 Marketing Management*

#### **BA558 Service Management**

*3 credit hours (3 hours of lecture)*

Develop skills in setting formal standards for product attributes and operating procedures that comprise service experience. Topics include categories of services, indirect and direct consumption, psychological/social characteristics of the consumer/server encounters, enhancing ability to monitor service quality, and total quality management.

This course explores the dimensions of successful service firms and search for the opportunities to apply them from an integrated viewpoint with a focus on customer satisfaction. It prepares students for enlightened management and suggests creative entrepreneurial opportunities. The material will integrate operations, marketing, strategy, information technology, and organizational issues. Outstanding service organizations are managed differently than

their “merely good” competitors. Actions are based on totally different assumptions about the way success is achieved. The results show not only in terms of conventional measures of performance, but also in the enthusiasm of the employees and quality of customer satisfaction. Beginning with the service encounter, service managers must blend people, marketing, technology, and information to achieve a distinctive competitive advantage.

*Prerequisite: Graduate standing*

#### **BA559 Information Technology and Service Management**

*3 credit hours (3 hours of lecture)*

This course focuses on the analysis of concepts, trends, and issues associated with information technologies used in service industry, with an emphasis in the applications of various information technologies in service operations and management. Trends in technology and the impact on customer service will also be addressed.

*Prerequisite: Graduate standing*

#### **BA560 Hospitality and Tourism Management**

*3 credit hours (3 hours of lecture)*

This course provides an advanced analysis of the various components of the hospitality industry. History, growth, development, and future trends of travel, tourism, lodging, and food service businesses will be presented and discussed. Students are also given opportunities to begin building skills essential to career success in the hospitality industry, including communications, presentations, and human relation skills.

*Prerequisite: Graduate standing*

#### **BA561 Operational Management**

*3 credit hours (3 hours of lecture)*

Operations Management is the systematic direction and control of the processes that transform inputs into finished goods or services. Operations produce and delivers the product. Operational issues include designing, acquiring, operating and maintaining the facilities and processes, purchasing raw materials, controlling and maintaining inventories and providing proper labor needed to produce a good or service so that customers' expectations are met.

This course is designed to provide graduate students in engineering or management area with the knowledge of operating practices and models in both manufacturing and service oriented firms. It is also intended to provide the students with sufficient knowledge to make informed business decisions and to introduce terms and concepts for communications with operational personnel.

*Prerequisite: Graduate standing*

#### **BA562 Diversity and Multicultural Training**

*3 credit hours (3 hours of lecture)*

This course is designed to increase the student's awareness of the challenges of diverse customers, company employees, and community that every manager will encounter. As a manager in today's globalized business environment, not only there is need to understand how cultural issues affect operations, but also to train and educate fellow employees to be culturally sensitive. This course consists of three sections. First, current demographic trends and issues will be discussed. Next, major cultural issues from a global business perspective will be explored. In the third section, how cultural issues affect business operations in major countries will be examined.

*Prerequisite: Graduate standing*

**BA571 Data mining With Applications**

*3 credit hours (3 hours of lecture)*

This course is designed for graduate students majoring in Business or Engineering who wishes to extract information and knowledge from captured data and make them useful. Data mining technology has recently become a hot topic for decision makers because it provides valuable hidden business and scientific intelligence from a large amount of historical data. Data Mining is the entire process of applying computer-based methodology, including new techniques for knowledge discovery, from data. Data mining can be defined as the process of selection, exploration and modeling of large databases in order to discover models and patterns that are unknown a priori, aimed at the production rules for specified business goals.

*Prerequisite: BA524*

*Co-requisite: BA528*

**BA610 Case and Independent Study**

*1 to 3 credit hours (1 to 3 contact hours)*

Independent study tailored to a student's special interest in business administration under the direction of an instructor, who is knowledgeable in the field. It may consist of reading, homework, tests, presentation and project determined by the instructor.

