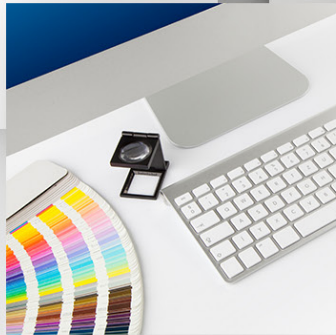


2014-2015



Academic Catalog



Academic Catalog | 2014-2015

Mt. Sierra College
101 East Huntington Drive
Monrovia, California 91016
626.873.2100

mtsierra.edu



Effective Fall Quarter 2014. The information included in this catalog is accurate as of the time of preparation. Mt. Sierra College reserves the right to change any of its policies and procedures at any time as permitted by federal, state and accrediting agency requirements, including those pertaining to admission, calendar, registration, tuition and fees, curriculum content and sequence, attendance, conduct and graduation. Changes may apply to all current and prospective students. Students wishing to obtain information on subjects not mentioned within the catalog should direct their queries to the Academic Department, which will in turn forward the queries to the appropriate department.





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Academic Calendar

Fall Quarter 2014

Fall Quarter Begins	Oct 6
Withdrawal Deadline	Nov 23
Thanksgiving Holiday	Nov 27 - Nov 30
Fall Quarter Ends	Dec 21
Winter Break	Dec 22 - Jan 4, 2014

Winter Quarter 2015

Winter Quarter Begins	Jan 5
Martin Luther King Holiday	Jan 19
Withdrawal Deadline	Feb 22
Winter Quarter Ends	Mar 22
Spring Break	Mar 23 - Apr 5

Spring Quarter 2015

Spring Quarter Begins	Apr 6
Withdrawal Deadline	May 24
Memorial Day Holiday	May 25
Spring Quarter Ends	Jun 21
Summer Break	Jun 22 - Jul 5

Summer Quarter 2015

Summer Quarter Begins	Jul 6
Withdrawal Deadline	Aug 23
Labor Day Holiday	Sep 7
Summer Quarter Ends	Sep 20
Fall Break	Sep 21 - Oct 4

Fall Quarter 2015

Fall Quarter Begins	Oct 5
Withdrawal Deadline	Nov 22
Thanksgiving Holiday	Nov 26 - Nov 29
Fall Quarter Ends	Dec 20
Winter Break	Dec 21 - Jan 3, 2016

Winter Quarter 2016

Winter Quarter Begins	Jan 4
Martin Luther King Holiday	Jan 18
Withdrawal Deadline	Feb 21
Winter Quarter Ends	Mar 20
Spring Break	Mar 21 - Apr 3

Spring Quarter 2016

Spring Quarter Begins	Apr 4
Withdrawal Deadline	May 22
Memorial Day Holiday	May 30
Spring Quarter Ends	Jun 19
Summer Break	Jun 20 - Jul 4

Summer Quarter 2016

Summer Quarter Begins	Jul 5
Withdrawal Deadline	Aug 21
Labor Day Holiday	Sep 2
Summer Quarter Ends	Sep 18
Fall Break	Sep 19 - Oct 2

Mission

Mt. Sierra College is dedicated to providing access to higher education and a practical, hands-on quality learning environment that is flexible and accessible to a geographically diverse and multicultural population. The College is committed to preparing students with the requisite knowledge and skills needed for successful careers in today's rapidly changing and complex global marketplace.





From the Board of Directors

Mt. Sierra College proudly welcomes you as you take the first step to a life changing opportunity. By walking through the doors of Mt. Sierra College, you have begun your journey.

We here at the College strive to create an environment rich with diversity in both population and educational offerings. One of our goals is to provide you with an existing and challenging program that will help shape your future as a graduate of Mt. Sierra College and as a professional in your chosen field of study. We are honored to partner with you as we navigate the challenges ahead to help ensure your success. Our dedicated team of faculty and staff are with you every step of the way, whether it be researching and securing financial aid options with our Student Finance Department or seeking out employment opportunities with our Career Development Department.

