# NORTH AMERICAN COLLEGE

## ACADEMIC CATALOG

## 2010-2011

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# ACADEMIC CALENDAR

## 20010-2011 CALENDAR

**Fall Semester – 2010**
    Beginning & Ending:        October 4- December 18

**September 2010**
| | |
|---|---|
| September 1 | Registration begins |
| Sept. 27-Oct 1 | Orientation week for new students |

**October 2010**
| | |
|---|---|
| October 4 | First day of classes |
| October 11 | Last day to add courses without a fee |
| October 18 | Last day to add courses with fee & drop courses without fee |

**November 2010**
| | |
|---|---|
| November 1-2 | Fall Break |
| November 3 | Last day to drop courses with fee |
| November 17 | Last day to drop a course or withdraw with a '**W**' |
| November 24-27 | Thanksgiving holiday |

**December 2010**
| | |
|---|---|
| December 6 | Spring registration begins |
| December 10 | Last day of classes |
| December 11 | Study day or Make up day |
| December 13-18 | Final Examinations |
| December 18 | Official closing of Fall Semester |
| December 30 | Last day to submit final grades |

**Spring Semester – 2011**
    Beginning & Ending:        January 17- May 13

**January 2011**
| | |
|---|---|
| January 10 – 18 | Registration continues |
| January 17 | Martin Luther King Jr. Holiday |
| January 18 | First day of classes |
| January 24 | Last day to add courses without a fee |

**February 2011**
| | |
|---|---|
| February 2 | Last day to add courses with fee & drop courses without fee |
| February 16 | Last day to drop courses with fee |

**March 2011**
| | |
|---|---|
| March 14-19 | Spring Break |

**April 2011**
| | |
|---|---|
| April 5 | Last day to drop a course or withdraw with a '**W**' |
| April 18 | Fall 2011 registration begins |

**May 2011**
| | |
|---|---|
| May 2 | Last day of classes |
| May 3 | Study day or Make up day |
| May 4-12 | Final Examinations |
| May 13 | Official closing of Spring Semester |
| May 27 | Last day to submit final grades |

# GENERAL INFORMATION

## *MISSION STATEMENT*

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

## Core Values

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

**Learning –** Dedication to discovery, construction, discussion and dissemination of knowledge and its real-world applications.
**Honesty and Integrity** – Commitment to truth and consistency in one's actions and communication.
**Leadership** – Courage and commitment to lead with integrity, innovation and openness to new ways of thinking and inquiry.
**Teamwork** – Pursuit of excellence through consultation and collaboration.
**Ethical and Professional Conduct** – Pursuit of high ethical and professional standards in every endeavor.
**Human Dignity** – Recognition that every human being is unique and valuable, and has something of value to contribute to the college environment and society at large.

## Institutional Goals

### *Goal 1: Academic and Career-related Learning*
      Objective 1.1 Foster academic and career-related student learning
      Objective 1.2 Attract and nurture highly qualified faculty with career-related work experience
      Objective 1.3 Attract and nurture promising students
      Objective 1.4 Provide educational materials and infrastructure that support career-related student learning

### *Goal 2: Professional Proficiency*
      Objective 2.1 Develop a curriculum that helps students excel in their professional formation
      Objective 2.2 Develop a curriculum that is responsive to the needs and visions of employers
      Objective 2.3 Promote life-long learning skills

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

### *Goal 3: Student Centeredness and Personal Development*
Objective 3.1 Nurture a student-oriented environment that is responsive to student needs and career goals
Objective 3.2 Provide academic and social services which support students through their stay at the institution
Objective 3.3 Provide educational programs and experiences that promote global cultural competency and respect for diversity

### *Goal 4: Engagement with Stakeholders*
Objective 4.1 Promote institutional programs and activities to stakeholders such as students, employers, advisory committees, occupational experts and community members
Objective 4.2 Seek input from stakeholders on an ongoing basis in the development of institutional plans and programs.

### *Goal 5: Good Stewardship*
Objective 5.1 Manage resources entrusted to the college responsibly by maintaining the effectiveness and efficiency of programs, services, and operations throughout the college.

## *HISTORY*

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

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

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

TGF also operates (1) the Gulf Educator Certification Program (GECP), which is an alternative teacher certification program accredited by Texas Education Agency State Board for Educator Certification, and (2) the Gulf Educational Support Services (GESS)

which offers professional development services to educators and awards Continuing Professional Education (CPE) credits.

## *ACCREDITATION AND CERTIFICATIONS*

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

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

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

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

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

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

# ADMISSIONS

Admission to North American College (NAC) is based on stringent criteria such as academic achievement, academic preparation, and standardized test scores. The Admissions Office recommends campus tours and class visits as a means to experience the College's academic and physical environment. All initial inquiries to the College should be made to the Admissions Office in writing, to 9441 W. Sam Houston Pkwy. Suite 100, Houston, TX 77099 or by calling 713-777-5557. North American College is committed to recruit a diverse, vibrant student body from across the country and around the globe.

## Application Deadline:

**Domestic and Transfer Students:**
Fall Semester: September 1$^{st}$
Spring Semester: December 1$^{st}$

**International Students:**
Fall Semester: August 25$^{th}$
Spring Semester: November 1$^{st}$

## *FRESHMAN STUDENTS*

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

1. A completed application form (http://www.northamerican.edu/application),
2. A nonrefundable application fee ($25 resident, $60 international),
3. Original high school transcript or GED Score,
4. For international students: TOEFL (550 PBT, 213 CBT, 79 IBT) or Successful completion of Gulf Language School Intensive English Program. International students who will not be attending Gulf Language School Intensive English Program should include proof of their TOEFL score.

## *TRANSFER STUDENTS*

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

1. A completed application form,
2. A nonrefundable application fee ($25 resident, $60 international),
3. High school transcript and diploma or GED Score,

4. Official transcript(s) from each previous institution attended. Failure to submit official transcripts from one or more of the previously attended institutions may result in dismissal from the college.
5. For international students: TOEFL (550 PBT, 213 CBT, 79 IBT) or successful completion of Gulf Language School Intensive English Program. International students who will not be attending Gulf Language School Intensive English Program should include proof of their TOEFL score.

## *CERTIFICATE PROGRAM*

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

1. A completed application form,
2. A nonrefundable application fee ($30),
3. High school transcript and diploma or GED Score,
4. Interview with program staff

## Transfer GPA:

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

## Transfer Credit:

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

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

*Transfer student grade level:*
    0 – 30 transferred credit hours:    freshmen
    31 – 60 transferred credit hours:    sophomore

**Testing:**

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

## *CREDIT BY EXAMINATION*

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

### Advanced Placement

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

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

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

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

## International Baccalaureate (IB) Diploma Program

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

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

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

## College Level Examination Program (CLEP)

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

# FINANCIAL INFORMATION

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

## *TUITION AND FEES*

### Degree Programs

**PER SEMESTER TUITION**

Tuition per credit hour : $415

**PER SEMESTER FEES**

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

**OTHER SEMESTER FEES**

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

**ONE-TIME STUDENT FEES**

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

**SAMPLE APPROXIMATE COST per SEMESTER**

Tuition (15 hours) $6,225
Fees $ 225
Room $2,250
Meals $1,500
Books & Supplies $ 550

**TOTAL** **$10,750**

## Certificate & Diploma Programs

### School Office and Technology Assistant Program

| | | |
|---|---|---|
| Registration | : | $30 |
| Tuition | : | $3,000 |
| Books & Supplies | : | $360 |
| **TOTAL** | | **$3,390** |

# *PAYMENT OF TUITION AND FEES*

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

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

# *CANCELLATION AND REFUND POLICIES*

## CANCELLATION POLICY

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

## REFUND POLICY

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

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

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

Refunds will be paid within 14 class days.

## FINANCIAL AID AND SCHOLARSHIPS

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

## Financial Aid

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

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

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

## Scholarships

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

In addition, please note:

- The total amount of scholarship money awarded may vary.

- Availability of scholarships is limited and will be awarded on a first-come, first-served basis.