*Prerequisite: Graduate standing*

**BA620 MBA Project**

*3 credit hours (3 hours of lecture)*

The course will be arranged by the project Advisor. Students will conduct independent research of an approved topic in business administration, prepare a technical report, and defend it before a faculty advisor. A nominal number of 3 credit hours is expected toward to MBA degree if the Project Option is selected.

*Prerequisite: Graduate standing*

**BA630 Special Topics in Business Administration**

*3 credit hours (3 hours of lecture)*

This course provides an opportunity for a faculty member to offer a relative new subject that is not

currently available in the catalog, but is of great relevance to business administration. It may consist of lectures, reading assignments, project presentation. Topics are determined by the instructor.

*Prerequisite: Graduate standing*

**BA640 Master's Thesis**

*6 credit hours*

To provide the graduate students with an opportunity of doing independent research work such that they can expose themselves of preparing research to their own interest. At the end of this class, a written version of the thesis will be submitted to the thesis committee for review and comments. All 3 thesis committee members have to sign the thesis to grant the credits to the students.

*Prerequisite: Graduate standing*

**ENGLISH AS A SECOND LANGUAGE**

This program is designed for students who wish to establish mastery in their command of English. SVU's ESL program is designed to equip students with the English language proficiency required to communicate effectively across the entire range of linguistic environments – academic, professional, cultural, commercial, personal and social - encountered in American society. The program seeks to empower students by increasing their capacity for effective communication in the English language. The program operates by employing a graduated series of levels incorporating increasingly complex conversational, compositional and grammatical forms, as well as by introducing students to some of the major social, cultural and philosophical tenets of the American perspective, providing students with both the language and the insight necessary for realizing their full potential as participants in the American experience.

Materials and curriculum in each course level are designed to develop skills in listening comprehension, oral expression, pronunciation, reading comprehension, grammar and writing composition, in accordance with the instructional standards outlined in the ESL Model Standards for Adult Education Programs published by the California Department of Education. The ESL class the students will be placed in depends on their TOEFL score according to the following table:

Course	Model Standard	Paper-Based or Institutional TOEFL	Computer-Based TOEFL
ESL100	Low	Below 350	Below 63
ESL200	Intermediate Low	350 to 399	63 to 96

ESL300	Intermediate High	400 to 419	97 to 110
ESL400	Advanced	420 to 469	111 to 149

The numbers of hours of instruction per week is as follows:

- ESL100: 18 hours per week
- ESL200: 18 hours per week
- ESL300: 18 hours per week
- ESL400: 18 hours per week

Currently, SVU does not offer ESL instruction at the Beginning or Literacy levels of comprehension.

“Successful completion” of each course requires a minimum of B on the exit examination given at the conclusion of each course.

Students who successfully complete the requirements for each course and achieve the minimum passing score on the exit examinations for each course will receive a Certificate of Competency in English. Students who fail to achieve any of the requirements needed to earn the Certificate of Competency will instead receive a certificate indicating the total number of completed hours of instruction received in ESL.

Minor deviations from the above guidelines can be approved by consultations between the ESL instructor(s) and the student advisor.

Students will take a TOEFL test at the completion of each semester. This score will be compared to the TOEFL at the beginning of the ESL course to provide a measure of their improvement.

**UNIVERSITY ADMINISTRATION**

**Dr. Jerry Shiao**

University President and Chief Executive Officer  
Acting Director of Computer Science and Computer  
Engineering Programs

**Dr. Chun-Mou Peng**

Academic Dean

**Louise Wood**

Head of ESL Program

**Scott Blake**

Librarian

**Seiko Cheng**

Administrative Officer  
Registrar

**Kevin Cheng**

Human Resource Manager

**Thomas Huang**

Information Technology Manager

**Gui Cheng Wang**

IT/ Database Administrator

**Kevin Chan**

Operation Manager

**Nico Cheng**

Office Manager

**Kym Lee**

Accreditation Project Management

## **UNIVERSITY FACULTY**

### **Edward Bell**

Associate Professor  
MBA, University of California - Berkeley, Haas School of Business, CA (1981)  
BS in Business Administration, University of California - Berkeley, CA (1974)  
CPA license (1978)  
Expertise: Accounting.