Our Academics Department understands the needs of today's busy individual, and our Advisors are ready to assist you with

tailoring a schedule that best accommodates you, including on-campus and online course offerings. Faculty are industry professionals who understand the demands of the 21st century global marketplace and bring their expertise and knowledge into the classroom. You will not only learn the fundamentals of your discipline, you will learn how today's technologies have enhanced this ever changing world and you will be challenged to think as a problem solver and a leader.

Though our focus is your success, it is ultimately your own desire for success that will determine the result. We are here to inspire, encourage and challenge you, and we are looking forward to seeing you achieve your goals. You are the missing piece to this intricate puzzle!

With heartfelt appreciation,

Board of Directors

Educational Philosophy

The following principles serve as a foundation, assisting the College and its students in meeting the needs of the world of today and tomorrow:

- A hands-on, experiential education. Mt. Sierra College offers an education that combines practical experience and a strong theoretical understanding of the principles that govern the application of technological, artistic and business skills, preparing students for successful roles in their chosen field and in their community;
- An opportunity to explore the world through a strong general education. Students leave Mt. Sierra College with a theoretical and practical basis for understanding the forces that shape society. Students develop the ability to think critically and to communicate effectively using the written and spoken word;
- An atmosphere that promotes student success. Learning is enhanced through small class size, individual attention, student-centered support services and the practice of placing the educational needs of the student first;
- The use of a variety of learning resources. Students learn to identify problems and research solutions supported by tools and programs provided by the College, creating practical solutions through creative experiences;
- A focus on effective learning outcomes including internship opportunities and other experiences to enhance the students' education, professional development and future employment;
- A flexible structure that recognizes the complex world in which we live and offers educational programs through a variety of methods, including the use of distance education. The College understands the many barriers that the

student of today faces and offers programs and services to support the various learning needs of its students;

- A learning environment that encourages diversity by making programs accessible to a geographically diverse and multicultural population through quality programs.

Technology Meets Creativity

Mt. Sierra College offers Bachelor of Arts degrees in Media Arts & Design with concentrations in Game Arts and Design, Graphic Design and Visual Effects and Digital Video. The College offers Bachelor of Science degrees in Telecommunications Technology, Information Technology with concentrations in Computer Information Technology, Information Technology with concentrations in Information Security, Business Administration and Business Entrepreneurship. All academic programs are designed so that students may complete a traditional four-year program of study in as little as three years.

Mt. Sierra College offers instruction in new technologies while providing students a solid understanding of oral and written communication, critical thinking and insight into the global forces that shape the world around us. Using technology as the core, instructional programs have been designed to produce tomorrow's leaders in business, technology and the arts today. Mt. Sierra College offers a winning combination of technology, creativity, and general education in a caring and supportive environment—an environment that produces results. Mt. Sierra College is making a difference in the lives of students, in technology and in the regional economy.

Accreditation, Approvals, Authorizations

Accredited by:

- Accrediting Commission of Career Schools and Colleges (ACCSC) 2101 Wilson Blvd., Suite 302
Arlington, VA 22201, (703) 247-4212

- Authorized through the Department of Education to offer federal loans and grants to qualified students
- Approved by California State Approving Agency for Veterans Education (CSAAVE)

Mt. Sierra College's approval to operate as a private postsecondary school in the State of California is based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009, (California Education Code, Title 3, Division 10, Part 59, Chapter 8), which is effective January 1, 2010. The Act is administered by the Bureau for Private Postsecondary Education, under the Department of Consumer Affairs.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 888-370-7589 or by completing a complaint form, which can be obtained on the Bureau's Internet Website www.BPPE.ca.gov.

Mt. Sierra College has never filed for bankruptcy petition, operated as a debtor in possession or had a petition of bankruptcy filed against it under Federal law.

Additional consumer disclosure information required by the Department of Education may be found on our Website at www.mtsierra.edu under Consumer Information.