**Application Procedure:**

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

**Scholarship Application Deadlines:**

- August 25 for Fall 2010

- November 1 for Spring 2011

# SCHOLARSHIPS for DEGREE PROGRAMS

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

## Scholarship Chart for New Freshmen Students

| Scholarship | Amount of scholarship awarded (per academic year) | Maximum number of scholarship awardees | Scholarship eligibility criteria based on class rank | Requirement to renew scholarship (Minimum CGPA) |
|---|---|---|---|---|
| Valedictorian Scholarship | $9,675 | 12 | **Top** student of graduating class (*valedictorian*) | 3.50 / 4.00 |
| Foundation Scholarship | $6,450 | 18 | **Top 10** percentile | 3.25 / 4.00 |
| President's Scholarship | $4,300 | 24 | **Top 20** percentile | 3.00 / 4.00 |
| NAC Scholarship | $2,150 | All qualified students | All unconditionally accepted freshman students | 2.25 / 4.00 |

**Note:** A student who does <u>not</u> meet the minimum CGPA requirement as shown in the table above will be placed into a new scholarship level based on his/her current CGPA. Cumulative GPA earned only at NAC is considered for renewal of the scholarships.

## Scholarship Chart for Transfer Students

| Scholarship | Amount of scholarship awarded (per academic year) | Maximum number of scholarship awardees | Scholarship eligibility criteria based on Transfer CGPA | Requirement to renew scholarship (Minimum CGPA) |
|---|---|---|---|---|
| Diamond Scholarship | $7,740 | 12 | 3.50 – 4.00 | 3.50 / 4.00 |
| Gold Scholarship | $5,805 | 18 | 3.00 – 3.49 | 3.25 / 4.00 |
| Silver Scholarship | $3,870 | 24 | 2.50 – 2.99 | 3.00 / 4.00 |
| Bronze Scholarship | $2,150 | All qualified students | All unconditionally accepted transfer students | 2.25 / 4.00 |

**Note:** A student who does <u>not</u> meet the minimum CGPA requirement as shown in the table above will be placed into a new scholarship level based on his/her current CGPA. Cumulative GPA earned only at NAC is considered for renewal of the scholarship.

## ADDITIONAL SCHOLARSHIPS

**Department of Education Grant:** All students who are qualified only for NAC or Bronze Scholarship and enrolled in the Department of Education are eligible to receive an additional $2,150 departmental grant annually. This grant will be awarded in the form of a forgivable loan which will be forgiven upon graduation from the education department. Students must maintain a CGPA of 2.5 or above to continue this scholarship.

**Merit Scholarship:** A student who demonstrates merit in the areas of academic achievement, community leadership, and artistic/athletic ability may receive an additional $2,150. Acceptable forms of proof include medals; certificates of achievement in local, national, and international competitions; recommendation letters; certificates/letters of community service; and portfolios. There is a requirement of 2.5 CGPA to continue this scholarship.

**Academic Achievement Scholarship**: All students who achieve a 3.50 or above CGPA in their coursework at North American College are eligible to receive a $500 additional scholarship for the following academic calendar year. The Valedictorian or Diamond Scholarship Awardees are not eligible for this scholarship.

**FAFSA Acknowledgement Scholarship**: For the 2010-2011 academic year, North American College will match the FAFSA benefits of all students eligible to receive Federal Student Aid for a compatible institute of higher education. The scholarship amount varies based on student's eligibility for financial aid. Students must contact the Financial Aid office for more information.

# SCHOLARSHIPS for CERTIFICATE / DIPLOMA PROGRAMS

**SOTA (School Office and Technology Assistant) Scholarship:** North American College offers the tuition benefit program for SOTA students. Students may qualify for up to $1,200 scholarship toward their tuition. This scholarship is awarded to the first 15 students on a first come first served basis.

# ACADEMIC POLICIES

## *ACADEMIC ADVISING*

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

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

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

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

### DEGREE PLANS AND APPLICATION TO GRADUATE

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

### ACADEMIC REGULATIONS FOR INTERNATIONAL STUDENTS

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

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

## *ACADEMIC STANDARDS*

### Course Registration

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

### Minimum Class Enrollment

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

### Course Numbers

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

### Credit Hours

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

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

### Adding, Dropping, or Changing Courses

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

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

**Grading and Point Equivalents**

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

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

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

**Transfer of Credit for Registered Students**

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

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

## *SATISFACTORY ACADEMIC PROGRESS*

North American College requires all students to maintain satisfactory academic progress in their course work. Students must meet the minimum standards set forth below, or they shall be deemed to be out of compliance in meeting the Standards of Satisfactory Academic Progress criteria. The Vice President of Academic Affairs is responsible for the administration of Satisfactory Academic Progress.

**Evaluation**

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

| **Student Progress** | **Frequency** |
|---|---|
| Grade point average (GPA) | per semester |
| Cumulative grade point average (CGPA) | per semester |
| Maximum coursework allowed | per semester |
| Credit hours attempted | per academic year |
| Credit hours earned | per academic year |

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

**Maximum Time Frame and Successful Course Completion**

The standard program length is eight semesters for Bachelor's degree programs and two semesters for certificate/diploma programs. The maximum time frame allowed for students to complete a program is 150% of the normal program length, namely 12 semesters for Bachelor's degree programs and three semesters for certificate/diploma programs. Students must successfully complete 120 credit hours for a Bachelor's degree program and 18 credit hours for SOTA certificate program. Students who do not complete the degree requirements within the maximum time frame allowed will be dismissed from the College.

Each semester, undergraduate students are required to attempt at least 6 credit hours and no more than 19 credit hours. Students should attempt enough credit hours each year so that they will be able to successfully complete their degree program within the maximum time frame allowed. The following table specifies the minimum completion percentage schedule for degree programs:

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

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

**Minimum CGPA requirement**

0 – 21 credit hours: 1.70

22 – 42 credit hours: 1.80

43 – 59 credit hours: 1.90

> 60 credit hours: 2.00

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

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

0 – 10 credit hours:   1.75
11 – 17 credit hours:  2.00

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

## Unsatisfactory Progress

### Probation

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

When a student is placed on academic probation, the undergraduate/program advisor counsels the student prior to returning to class. The date, action taken, and terms of probation will be clearly indicated in the student's permanent file.
The student's stance on probationary period does not have any effect on the calculation of the CGPA and successful course completion percentage.

### Suspension

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

NAC may allow a student who has been academically suspended due to unsatisfactory progress to reenroll after a minimum of one semester. Such reinstatement does not

circumvent the approved refund policy. Suspended students can be readmitted only once.

**Withdrawals**

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

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

## Incompletes

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

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

## Repeated Course

A student may repeat a course taken at NAC, provided the original grade was lower than "B" (3.00). A course may not be repeated at another institution. The course grade for a repeated attempt appears on the student's transcript with an "R" indicating repeated course and used for computing the CGPA. The repeated course is counted once in calculation of course completion percentage for satisfactory academic progress.

## Transfer Credit

Transfer credits are counted in the calculation of the CGPA and counts toward the successful course completion percentage.

## Appeals

Should a student disagree with the application of these satisfactory progress standards, he/she must first discuss the problem with the appropriate instructor(s). If still dissatisfied, the student may then appeal to the program director/department chair. If the matter is not resolved to the student's satisfaction, the student may appeal to the office of the Vice President of Academic Affairs. The student may request the Vice President of Academic Affairs or a university-level committee to examine the matter and make the final decision. Students whose appeals are granted due to mitigating circumstances are

placed on probation and considered to be making satisfactory academic progress. The student's stance during an appeal process does not have any effect on the calculation of the CGPA and successful course completion percentage.

**Policy on Academic Dishonesty**

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

# *ACADEMIC RECORDS AND TRANSCRIPTS*

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

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

**Location of Educational Records**
Educational records are kept at the following offices: The Office of Student Affairs, International Student Office, Financial Aid Office.