### **Yuh-Lin (Eugene) Chang**

Associate Professor  
Ph.D. in Computer Engineering, University of Texas, Austin, TX (1993)  
MS in Electrical Engineering, University of California, Santa Barbara, CA (1988)  
BS in Electrical Engineering, National Taiwan University, Taiwan (1984)  
Expertise: Digital Image Processing, Embedded System Design, System on Chip (SOC) Design, Object Oriented Design Software Architecture and Implementation.

### **Leagong Chen**

Associate Professor  
Doctor of Engineering in Electrical Engineering, Lamar University, Beaumont, TX (1994)  
MS in Electrical Engineering, Southern Illinois University, Carbondale, IL (1989)  
Expertise: CMOS VLSI design, CMOS IC Layout Design, VLSI Physical Design, and IC Layout Verification and Extraction.

### **Kevin Cheng**

Lecturer  
MBA, Silicon Valley University, CA (2007)  
BA in Economics, University of California, Davis, CA (2000)  
Expertise: Economics, Finance, Probability Theory

### **Man-Nan, Cheng**

Assistant Professor  
Ph.D. in Global Leadership, Lynn University, Boca Raton, FL (2008)  
BS in Mathematics, National Changhua University of Education, Taiwan (1989)  
Expertise: Mathematics, Global Leadership

### **Diane Cheponis, JD**

Associate Professor  
JD, Golden Gate University, CA (1979)  
BA, California State University, Los Angeles, CA (1969)  
Expertise: English as Second Language, and Business Communications.

### **Ahmed Ezzat** Professor

Ph.D. in Computer Science, University of New Hampshire (1982)  
MS in Electrical & Computer Engineering, Cairo University (1976)  
BS in Electrical & Computer Engineering, Cairo University (1971)  
Expertise: Compilers, Computer Architecture, Logic Design, and Unix Network Programming.

### **John Fan**

Assistant Professor  
MS in Electrical Engineering, Memphis State University, TN (1989)  
BEd in Industrial Education, National Changhua University of Education, Taiwan (1985)  
Expertise: Computer Networks, Embedded Systems, Wireless Systems, IP Routing, and SNMP.

### **Vicky Hsu**

Associate Professor  
MA in Telecommunication Management, Michigan State University, MI (1996)  
MS in Electrical Engineering, Oklahoma State University, OK (1993)  
BS in Electrical Engineering, National Central University, Taiwan (1990)  
Expertise: Computer Networks, WAN/ATM/IP/ Access Network Architecture, and Broadband Wireless Network.

### **William Yuying Jiang**

Professor  
Ph.D. in Human Resource Management, Columbia University (1992)  
Master of Philosophy, Columbia University (1991)  
MS in Library and Information Science, University of Illinois at Urbana-Champaign, IL (1986)  
MA in Comparative Literature, University of Illinois at Urbana-Champaign, IL (1985)  
Expertise: Human Resource Management, Strategic Management, and International Business Management.

### **Richard Karplus**

Associate Professor  
MBA, University of Chicago, IL (1978)  
BS in Mathematics, University of California, Santa Barbara, CA (1974)  
Expertise: Finance, Taxation.

### **Len-Yi Leu**

Associate Professor  
Ph.D. in Electrical Engineering, University of Southern California, Los Angeles, CA (1990)  
MS in Electrical Engineering, University of Southern California, Los Angeles, CA (1988)  
MS in Electronics, National Chiao Tung University, Taiwan (1985)  
BS in Electrophysics, National Chiao Tung University, Taiwan (1983)

Expertise: IC Processing, VLSI Design, CMOS Design, Memory Chip Design

**Richard Liang**

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