About Mt. Sierra College

College Location

Nestled along the picturesque foothills of the San Gabriel Mountains, the Mt. Sierra College campus is located at 101 East Huntington Drive in Monrovia, California. Situated in the geographic center of the San Gabriel Valley, Mt. Sierra College is located near the centers of technology, recreation and the arts in Southern California. The College offers a modern, easily accessible campus that is close to the magic of Hollywood and the high tech businesses that support the global economy as well as to all of the entertainments that Southern California is famous for. From amusement parks to world-renowned museums, mountain resorts, and ocean beaches — all are within

easy reach of the campus. The City of Monrovia has emerged as one of the region's leading "technology corridors." Employment and educational opportunities abound in this highly innovative environment.

The College administration and Student Services are located on the Monrovia campus, and all residential courses meet here as well.

History of the College

Mt. Sierra College was founded in January of 1990 and continues to serve the ever-growing need for leaders in design and media arts, business and technology. The effective use of technology has always been at the core of its educational mission. During the early days of its existence, the College was known as Computer Technology Institute. Short courses in computer software applications were offered.

In 1992, the College became a Novell Education Academic Partner and was authorized to offer Novell courses. In 1993 the College began its long-standing partnership with Microsoft and was authorized to offer Microsoft certification preparation courses.

The College laid the foundation for its Bachelor of Science degree programs in 1994. Now the cornerstone of its mission, the College's bachelor's degree programs undergo continuous review to insure that students are receiving the education they need to succeed. After receiving accreditation in April of 1996, Mt. Sierra College offered its first courses leading to degrees in Telecommunications Technology, Multimedia Design Technology and Computer Information Technology. In the Fall of 2002, Mt. Sierra College launched its first business degree program, Bachelor of Science in eBusiness.

Since then, the College has introduced new programs in the Media Arts and Design department, including the innovative Game Arts and Design program. The College now offers two additional business degrees, Business Administration and Entrepreneurship, as well as an additional degree in technology, Information Security. Pioneering the use of online technology, the College developed its FlexLearn® instructional delivery method, introduced in January, 2002. FlexLearn® means flexible learning! FlexLearn® students complete their degrees taking a combination of online and campus-based courses. If the past is any indication of the future, Mt. Sierra College will continue its pattern of innovative curriculum development.

A Quick Tour of the Campus

Mt. Sierra College has developed a campus that simulates, as closely as possible, the environment in which students will be working as they enter the professional world. Mt. Sierra College moved to its current campus in the Spring of 1999. The growth of the College has kept pace with the steady growth of its educational programs and the employ-

ment opportunities that exist for its students.

Mt. Sierra College offers over 30,000 square feet of space dedicated to student learning. The College provides laboratory and traditional classroom instruction in spacious and efficient classrooms. Classes vary in size up to a maximum of 30 students. Classrooms and labs are networked using the latest in wired and wireless technology. This connectivity gives students and faculty easy access to software applications provided by the College and worldwide access to the Internet.

The Learning Resources Center (LRC) is available to students while classes are in session. The LRC offers the latest in online resources, books, videos, periodicals, as well as equipment and other resource materials to assist students in their educational quest. The LRC staff, under the direction of a fully qualified librarian, stands ready to offer guidance and support. Color copying and printing services are available in the LRC.

The first stop on a student's educational journey is the Admissions and Student Finance offices. These offices are located off the main lobby of the campus. Admissions and Financial Aid representatives are available to assist students in the enrollment process. Student Services, headed by the Dean of Student Services, is located just across the lobby. Here students find the resources and student support services available throughout their educational journey. In addition, this area houses the Academics Department, headed by the Dean of Academic Affairs,

including department chairs, faculty and Records.

Adjacent to the Academics Department, Career Services is an essential component of the educational mission of Mt. Sierra College. In the Career Services Office students may access career search resources, or receive assistance in résumé building, interviewing, and job search techniques and advice.

The Business Office and College Bookstore are centrally located on campus. Selecting textbooks and other course materials is easy. Shopping for the right book is a service provided by the bookstore staff. The cashier and other financial services are provided in the Bookstore and Business Office.