**Transcript Requests**

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

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

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

**Access to Student Records**

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

## *DEGREE REQUIREMENTS*

North American College offers three baccalaureate degrees and a certificate program:
1. Bachelor of Science in Computer Science
2. Bachelor of Science in Business Administration
3. Bachelor of Science in Interdisciplinary Studies in Education
4. School Office and Technology Assistant Certificate Program

Students seeking a baccalaureate degree in either Computer Science or Business Administration are required to complete 120 semester credit hours: 48 credits of general education, 54 credits of core courses, and 18 credits of electives (12 of these elective credits must represent departmental elective courses).

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

Students enrolled in the School Office and Technology Assistant certificate program are required to complete 18 semester credit hours.

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

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

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

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

## *CONCENTRATIONS*

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

## *THE MINOR*

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

# STUDENT SERVICES

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

## *STUDENT ORIENTATION*

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

## *LIBRARY*

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

## *COMPUTER AND INFORMATION SERVICES*

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

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

## CAREER AND COUNSELING SERVICES

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

The objectives of the Career and Counseling Services are to:

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

To reach its objectives, the Office

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

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


## SERVICES FOR INDIVIDUALS WITH DISABILITIES

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

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


## TESTING CENTER

The Testing Center determines each undergraduate student's readiness for college. When a new student is admitted to the College, before enrollment, he or she must take

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

## *HEALTH SERVICES*

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

## *STUDENT CLUBS AND ORGANIZATIONS*

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

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

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

## *STUDENT CODE OF CONDUCT*

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

## *GRIEVANCE/COMPLAINT PROCEDURE*

North American College has established a grievance procedure to ensure students their rights to due process. Students who wish to file a grievance are encouraged to do so without fear of retaliation, consequences or repercussions. Student grievances or complaints should be submitted in writing to a faculty member, program director or the Vice President of Academic Affairs within 30 days of the incident. Failure to file a

grievance petition within the specified time period shall be deemed a waiver thereof. In the event that the grievance remains unresolved, the grievance can be taken to the Board President of Texas Gulf Foundation. The contact information for the Board President can be obtained from school administrative office.

It is permissible for the student to take the grievance directly to a higher authority without first bringing it to the attention of his or her immediate authority. Should the grievance not be resolved to the student's satisfaction through the use of these channels, the student may refer the complaint directly to:

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

# ACADEMIC PROGRAMS

North American College offers three baccalaureate degrees and a certificate program:
1. Bachelor of Science in Computer Science
2. Bachelor of Science in Business Administration
3. Bachelor of Science in Interdisciplinary Studies in Education
4. School Office and Technology Assistant Certificate Program

All students seeking a Bachelor's degree are required to complete 48 hours of General Education courses at NAC.

## *GENERAL EDUCATION*

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

### PROGRAM OBJECTIVES:

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

# GENERAL EDUCATION COURSES for a BACHELOR'S DEGREE
## (48 credit hours)

| SUBJECT PREFIX | COURSE NUMBER | TITLE | CR | AREA |
|---|---|---|---|---|
| COMM | 1311 | Fundamentals of Communication | 3 | Oral Communication |
| ENGL | 1301 | Composition and Rhetoric I | 3 | Written Communication |
| ENGL | 1302 | Composition and Rhetoric II | 3 | Written Communication |
| MATH | 1311 | College Algebra | 3 | Mathematics |
| MATH | 1312 | Statistics | 3 | Mathematics |
| GEOL | 1401 | Earth Science + Lab | 4 | Natural Sciences |
| PHYS | 1401 | General Physics  +Lab | 4 | Natural Sciences |
| HUMA | 1301 | Introduction to Humanities | 3 | Humanities and Fine Arts |
| ETHC | 1101 | Professional Ethics | 1 | Humanities and Fine Arts |
| ARTS | 1301 | Art Appreciation | 3 | Humanities and Fine Arts |
| HIST | 1301 | U.S. History I | 3 | Social and Behavioral Science |
| HIST | 1302 | U.S. History II | 3 | Social and Behavioral Science |
| GOVT | 2305 | U.S. Government I | 3 | Social and Behavioral Science |
| GOVT | 2306 | U.S. Government II | 3 | Social and Behavioral Science |
| ECON | 2361 | Principles of Macroeconomics | 3 | Social and Behavioral Science |
| TEAP | 1301 | Computer Literacy | 3 | Computer |

**TOTAL CREDIT HOURS: 48**

# DEPARTMENT OF BUSINESS ADMINISTRATION

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

## OBJECTIVES:

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

## DEGREE REQUIREMENTS

For a B.S. degree in Business Administration, students must complete 120 semester credit hours: 48 credits of general education, 54 credits of core courses, and 18 credits of electives, 12 of which must be departmental elective courses.

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

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

**Specified General Education Requirements**

COMM 1311   Fundamentals of Communication
ECON 2361   Principles of Macroeconomics
MATH 1311   College Algebra
MATH 1312   Statistics

**Core Courses (54 hours)**

ACCT 2311   Fundamental of Financial Accounting
ACCT 2312   Fundamentals of Managerial Accounting
BUSI 1321   Introduction to Business
BUSI 3323   Business Ethics
BUSI 3322   Business Information Management
BUSI 3324   Business Law

BUSI 4325   International Business
COMM 1312   Business and Professional Speaking
ECON 2362   Principles of Microeconomics
ENGL 3303   Technical Professional Writing
FINA 1331   Personal Finance
FINA 3332   Fundamentals of Finance
FINA 3333   Financial Markets and Institutions
MNGT 2341   Management and Organizational Behavior
MNGT 3342   Operations Management
MNGT 4344   Leadership
MRKT 2351   Principles of Marketing
MRKT 3352   Consumer Behavior

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

## Accounting Concentration

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

## Finance Concentration

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

## International Business Concentration

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

## Management Concentration

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

## Marketing Concentration

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

# *DEPARTMENT OF COMPUTER SCIENCE*

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

## OBJECTIVES:

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

## DEGREE REQUIREMENTS

For a B.S. degree in Computer Science, students must complete 120 semester credit hours: 48 credits of general education, 54 credits of core courses, and 18 credits of electives 12 of which must be departmental elective courses.

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

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

**Core Courses (54 hours)**

COMP 1411   Introduction to CS I
COMP 1412   Introduction to CS II
COMP 2313   Data Structures
COMP 2314   Discrete Mathematics
COMP 2415   Systems Programming
COMP 2316   Computer Organization
COMP 3317   Algorithms
COMP 3318   Operating Systems
COMP 3319   Object Oriented Software Development
COMP 3320   Programming Languages
COMP 3321   Database Systems
COMP 3322   Software Engineering
COMP 4326   Web Application Development

COMP 4393    Senior Design Project
MATH 1313    Calculus I
MATH 2315    Calculus II
MATH 3318    Probability and Statistics

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

**Software Engineering Concentration**

COMP 3323    Software Design
COMP 4355    Object Oriented Analysis and Design
COMP 4356    Software Project Management
COMP 4357    Dependable Software Systems

**Computer Networking Concentration**

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

# *DEPARTMENT OF EDUCATION*

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

## OBJECTIVES:

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

## DEGREE REQUIREMENTS

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

The program offers students pursuing a B.S. degree in Interdisciplinary Studies in Education two concentrations to choose from: Mathematics Education and Instructional Technology.

### Program Core Courses (36 credits)

EDUC 1311   Issues and Reform in American Secondary Schooling
EDUC 1312   Learning Theories and Development
EDUC 1313   Classroom Management
EDUC 2314   Curriculum and Instructional Design
EDUC 2315   Integrating Technology into the Curriculum
EDUC 2316   Education in Culturally Diverse Environments
EDUC 3317   Education of the Exceptional Children
EDUC 3390   Practicum I
EDUC 3320   Legal and Ethical Issues in Teaching Profession
EDUC 4323   Research Methods in Education
EDUC 4326   Reading in Content Areas
EDUC 4391   Practicum II

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

## Mathematics Education Concentration (27 credits)

EDUC 3318    Teaching Problem Solving in Math
EDUC 4324    Teaching Mathematics in Grades 4-8
MATH 1313    Calculus I
MATH 2314    Discrete Mathematics
MATH 2315    Calculus II
MATH 2316    Linear Algebra
MATH 2317    Logic and Mathematical Reasoning
MATH 3318    Probability and Statistics
MATH 3319    Problem Solving in Mathematics

## Instructional Technology Concentration (27 credits)

EDUC 3322    Technology and Diverse Learners
EDUC 4325    Planning and Developing Instructional Media
TEAP 1311    Office Applications
TEAP 2312    Desktop Publishing and Digital Graphics
TEAP 2313    Multimedia and Video Technology
TEAP 3314    Programming Foundations
TEAP 3315    Web Mastering
TEAP 4316    Computer Networking
TEAP 4317    Teaching on Virtual Platforms

## *SCHOOL OFFICE AND TECHNOLOGY ASSISTANT CERTIFICATE PROGRAM*

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

### OBJECTIVES:

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


### DEGREE REQUIREMENTS

Students enrolled in School Office and Technology Assistant certificate program are required to complete 18 semester credit hours.

### Courses

SOTA 1401    Microsoft Office Applications
SOTA 1302    Business Communication: Effective Speaking
SOTA 1303    Business Communication: Effective Writing
SOTA 1304    Introduction to Human Development and Learning
SOTA 1305    Developing a Career in Education – A Practical Approach
SOTA 1206    Externship in a School Setting

# COURSE DESCRIPTIONS

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

## *COMMUNICATION AND LANGUAGE ARTS*

### ENGL R300: Basic Writing
Cr. 3. (3-0).This course will help students to concentrate on writing skills needed for successful completion of college-level work, such as correct grammar, punctuation, sentence development, and paragraph development. This course will focus on the composition of effective and correct paragraphs organized around a controlling idea. It may not be used to satisfy any degree requirements.
Prerequisite: None

### ENGL R301: Development of Reading Skills
Cr. 3. (3-0). This course offers intensive instruction in fundamental reading skills, emphasizing word recognition, comprehension, reference techniques, and introductory note-taking skills. The subjects taught include phonics, word structure analysis, sentence meaning, and the organization of ideas in a simple outline. This course may not be used to satisfy any degree requirements.
Prerequisite: None

### ENGL 1301 Composition and Rhetoric I
Cr. 3. (3-0). This course is designed to help students practice the fundamentals of the writing process in personal and expository writing. Emphasis is on developing essays, writing for a particular audience, evaluating, analyzing, revising and editing texts.
Prerequisite: None

### ENGL 1302 Composition and Rhetoric II
Cr. 3. (3-0). This course offers continued development of writing skills and development of academic writing, with emphasis on literary analysis, expository and persuasive essays, study of research methods and materials, and preparation of research papers.
Prerequisite: ENGL 1301

### ENGL 3303 Technical & Professional Writing
Cr. 3. (3-0). This course helps students develop additional academic writing skills such as writing reports, memoranda, proposals and other kinds of texts used in business, government, industry and academia.
Prerequisite: None

### COMM 1311 Fundamentals of Communication
Cr. 3. (3-0). This course introduces students to the theory and practice of interpersonal, small group, and public communication.
Prerequisite: None

**COMM 1312 Business and Professional Speaking**
Cr. 3. (3-0). This course develops students' critical thinking, analytical and oral communication skills.  It focuses on the effective organization and delivery of presentations and the construction of creative arguments in a business context.
Prerequisite: COMM 1311

## *NATURAL SCIENCES*

**GEOL 1401 Earth Science**
Cr. 4. (3-2). This course introduces students to physical geography/earth science. It includes study of physical systems and processes demonstrating the basic principles of physical and historical geology, astronomy, meteorology, and oceanography. A lab component is included.
Prerequisite: None

**PHYS 1401 General Physics**
Cr. 4. (3-2). This algebra-based course covers the fundamental principles of mechanics, heat, laws of motion, work and energy, and sound. A lab component is included.
Prerequisites: MATH 1314

## *FINE ARTS & HUMANITIES*

**HUMA 1301 Introduction to Humanities**
Cr. 3. (3-0). This course focuses on the study of arts, literature, music and religion of various world cultures, and their impact on the historical development of the individual and society.
Prerequisite: None

**ARTS 1301 Art Appreciation**
Cr. 3. (3-0). This course surveys the purposes and processes of arts from a variety of different backgrounds, as well as that of various cultures from the prehistoric to the 20th century.  It also examines the visual elements and principles of design.
Prerequisite: None

## *SOCIAL & BEHAVIORAL SCIENCEs*

**HIST 1301 U.S. History I**
Cr. 3. (3-0). This course is a general survey of United States history from the discovery of the continent to the end of Reconstruction in 1877.
Prerequisite: None

**HIST 1302 U.S. History II**
Cr. 3. (3-0). This course is a general survey of United States history from 1877 to the present.
Prerequisite: None

**GOVT 2305 U.S. Government I**
Cr. 3. (3-0). This course on the Constitution and Government of the United States examines the institutional structures of government at national and state levels, including the legislative process, executive and bureaucratic structures, and the judiciary systems.
Prerequisite: None

**GOVT 2306 U.S. Government II**
Cr. 3. (3-0). This course on the constitution of Texas and state, county, and municipal governments examines the constitutions of the State of Texas and the United States, federalism and intergovernmental relations, local government, and the political process.
Note: Students transferring their government course work from out-of-state must enroll in this course to complete the Texas legislative requirement.
Prerequisite: None

**ETHC 1101 Professional Ethics**
Cr.1. (1-0). This course, as an introduction to ethical decision-making in professional life, examines individual, organizational, and macro-level issues in different professions. Both descriptive and normative models of unethical and ethical decision making are analyzed to help students make more informed ethical decisions.
Prerequisite: None

# *BUSINESS ADMINISTRATION*

## ACCOUNTING COURSES

### ACCT 2311 Fundamentals of Financial Accounting
Cr. 3. (3-0). This course introduces students to the theory of accounting and financial reporting, and generally accepted accounting practices. The primary emphasis is on financial statements and accounting for assets, liabilities, equities, revenues and expenses.
Prerequisite: None

### ACCT 2312 Fundamentals of Managerial Accounting
Cr. 3. (3-0). This course focuses on the development, interpretation and use of relevant cost behavior, control, and traceability concepts for management planning, controlling and decision making. Topics include product and direct costing, performance standards and variance analysis, accounting, profitability, and capital budgeting.
Prerequisite: ACCT 2311

### ACCT 3313 Intermediate Accounting
Cr. 3. (3-0). This comprehensive course on essential accounting issues includes such essential topics as the development of accounting standards, financial reporting, and the primary accounting activities of a business.
Prerequisite: ACCT 2312

### ACCT 3314 Cost Accounting
Cr. 3. (3-0). This course examines the fundamentals of cost accounting within an organization. Topics included standard costing, variance analysis, cost-volume-profit analysis, and budgeting.
Prerequisite: ACCT 2312

### ACCT 4315 Governmental Accounting
Cr. 3. (3-0). This course provides a framework for understanding the special accounting and reporting requirements of government and nonprofit organizations. Topics include reporting concepts and budgeting principles for governmental and nonprofit economic entities.
Prerequisite: ACCT 2312

### ACCT 4316 Auditing
Cr. 3. (3-0). This course covers the concepts, principles, and practical applications of auditing in business. It also stresses the concepts and practical applications that serve as a foundation for auditing skills.
Prerequisite: ACCT 3313

## BUSINESS COURSES

### BUSI 1321 Introduction to Business
Cr. 3. (3-0). This course surveys various forms of business enterprise functions, such as the organization and management of businesses; the management of human resources, production and information; marketing, finance, and accounting.