The hub of the campus, literally and figuratively, is the Information Systems (IS) Office. Staff and a network of assistants offer students and faculty guidance and support in navigating a wide variety of computing challenges. The IS Office is located adjacent to the College Bookstore.

Student Housing

Mt. Sierra College does not assume responsibility for student housing and does not maintain dormitory facilities under its control. No housing assistance is available through the College. According to Rentals.com rental properties in Monrovia, California start at approximately \$950 per month.

Admissions

Admissions Process

Mt. Sierra College offers year-round enrollment and applications are accepted for the Fall, Winter, Spring, and Summer quarters. Interested individuals are invited to schedule an interview with a Mt. Sierra College Admissions Representative and tour the College. At the close of the interview, individuals may complete an application form and enrollment agreement, accompanied by a non-refundable application fee and a refundable registration fee.

The following is needed to begin the application process:

- An interview with a Mt. Sierra College Admissions Representative
- A completed enrollment packet, which includes an application and enrollment agreement

Acceptance to Mt. Sierra College is based primarily upon a personal interview, a review of the applicant's high school and/or college transcripts, and results of the Mathematics and English evaluation. While the Mathematics and Writing Assessments are used to determine admission as well as placement in Mathematics and English, the Online Learning Assessment is used to determine the applicant's suitability for online courses.

To be eligible for admission, applicants must meet the following admission requirements:

- High school diploma with a GPA of at least a 2.0 or a recognized equivalent of a high school diploma (e.g. a general education development (GED) certificate or a document from a state authority recognizing that the student has successfully completed secondary school through home schooling (as defined by California state law).

- Successfully passing (as determined by the College at its discretion) both the Mathematics and English evaluation tests.

- Passing grades for Mathematics and English evaluation tests are as follows:

90 – 100%: Pass (MTH080/ENG080 waived)

60 – 89%: Pass (MTH/ENG080 required)

Less than 60%: Fail

- Completion of the Online Learning Assessment.
- For applicants who have completed at least 24 semester or 36 quarter units of college level work, the cumulative college GPA must be at least a 2.0.

At the discretion of the Academic Dean, applicants who do not meet the requirements may be admitted upon showing a strong potential for successfully completing college studies.

Mathematics and English Evaluation

All applicants for admission to any program must take the Mathematics and English evaluation as part of the admissions process. There is no fee for the evaluation tests and may be taken a maximum of three (3) times.

Mathematics Placement

Students may request transfer credit for lower division college-level mathematics courses completed elsewhere with a grade of "C" or better after having successfully passed the Mathematics evaluation test. Students without transferable mathematics credits will be evaluated for the pre-collegiate mathematics course, MTH080, to be completed prior to college-level mathematics. Students may test out of this class

through successful placement by the mathematics evaluation test.

English Placement

Students may request transfer credit for lower division college-level English courses completed elsewhere with a grade of “C” or better after having successfully passed the English evaluation test. Students without transferable English credits will be evaluated for the pre-collegiate English course, ENG080, to be taken prior to college-level English. Students may test out of ENG080 through successful placement by the English evaluation test.

MTH080 and ENG080 do not grant collegiate credit.

Proof of High School Graduation

Acceptable proof of high school graduation includes an official transcript from an accredited secondary school indicating graduation, or official results showing that the applicant has passed either the General Educational Development (GED) or the California High School Proficiency (CHSPE) exam. Official documentation is required by the end of the first week of the student’s first quarter.

Foreign Credentials

A detailed evaluation by a recognized credentials evaluation service is required for all documents submitted from foreign institutions. The evaluation must include degrees and the U.S. equivalence, grades, credits, and overall grade point average. The evaluation must also include sufficient information, such as course descriptions, to properly evaluate potential transfer credits. A translation is not sufficient. If English was the primary language of instruction at the institution, the evaluation should indicate this. A list of accepted credentials evaluators is available upon request from the Academics Office.

Home Schooled Applicants

Home-schooled applicants must meet the admissions requirements detailed above. In lieu of high school transcripts, an official high school equivalency exam score may be submitted. If available, a transcript of the applicant’s home-schooling progress should be submitted.