Prerequisite: None

**BUSI 3322 Business Information Management**
Cr. 3. (3-0). This interdisciplinary course focuses on computer-based information systems and explores the basic technical, behavioral, economic, and organizational concepts relevant to information, decision making, and systems in a business context.
Prerequisite: TEAP 1301

**BUSI 3323 Business Ethics**
Cr. 3. (3-0). This course examines the role and importance of ethics in a complex business environment, as well as the relationships and social responsibilities of individuals, organizations and communities. Students will also discuss ethical philosophy and apply an ethical decision making process to practical ethical dilemmas confronting leaders and managers in the workplace.
Prerequisite: None

**BUSI 3324 Business Law**
Cr. 3. (3-0). Topics for this course include the legal principles of business; dispute resolution and procedures; contract law; bankruptcy law; property law; security interests, negotiable instruments and sales.
Prerequisite: None

**BUSI 4325 International Business**
Cr. 3 (3-0). This course overviews financial, managerial, and marketing problems confronted by multinational firms. Worldwide patterns of trade and investments are also discussed.
Prerequisite: FINA 3332, MNGT 2341, MRKT 2351

## ECONOMICS COURSES

**ECON 2361 Principles of Macroeconomics**
Cr. 3. (3-0). This course provides an introduction to decision-making in the public sector; competing economic theories; economic analysis of inflation, unemployment, and economic growth; money and banking; monetary and fiscal policy; national income measurements; and international economics.
Prerequisite: None

**ECON 2362 Principles of Microeconomics**
Cr. 3. (3-0). This course provides an introduction to how markets function in the allocation scarce resources. Common analytical tools are used to examine the behavior of individual consumers and firms, and a framework to determine the efficiency of various market outcomes is developed. Topics include consumer theory, the behavior of firms, competition, monopoly, market equilibrium, and the role of government in the economy.
Prerequisite: None

## FINANCE COURSES:

**FINA 1331 Personal Finance**
Cr. 3. (3-0). This course provides students with skills to solve real world problems. It focuses on problems and applications related to personal finance, including financial

planning, personal investing, budgeting, tax planning, real estate financing, credit management, insurance protection, and retirement and estate planning.
Prerequisite: None

### FINA 3332 Fundamentals of Finance
Cr. 3. (3-0). This course examines financial principles applicable to business organization.  Topics include risk return trade off, the time value of money, fundamentals of stocks and bonds and their valuation, capital budgeting, dividend and debt policy.
Prerequisite: ACCT 2312, ECON 2361, ECON 2362, MATH 1312

### FINA 3333 Financial Markets and Institutions
Cr. 3. (3-0). This course analyzes asset and liability management for financial institutions. Topics include financial markets such as stocks, bonds, mortgages, derivatives and foreign exchange.
Prerequisite: FIN 3332

### FINA 4334 Investments
Cr. 3. (3-0). This course focuses on investment theories and their application in securities such as stocks, bonds, REITs, and mutual funds. Modern portfolio theory is also discussed.
Prerequisite: FIN 3332

### FINA 4335 Financial Analysis and Valuation
Cr. 3. (3-0). This course analyzes the financial statements of corporations, using analytical tools and methods ranging from ratio computation and cash flow measures to equity valuation. Topics include cash flow analysis, profitability analysis, credit analysis, short-term and long-term forecasting, and equity analysis and valuation.
Prerequisite: FIN 3332

### FINA 4336 International Finance
Cr. 3. (3-0). This course focuses on the financial operations of corporations in international financial markets. Topics include forecasting exchange rates in foreign exchange markets, the components of international monetary systems, currency risk management techniques, and global financial decisions.
Prerequisite: FIN 3332

### FINA 4337 Risk Management
Cr. 3. (3-0). This course focuses on ways to measure and properly price risk.. It also introduces insurance and the derivatives necessary for risk management and control.
Prerequisite: FIN 3332

## MANAGEMENT COURSES

### MNGT 2341 Management & Organizational Behavior
Cr. 3. (3-0). This course examines tools for understanding the organizational activities of groups and corporations. It also relates theory and research to organizational problems by reviewing concepts in motivation and perception, decision-making, communication and influence, group behavior, conflict and cooperation, corporate culture, organizational structure and environmental influences.
Prerequisite: None

**MNGT 3342 Operations Management**
Cr. 3. (3-0). This course focuses on concepts and principles of management of processes and resources used in manufacturing and service operations. Topics include inventory control, product and service development, quality assurance methods, project management, forecasting and scheduling.
Prerequisite: MNGT 2341

**MNGT 4343 Small Business Management**
Cr. 3. (3-0). This course examines the economic and social environment in which small businesses function, and the critical role of entrepreneurship in fostering business growth and development. Class sessions focus on operations, marketing, financial and human resources, strategic management, and effective relations between government and small firms.
Prerequisite: MNGT 2341

**MNGT 4344 Leadership**
Cr. 3. (3-0). This course is a survey of the theory and practice of organizational leadership.  It will also help students to develop requisite management skills.
Prerequisite: MNGT 2341

**MNGT 4345 Human Resource Management**
Cr. 3. (3-0). This course examines human resource management functions such as recruitment, selection, training, benefits and compensation.
Prerequisite: MNGT 2341

**MNGT 4346 International Management**
Cr. 3. (3-0). This course examines business strategy and organization in international markets. Topics include international trade and investment, business practices for global corporations, the organization of multinational corporations, and foreign trade flows.
Prerequisite: MNGT 2341

**MNGT 4347 Management Science**
Cr. 3. (3-0). This course introduces quantitative and analytical methods for modeling to solve business problems. Tools such as linear programming, decision analysis and Monte Carlo simulation techniques are examined.
Prerequisite: MNGT 2341

## MARKETING COURSES

**MRKT 2351 Principles of Marketing**
Cr. 3. (3-0). This course introduces marketing concepts and their application in the marketing of products, services, ideas, and organizations. Topics include consumer behavior; market segmentation and target market selection, and management of marketing mix variables such as product, price, placement, and promotion.
Prerequisite: None

**MRKT 3352 Consumer Behavior**
Cr. 3. (3-0). This course provides strategic marketing tools to analyze consumer behavior.  It includes an assessment of factors influencing individual consumption in the market place and product design.
Prerequisite: MRKT 2351

**MRKT 4353 Advertising and Promotional Strategies**
Cr. 3. (3-0). This course examines advertising and promotional strategies, including sales promotion, personal selling, media selection, publicity, and budget setting.
Prerequisite: MRKT 2351

**MRKT 4354 Sales Management**
Cr. 3. (3-0). This course focuses on the relationship between buyers and sellers, and the management of a sales force. Topics include sales force organization, recruiting sales people, sales training, motivating and rewarding sales people, and productive performance evaluation.
Prerequisite: MRKT 2351

**MRKT 4355 International Marketing**
Cr. 3. (3-0). This course examines the coordination and implementation of marketing strategies and techniques for corporations within an increasingly competitive global market.
Prerequisite: MRKT 2351

**MRKT 4356 Marketing Research**
Cr. 3. (3-0). This course focuses on the role of research in the marketing decision-making process.  It also explores the utilization of quantitative and qualitative methods of data analysis.
Prerequisite: MRKT 2351

## COMPUTER SCIENCE

### COMP 1411   Introduction to CS I
Cr. 4. (3-2). This course introduces fundamental concepts of structured programming, data types, control structures, algorithm development; program design and implementation using a high level language; and software development tools. It includes a lab component.
Prerequisite: None

### COMP 1412   Introduction to CS II
Cr. 4. (3-2). This course reviews structured programming and data types.  It then introduces the object-oriented programming paradigm, focusing on the definition and use of classes, along with the fundamentals of object-oriented design. It includes a lab component.
Prerequisite: COMP 1411

### COMP 2313   Data Structures
Cr. 3. (3-0). This course introduces the fundamental concepts of data structures and algorithms. Topics include fundamental data structures (including stacks, queues, linked lists, hash tables, trees, and graphs), sorting, searching, and recursion.
Prerequisite: COMP 1412

### COMP/MATH 2314   Discrete Mathematics
Cr. 3. (3-0). This course introduces set algebra; algebraic structures including semi-groups and groups; basic elements of graph theory; and Boolean algebra and propositional logic, and their application in computer science.
Prerequisite: MATH 1311

### COMP 2415   Systems Programming
Cr. 4. (3-2). This course examines interaction with a multi-user, multi-tasking operating system (e.g. Unix, Linux) via systems programs. Topics include the details of the file system and I/O, multi-tasking, inter-process communication, process control and shell scripting. It includes a lab component.
Prerequisite: COMP 1412

### COMP 2316   Computer Organization
Cr. 3. (3-0). This course covers basic computer organization including the CPU, memory and peripherals; digital representation of data and instructions; and assembly language programming, assembler, loader, macros, subroutines, and program linkages.
Prerequisite: COMP 2314

### COMP 3317   Algorithms
Cr. 3. (3-0). This course focuses on the design and analysis of algorithm; heuristics; advanced tree structures; advanced hashing techniques; advanced sorting and searching; graphs and sets; NP-Completeness; and time and space complexities.
Prerequisite: COMP 2313

**COMP 3318    Operating Systems**
Cr. 3. (3-0). This course focuses on operating system structure and design techniques; process management, CPU and disk scheduling; process synchronization, concurrency, and memory and file management, virtual memory; mass storage and I/O systems; and OS security.
Prerequisite: COMP 2316

**COMP 3319    Object Oriented Software Development**
Cr. 3. (3-0). This course introduces an object-oriented paradigm including encapsulation, inheritance, abstraction and polymorphism, as well as the implementation of these concepts using an object-oriented programming language.
Prerequisite: COMP 1412

**COMP 3320    Programming Languages**
Cr. 3. (3-0). This course covers the principles of programming language design; specification of syntax and semantics; and programming styles and their underlying paradigms, including imperative, functional, logic and object-oriented programming styles.
Prerequisite: COMP 2313

**COMP 3321    Database Systems**
Cr. 3. (3-0). This course teaches the fundamentals of database systems, including relational and other data models, database design, data description and query languages, file organization, index structures, database integrity and security, access control, interfacing with database systems, transaction programming, and design and implementation of database applications.
Prerequisite: None

**COMP 3322    Software Engineering**
Cr. 3. (3-0). This course introduces basics concepts of software engineering, including software requirement analysis, design representation, programming methodologies, verification, validation, maintenance and software planning.
Prerequisite: COMP 1412

**COMP 3323    Software Design**
Cr. 3. (3-0). Introduces techniques and notations with formal (mathematical) underpinnings for specifying the structural and behavioral properties of software systems. Covers these systems at various levels of abstraction, from architecture to subsystem decompositions to module/class dependencies and interfaces. Students analyze, synthesize, and express software designs using a variety of special-purpose design notations, and obtain practical experience with a team project. Topics include software architecture, architectural styles, module interconnection languages, modularity and information hiding principles, object-oriented design patterns (structural and behavioral), Petri nets, state charts, state transition diagrams, and Z notation.
Prerequisite: COMP 3322

**COMP 3324    Computer Networks**
Cr. 3. (3-0). This course introduces the fundamental concepts and principles of modern computer networks with an emphasis on protocols, architectures, and implementation issues of application, transport, network, data link and physical layers.
Prerequisite: None

**COMP 3325   Computer & Network Security**
Cr. 3. (3-0). This course teaches the fundamentals of computer and network security, including cryptography, authentication, and authorization; attack types, detection and defense techniques at the OS and network level; security in modern operating systems and virtual machines.
Prerequisite: None

**COMP 4326   Web Application Development**
Cr. 3. (3-0). This course teaches the fundamentals of web application development: markup languages, layout design, client and server side programming using HTML, XHTML, XML, Ajax, JavaScript, DHTML; database and Web integration.
Prerequisite: COMP 1412

**COMP 4351   Network Administration**
Cr. 3. (3-0). This course focuses on administration of networked operating system such as Windows Server and Linux. It includes, monitoring, managing and troubleshooting of network resources such as files, folder access, printing devices, device drivers, backup devices, recovery as well as protocols and system services.
Prerequisite: COMP 3324, COMP 3318

**COMP 4352   Internetworking Technology**
Cr. 3. (3-0). This course shows students how to plan and design a network using various internetworking technologies to meet performance, security, capacity, and scalability requirements. This includes the fundamental, technical, and design issues associated with campus LANs.
Prerequisite: COMP 3324

**COMP 4353   Data Mining**
Cr. 3. (3-0). This course introduces fundamental topics of data mining and knowledge discovery, including statistical foundations, database support, data preprocessing, data warehousing, association discovery, classification, clustering, and mining complex data types.
Prerequisite: COMP 3321

**COMP 4354   Advanced Database Systems**
Cr. 3. (3-0). This course examines advanced concepts in the design and implementation of database systems, including query optimization, concurrency control, recovery, transaction processing, distributed databases, object-relational databases, data warehousing, web and semi-structured data.
Prerequisite: COMP 3321

**COMP 4355   Object Oriented Analysis and Design**
Cr. 3. (3-0). This course examines the core principles, techniques, and tools in object oriented analysis and design. Topics include Unified Modeling Language (UML), requirements management, use-cases, conceptual modeling, design heuristics and patterns, refactoring and application of object-oriented development concepts.
Prerequisite: COMP 3319

## COMP 4356   Software Project Management

Cr. 3. (3-0). Focuses on first-line management of software system development. Covers major themes including estimation (software cost factors, estimation models, and risk management), planning (work breakdown, scheduling, staffing, resource allocation, and creation of a project plan), and execution (team building, leadership, motivation, process tracking, control recovery, and communication within and outside the project).
Prerequisite: COMP 3322

## COMP 4357   Dependable Software Systems

Cr. 3. (3-0). Offers an in-depth treatment of software testing and software reliability, two components of developing dependable software systems. Testing topics include path testing, data-flow testing, mutation testing, program slicing, fault interjection and program perturbation, paths and path products, syntax testing, logic-based testing, testing within the software development process, test execution automation and test design automation tools. Reliability topics include reliability metrics, fault avoidance, cleanroom software development, fault tolerance, exception handling, N-version programming, recovery blocks, formal methods, functional specifications.
Prerequisite: COMP 3322

## COMP 4393   Senior Design Project

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

# EDUCATION

## EDUC 1311 Issues and Reform in American Schooling
Cr. 3. (3-0). This course examines contemporary issues and reform trends, and their roles in American secondary schooling; as well as the historical, philosophical, sociological, and ideological foundations of education.  It includes analysis of the multiple contexts that influence schooling and teaching.
Prerequisite: None

## EDUC 1312 Learning Theories and Development
Cr. 3. (3-0). This course analyzes learning and development theories and their implications for learning and teaching.  It examines factors that impact and facilitate learning, as well as instructional strategies that support the cognitive, social, and emotional development of learners
Prerequisite: None

## EDUC 1313 Classroom Management
Cr. 3. (3-0). This course teaches effective classroom management with an emphasis on helping students become self-regulated learners; ie. the application of various management techniques to help students become more responsible for their behaviors and choices.  Theories and diverse strategies related to effective classroom management will be discussed.
Prerequisite: None

## EDUC 2314 Curriculum and Instructional Design
Cr. 3. (3-0). This course focues on the design of instruction, in particular on the theory and method of design based on congruence between identified needs and approaches to curriculum development.  Topics include curricular design models and the integral connection between curriculum, assessment, and instruction; strategies for curriculum alignment; investigation and application of research-based instructional strategies; and the use of technology to enhance instruction.
Prerequisite: None

## EDUC 2315 Integrating Technology into the Curriculum
Cr. 3. (3-0). This course examines the use of computers in the classroom and their impact on the learning environment.  Topics include selection of resources, materials, and strategies for systemic achievement of curriculum goals; investigation of innovative and effective technological advances; and practices for use in teaching and learning.
Prerequisite: None

## EDUC 2316 Education in Culturally Diverse Environments
Cr. 3. (3-0) This course offers perspectives on multicultural education in our schools today; on the appreciation of differences based on race, culture, ethnicity, and gender; and on how classroom practices can reflect a mature understanding of culturally diverse environments.
Prerequisite: None

### EDUC 3317 Education of Exceptional Children
Cr. 3. (3-0) This course examines educators' responses to the needs of students with disabilities, those who are Limited English Proficient, and those who are academically or intellectually gifted. The focus is on differentiating and individualizing instruction for each student's mental, physical, emotional, and vocational development in the least restrictive environment.
Prerequisite: None

### EDUC 3318 Teaching Problem Solving in Math
Cr. 3. (3-0) This course introduces techniques of teaching mathematics to produce deeper levels of conceptual and procedural understanding. Topics include the methodology of absorbing new ideas, efficiently and accurate calculation, the formulation of alternate solutions; and addressing the five critical mathematical processes, which include communication and problem solving.
Prerequisite: None

### EDUC 3319 Distance Learning
Cr. 3. (3-0) This course examines contemporary research, issues, and trends related to distance learning; as well as the variety of distanced learning technologies, designs, and methods used today; practice in review of published research and evaluation of distance education.
Prerequisite: None

### EDUC 3320 Legal and Ethical Issues in the Teaching Profession
Cr. 3. (3-0) This course examines the key areas of educators' legal and ethical responsibilities, such as equity in education, documentation, intellectual property, accommodations for the disabled, student privacy, confidentiality, and personal relations between teachers and students. Specific legal cases will be discussed.