International Applicants

Mt. Sierra College is proud to accept qualified international students. Applicants who are not citizens or permanent residents of the United States and wish to study in the United States will need to apply as non-immigrant (international) students. Non-immigrant students are governed by the United States Citizenship & Immigration Services (USCIS). USCIS provides information on becoming a non-immigrant student on their website at <http://uscis.gov>. The United States Immigration &

Customs Enforcement website at www.ice.gov is also useful.

To support our international students, the College offers assistance from the initial inquiry through graduation. International applicants must meet the basic admission requirements to the College as explained in the preceding sections. In addition, international applicants must meet all USCIS requirements. Mt. Sierra College does not offer English language services, nor does it provide English Language Learners instruction. All instruction occurs in English.

1. Proof of English Proficiency. This may be met by one (1) of the following:

- a. Official results for the Test of English as a Foreign Language (TOEFL) with a minimum score of: Internet-based Total 65 Computer-based Total 183 Paper-based Total 513
- b. Official results for the International English Language Testing System (IELTS) with a minimum total score of 6.0.
- c. An official transcript showing successful completion of the Advanced Placement International English Language (APIEL) exam with a minimum score of 3.
- d. An official transcript from an accredited program certifying successful completion of an advanced English as a Second Language (ESL) program.
- e. An official transcript showing completion of a minimum of 18 quarter credit hours of substantive undergraduate level academic courses with a cumulative grade point average of 2.0 or higher at an accredited postsecondary institution where English was the language of instruction.

2. Notification of Permanent Address in country of origin.

3. Notarized Statement of Financial Support. This includes three items:

- a. Form I-134: Declaration and Certification of Finances.
- b. Letter from sponsor indicating the intent to sponsor the applicant for the duration of studies.
- c. Letter from the sponsor’s bank indicating the ability to meet the applicant’s estimated living expenses of approximately \$45,000 per year. (This letter must be updated and submitted to the Student Services Department every Academic Year).

4. I-94 card.

5. Official transcripts from all US institutions attended.

6. Copies of all previous I-20 forms.

7. Transfer Authorization Document from prior school – Form I-20 A-B.

8. Copy of passport.

9. Copy of US Visa.

Mt. Sierra College is authorized to issue USCIS I-20 certificates upon fulfillment of the requirements listed above, enabling international students to obtain F-1 Student Visas. The F-1

Student Visa will be valid as long as the student is continuously enrolled as a full-time student, submits letter from Sponsor's bank every Academic year, remains in good academic standing, and shows satisfactory progress. Full time enrollment is defined as enrollment in 12 or more credit hours per term; at least 8 of the 12 credit hours must be taken on campus, while the balance may be scheduled on campus or online. Hybrid courses are considered on campus courses in this context. Mt. Sierra College is required to notify the USCIS should an international student cease to meet these requirements at any time.

Student's Right to Cancel

Applicants who have not yet attended class have the right to cancel the enrollment agreement at any time. Applicants who have attended class retain the right to cancel the enrollment agreement through attendance at the first class session, or midnight of the seventh calendar day after enrollment, whichever is later. "Attended" is defined as attendance in the classroom or participation in an online course. "Enrollment" is defined as execution of an enrollment agreement.

If a Notice of Cancellation is submitted prior to midnight of the third business day following the date the enrollment agreement was signed, the applicant will receive a refund of all monies paid, including the non-refundable application fee. If a Notice of Cancellation is submitted following this period, but

no later than through attendance at the first class session or midnight of the seventh calendar day after enrollment, whichever is later, the applicant will receive a refund of all monies paid, less the non-refundable application fee.

The College will issue all refunds within forty-five days of the date the written notification of cancellation is received by the Registrar.

Applicants who are denied admission to the College will receive a refund of all monies paid, including the non-refundable application fee, within forty-five days of the date of determination of admission.

The Notice of Cancellation must be submitted in writing and signed by the applicant. The signed Notice must be delivered to Mt. Sierra College, Attn: Registrar, 101 E. Huntington Dr., Monrovia, CA 91016, fax (626) 359-5528. The Notice of Cancellation may be mailed, hand-delivered, or faxed. Verbal cancellations or failure to attend class after the first class session are not acceptable notices of cancellation. The cancellation will be effective the date it is received in the Registrar's office if hand delivered or faxed, or the date post-marked if mailed.

Applicants may return textbooks in their original condition to the bookstore for refund within thirty days of the date of written notice of cancellation. Any equipment charged to an applicant as specified in the enrollment agreement must be returned within ten days following the date of the notice of cancellation. If an applicant does not return textbooks or equipment during these time periods, the College may deduct the amount owed from the calculated refund.

Tuition and Fees

All students are charged tuition and fees each quarter. Tuition is due and payable in advance of the first day of each term unless the student has arranged an alternative payment option with the College. The College reserves the right to adjust the monthly payment at any time if a student's aid eligibility changes for any reason, including but not limited to a change of program or enrollment status or failure to maintain satisfactory progress. Tuition does not include room and board, books, software, supplies, fees of any kind, or transportation to and from the College. Tuition and fees are adjusted annually. How-

ever, Mt. Sierra College reserves the right to change tuition and fees at the start of any term. The College will provide written notification of any changes no later than 90 days prior to the first day of the term in which the increase will take affect.

Cost of Program

The estimated total charges that follow are based upon standard full-time enrollment. Actual charges will vary if a student attends part-time or repeats courses.

	Telecommunications Technology	Bachelor of Arts degrees in Media Arts and Design with concentrations in
	Bachelor of Science Degree with concentrations in	Game Arts & Design
	Business Administration	Graphic Design
	Business-Entrepreneurship	Information Security
		Visual Effects & Digital Video
Total Credits per Program	180	180
Total Tuition Cost Based on Current Tuition Rate	\$ 62,460.00	\$ 62,460.00
Estimated books and supplies	\$ 6000.00	\$ 6000.00
Estimated software	\$ 150.00	\$ 4068.00
Estimated course fees (nonrefundable)	\$ 5400.00	\$ 5640.00
Estimated Cost of Notebook Computer (one-time purchase)	\$ 500.00	\$ 1600.00
Registration Fee (refundable)	\$ 100.00	\$ 100.00
Total Estimated Cost of Degree	\$ 74,610.00	\$ 78,868.00
Student Tuition Recovery Fund Assessment (nonrefundable)	\$ 37.50	\$ 39.50
Total Estimated Cost For Entire Program	\$ 74,647.50	\$ 78,907.50

Tuition Per Credit - Non Matriculating Student \$ 347.00

Any student seeking additional information about comparable degree programs such as those listed above related to tuition, fees, and program length may contact the Accrediting Commission of Career Schools and Colleges (ACCSC):

Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
Phone (703) 247-4212 | Fax (703) 247-4533
www.accsc.org

Military Pricing

Active duty U.S. Military personnel or veterans and their spouses are eligible for a 15% tuition reduction off the current tuition rate. This benefit is open to all branches of the military, including the National Guard and Reserve members and spouses. Spouses are not eligible if legally separated or divorced. Students may use tuition assistance or GI Bill benefits in conjunction with the reduced tuition. This tuition must be requested at the time of enrollment and may not be applied retroactively. Proof of active duty or veteran status may be required.

Fees

Fees provide funds for services and facilities, as well as technical equipment.

All students are required to pay mandatory fees.