### EDUC 3321 Teaching Secondary Mathematics with Technology
Cr. 3. (3-0) This course examines the use of scientific and graphing calculators, computers and other devices to solve problems found in secondary mathematics curricula, and the application of this knowledge in teaching mathematical concepts. It also examines the use of the Internet and other technological resources to teach mathematics.
Prerequisite: None

### EDUC 3322 Technology and Diverse Learners
Cr. 3. (3-0) This course examines the use of computer technology to enhance learning for diverse populations; the link between technology and culture; and the diffusion of technology, its revolutionary influence on educational institutions and impact on social issues such as equity, inclusion, and personal development.
Prerequisite: None

### EDUC 3390 Practicum I
Cr. 3. (0-0-3) During practicum, student put into practice the skills they have gained in the Interdisciplinary Studies in Education program. Students will be able to manage the real problems of the school successfully; understand the needs of school administrators, teachers, students, and parents; apply technology in the classroom; and create lesson plans and other documentation based on the needs of the schools.
Prerequisite: Successful completion of 60 credit hours

**EDUC 4323 Research Methods in Education**
Cr. 3. (3-0) This course is a comprehensive survey of quantitative and qualitative research methods and teaches the steps of scholarly research, from the formulation of a research question to final publication. The steps of scholarly research, including literature review, research questions, sampling designs, measurement, data collection, data analysis, statistical procedures, and reports, will be practiced.
Prerequisite: None

**EDUC 4324 Teaching Mathematics in Grades 4-8**
Cr. 3. (3-0) This course examines research, issues and problems related to current reform in teaching middle school mathematics.  It offers insights into planning curriculum, assessing student learning, managing instruction, and accommodating individual needs.
Prerequisite: None

**EDUC 4325 Planning and Developing Instructional Media**
Cr. 3. (3-0) This course examines the challenges of establishing and maintaining instructional technologies in schools and suggests principles for establishing school policies for use of technology.  Topics include resource management, maintenance of facilities, and technology infrastructure.
Prerequisite: None

**EDUC 4326 Reading in Content Areas**
Cr. 3. (3-0) This course focuses on the development of reading skills and the interaction of readers with the text.  Topics include the readability of curriculum materials, accommodating learning in light of students' diverse reading abilities, and assessment of student learning.
Prerequisite: None

**EDUC 4327    Cognitive Development**
Cr. 3. (3-0) This course examines qualitative and quantitative changes associated with human cognitive, emotional, physical, and social development from childhood through adolescence; and hence, the impact of a person's relationships with other individual and the environment.
Prerequisite: None

**EDUC 4328    Educational Measurement and Evaluation**
Cr. 3. (3-0) This course examines principles of educational measurement and evaluation in elementary and secondary schools.  Topics include test construction, test reliability and validity, item analysis, interpretation of test results, grading and reporting of educational achievement.
Prerequisite: None

**EDUC 4329 Teaching Creatively with Gifted and Talented Students**
Cr. 3. (3-0) This course examines techniques to identify and strategies for meeting the unique needs of gifted and talented students.   Various curriculum differentiation strategies used to challenge these students in regular, pull-out, or full-time classes for gifted students will be discussed.
Prerequisite: None

**EDUC 4391 – Practicum II**
Cr. 3. (0-0-3) During practicum, student put into practice the skills they have gained in the Interdisciplinary Studies in Education program. Students will be able to manage the real problems of the school successfully; understand the needs of school administrators, teachers, students, and parents; apply technology in the classroom; and create lesson plans and other documentation based on the needs of the schools.
Prerequisite: Successful completion of 60 credit hours

## *MATHEMATICS*

### MATH R300 Fundamentals of Mathematics
Cr. 3. (3-0). This course reviews topics from pre-college algebra, including signed numbers, operations with algebraic expressions, first-degree equations and inequalities in one variable, factoring, the Cartesian coordinate system, systems of first-degree equations in two variables solved by graphical and algebraic means, exponents and radicals, an introduction to quadratic equations, and stated problems. This course may not be used to satisfy any degree requirements
Prerequisite: None

### MATH 1311 College Algebra.
Cr. 3. (3-0). This course involves the study of linear, polynomial, rational, exponential, logarithmic and inverse functions; the theory and system of equations; complex numbers; sequences and series; and matrices and determinants. The course requires a lab component.
Prerequisite: None

### MATH 1312 Statistics
Cr. 3. (3-0). This course covers data collection, frequency distributions, probability and probability distributions, sampling and sampling distributions, hypothesis testing with applications in various fields, regression and correlation analysis.
Prerequisite: MATH 1311

### MATH 1313 Calculus I
Cr. 3. (3-0). :  This course teaches Calculus of rational functions: limits, derivatives, applications of the derivative, antiderivatives, the definite integral with applications, mean value theorem and applications, fundamental theorem of calculus, and numerical integration.
Prerequisite: MATH 1311

### MATH/COMP 2314 Discrete Mathematics
Cr. 3. (3-0). This course introduces set algebra; algebraic structures including semi-groups and groups; basic elements of graph theory; and Boolean algebra and propositional logic, and their application in computer science.
Prerequisite: MATH 1311

### MATH 2315 Calculus II
Cr. 3. (3-0). This course teaches Calculus of transcendental functions: additional techniques and applications of integration, indeterminate forms, improper integrals, Taylor's formula, and infinite series.
Prerequisite: MATH 1313

### MATH 2316 Linear Algebra
Cr. 3. (3-0). This course focuses on systems of linear equations, vector spaces, linear transformations, matrices, and determinants.
Prerequisite: MATH 1311

### MATH 2317 Logic and Mathematical Reasoning

Cr. 3. (3-0). This course focuses on principles of logic and proof, axiomatic set theory, formal and informal geometry.
Prerequisite: MATH 1311

### MATH 3318 Probability and Statistics

Cr. 3. (3-0). Course content includes sample spaces, events, and probabilities, random variables and distributions, expectations, variances and covariances; basic discrete and continuous distributions; and the Central Limit Theorem. Sampling, estimation and hypothesis testing, regression, analysis of variance, and exploratory techniques will be taught and practiced.
Prerequisite: MATH 1312

### MATH 3319 Problem Solving in Mathematics

Cr. 3. (3-0). This course examines problem solving strategies in mathematics: reduction to smaller problems; analogy; conjecture and proof; and the processes of abstraction, generalization, and specialization. Also, methods of induction and deduction will be discussed.
Prerequisite: MATH 1311

### MATH 3320 Elementary Geometry

Cr. 3. (3-0). This course covers a review of geometrical concepts, a review of ruler and compass construction, formal axiomatic systems, and finite geometries. Topics include Euclid's Elements, non-Euclidean geometry, analytic and transformational geometry.
Prerequisite: MATH 1311

# *TECHNOLOGY APPLICATIONS*

## TEAP 1301 Computer Literacy
Cr. 3. (3-0) This course examines the role of computers in today's society, including the use of basic hardware, software, operating systems, and current applications in various segments of society. It introduces students to the Internet, word processing, spreadsheets, databases, and programming concepts with an emphasis on critical thinking and problem solving.
Prerequisite: None

## TEAP 1311 Office Applications
Cr. 3. (3-0). This course introduces the Microsoft Office Family and covers the core features of MS Word, MS Excel, MS Outlook, and MS PowerPoint. Topics include installing Microsoft Office; editing, formatting, and saving documents; working with styles and templates, and advanced functionalities of MS Office products.
Prerequisite: TEAP 1301

## TEAP 2312 Desktop Publishing and Digital Graphics
Cr. 3. (3-0). This course introduces basic desktop publishing concepts in the design of interesting, high quality, professional, and well organized publications; as well as advanced graphical editing methods in digital graphics using modern desktop publishing software products.
Prerequisite: TEAP 1301

## TEAP 2313 Multimedia and Video Technology
Cr. 3. (3-0). This course explores the use of digital audio editing and the creation of audio files, as well as the use of digital video editing and the creation of various video formats.  Other topics include transitions, effects, and planning for multimedia applications.
Prerequisite: TEAP 1301

## TEAP 3314 Programming Foundations
Cr. 3. (3-0). This course introduces the fundamental concepts of programming languages, data types, control structures, and algorithm development.  It also introduces program design and implementation using a high level language and software development tools.
Prerequisite: TEAP 1301

## TEAP 3315 Web Mastering
Cr. 3. (3-0). This course teaches the fundamentals of Web page development: markup languages; layout design; using HTML, JavaScript, and DHTML; cascading style sheet (CSS) techniques; publishing and managing web sites; and server side scripting, such as ASP.NET.
Prerequisite: TEAP 1301

## TEAP 4316 Computer Networking
Cr. 3. (3-0). This course introduces the design, installation, and management of computer networks for administrative and instructional uses, with particular focus on

local area network issues including user management, authentication and authorization, sharing, security, and troubleshooting.
Prerequisite: TEAP 1301

**TEAP 4317 Teaching on Virtual Platforms**
Cr. 3. (3-0). This course examines pedagogy for the effective and appropriate use of online resources as a tool for instruction.  Web-based (including digital multimedia) projects and lessons will be created and critiqued for their educational value.
Prerequisite: TEAP 1301

**TEAP 4318 Information Technology Hardware and Software**
Cr. 3. (3-0). This course introduces basic concepts in information technology including: the Internet; computer hardware issues, such as network communication, disk drives, CD-ROMs, memory and modems; and software related issues, such as operating systems and modern software applications.
Prerequisite: TEAP 1301

# SCHOOL OFFICE and TECHNOLOGY ASSISTANT PROGRAM

**SOTA 1401: Microsoft Office Applications**
Cr. 4. (3-2). This course introduces the Microsoft Office Family and covers the core features of MS Word, MS Excel, MS Outlook, and MS PowerPoint. Topics include installing Microsoft Office; editing, formatting, and saving documents; working with styles and templates, and advanced functionalities of MS Office products.
Prerequisite: None

**SOTA 1302: Business Communication: Effective Speaking**
Cr. 3. (3-0). This class will introduce students to the theory and practice of effective oral communication in business and professional settings.  Upon completion of this course students will be able to: 1) Define successful speaking – what it is and how it achieves its purpose.  2) Incorporate personal qualities into business communication and fine-tune them for future "real world" use. 3) Apply different voice tones and language styles to particular speaking situations such as front office encounters, telephoning, teleconferencing, meetings, and presentations. 4) Work in teams on collaborative speaking tasks in accomplishing goals in today's business world.
Prerequisite: None

**SOTA 1303: Business Communication: Effective Writing**
Cr. 3. (3-0). This class will introduce students to the theory and practice of effective written communication in business and professional settings. Upon completion of this course students will be able to: 1) Define successful writing – what it is and how it achieves its purpose. 2) Incorporate personal qualities into business communication and fine-tune them for future "real world" use.  3) Apply different styles and structures to particular writing situations that are central to the business community, such as résumés, memos, letters, and reports. 4) Work in teams on collaborative writing tasks in accomplishing goals in today's business world.
Prerequisite: None

**SOTA 1304: Introduction to Human Development and Learning**
Cr. 3. (3-0). This course introduces students to the learning and development theories and their implications for learning and teaching.  It examines factors that impact and facilitate learning, as well as instructional strategies that support the cognitive, social, and emotional development of learners. Upon completion of this course students will be able to: 1) demonstrate an understanding of the stages of human development 2) demonstrate an understanding of emotional, social, personality, and moral/ethical development during the early childhood, elementary and adolescent years and the importance of individual variability 3) Demonstrate an understanding of the various theories of human development during early childhood and early adolescence.
Prerequisite: None

**SOTA 1305: Developing a Career in Education – A Practical Approach**
Cr. 3. (3-0). This course aims to provide guidance, resources, and hands-on practice to students for the attainment of their career related goals in education. Upon completion of this course students will be able to: 1) Acquire the information necessary to better understand their career-related needs in selecting a career path. 2) Develop their job search and interview skills, and strengthen their resumes and cover letters. 3) Understand the roles of the secretaries, teacher's aides, teachers, and administrators in

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

**SOTA 1206: Externship in a School Setting**
Cr. 2. (Practicum). During this portion of the program, students will put into practice the skills they have gained in program subjects.  Upon completion of this externship students will be able to: 1) Manage the real problems of the school office successfully, 2) Understand the needs of school administrators, teachers, students, and parents. 3) Understand the use of technology in school environment, 4) Create letters, fliers, brochures and other office documents based on the needs of the schools.
Co-requisite: SOTA 1305

# BOARD OF DIRECTORS

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

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

# COLLEGE ADMINISTRATION

List of administrators:

| Name | Title | Area of Assignment | Degree |
|------|-------|--------------------|--------|
| Yuksel A. Aslandogan | President | Day to day institutional operations | Ph.D. in Computer Science, The University of Illinois at Chicago |
| Edward D. Hodo | Administrative Consultant | Advisor – Legal issues, college administration, | Ph.D. in Economics / Finance, University of Mississippi |
| Coskun Cetinkaya | Vice President of Academic Affairs | Academic Departments and Library | Ph.D. in Electrical and Computer Engineering, Rice University |
| John C. Topuz | Vice President of Administrative Affairs | Business Office, Financial Office, Student Affairs, and Social Services | D.B.A. in Finance, Louisiana Tech University |

# FACULTY

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

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

**Oner U. Celepcikay**
- **Area of teaching specialization:** Database Systems, Software Engineering,
- **Rank:** Adjunct Faculty
- **Degrees:**
  Ph.D., Computer Science, University of Houston
  M.S., Computer Science, University of Houston
  B.S., Electrical Engineering, Istanbul University

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

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

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

**Osman Nal**
- **Area of teaching specialization:** Finance and Economics
- **Rank:** Assistant Professor
- **Degrees:**
  Ph.D., Financial Economics, Rice University

M.A., Economics, Rice University
B.S., Mathematics, Bilkent University

**Suat Namli**
— **Area of Teaching Specialization:** Mathematics
— **Rank:** Assistant Professor
— **Degrees:**
Ph.D., Mathematics, Louisiana State University
M.S. Degree in Mathematics, Louisiana State University
B.S. Degree in Mathematics, Bilkent University

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

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

**Halil I. Tas**
— **Area of teaching specialization:** Higher Education, Research Methods, Issues in Education
— **Rank:** Associate Professor
— **Degrees:**
Ed.D., Higher Education, Oklahoma State University
M.S. Degree in Geography, Oklahoma State University
B.S. Degree in Geography Teacher Training, Karadeniz Technical University

**Nicole A. Temple**
— **Area of teaching specialization:** Business Communications
— **Rank:** Lecturer
— **Degrees:**
M.Ed. Degree in Educational Psychology, Arizona State University
B.A. Degree in Interdisciplinary Studies in Education, University of Houston

**John C. Topuz**
— **Area of teaching specialization:** Corporate Finance
— **Rank:** Professor and VP of Administrative Affairs

— **Degrees:**
D.B.A., Finance, Louisiana Tech University
M.A., Economics, University of New Orleans
M.S., Computer Science, St Joseph University
M.B.A., Yildiz Technical University
B.S., Mining Engineering, Istanbul Technical University