Mandatory Fees

Application fee (non-refundable)	\$ 50
<i>Waived for active-duty personnel and their spouses</i>	
Registration fee (refundable)	\$100
Graduation fee	\$100

Student Tuition Recovery Fund Assessment (non-refundable)
Based upon Program of Enrollment

Business Administration	\$37.50
Business Entrepreneurship	\$37.50

Telecommunications Technology \$37.50

Information Technology

Computer Information Technology	\$37.50
Information Security	\$37.50

Media Arts & Design

Game Arts & Design	\$39.50
Graphic Design	\$39.50
Visual Effects & Digital Video	\$39.50

Course Fees

(non-refundable; charged per course as applicable)

Business Lab Fees	\$ 50
Media Arts & Design Lab Fees	\$ 70
Technology Lab Fees	\$ 50
Hybrid Support Fee	\$ 80
Online Support Fee	\$ 120

Other Fees

Proficiency Exam Fee (per exam)	\$ 10
<i>Veterans are exempt from Proficiency Exam Fee</i>	
Late Registration Fee (per occurrence)	\$ 50
Transcript Fee (per transcript)	\$ 5
Auditing Fee - per credit/unit	\$347

In addition to the fees listed above, Mt. Sierra College reserves the right to charge a student for expenses incurred due to excessive waste, loss or damage by that student.

Student Tuition Recovery Fund

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other cost.
4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to

closure, the period determined by the Bureau.

5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

The assessment is based upon the total cost of the student's program of enrollment. The College is required to collect the full assessment at the time of the first payment from or on behalf of the student at or after enrollment. The College is required to collect this fee whenever an enrollment agreement is signed, even if the student has previously paid the STRF fee. This assessment is non-refundable, except as required under the Cancellation Policy. The College forwards the collected assessments to the Bureau of Private Postsecondary Education quarterly.

Tuition Refund Policy

Students retain the right to withdraw from the College following the cancellation period. A student who submits a signed Program Withdrawal form or who is withdrawn by the College for cause such as lack of attendance is entitled to receive a prorated refund of tuition paid if the student has completed 60% or less of a period of attendance (quarter). If a student has completed more than 60% of the quarter, the student is not entitled to receive a refund. Fees are non-refundable.

The withdrawal date for refund calculations is the last date of recorded attendance by the student. Refunds will be issued within forty-five days of the official date of withdrawal as required by applicable laws and regulations.

For example, if a student pays \$1,000 in tuition for a quarter and withdraws after attending through the 30th day of the quarter, the student has completed 38.9% of the quarter and is therefore due a prorated refund of \$611.

If a student's tuition is paid by a third party organization, any refund due will be issued directly to the third party. In the event that the College discontinues a program of study prior to a student's completion, or should the College close prior to a student's completion of his or her program, the student will receive a prorated refund of all prepaid tuition and fees.

Continuing students who withdraw or who are withdrawn by the College on or before Sunday of week one in any quarter will not be charged tuition for that quarter, and any sum paid in advance will be refunded.

Notice to recipients of federal grants and loans:

The Higher Education Amendments of 1998 require continued eligibility for federal grants and loans to be based on a student's satisfactory academic progress and successful completion of his or her program of study. If a student withdraws from school, the amount of financial aid that can be used to pay his or her education expenses will be prorated based on the amount of time spent in attendance if the student has completed 60% or less of the period of enrollment (quarter). The College must return excess funds to Title IV programs in the sequence required by the U. S. Department of Education. Students should be aware that they remain responsible for all appropriate charges that are not covered by Federal Student Aid due to the student's withdrawal.

Tuition Credit Deadline: Tuition is charged on Tuesday of the second week of each quarter. Once tuition has been charged, no reduction of tuition will be made if a student withdraws or is withdrawn from an individual course. Students who withdraw from all courses in a given quarter (program withdrawal) are entitled to a prorated/Return of Title IV refund as outlined above.

Student Financial Responsibility

Registration for any term at Mt. Sierra College signifies agreement to pay all charges incurred during that term, including any assessed late fees. If necessary, the College will employ the services of a collection agency if students fail to meet the monetary terms of their agreement. In addition, it is important that students realize that they are responsible for repaying all charges incurred while attending college, even if they do not complete their education, are dissatisfied with their education, or are not able to get a job after graduating.

A student who obtains a loan to pay for any portion of his or her educational program will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If a student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds. A Financial Aid Advisor will provide students with information on applying for a deferment or forbearance if students are having difficulty in meeting loan repayment obligations.

Financial Aid

The Student Finance Department assists eligible students in finding appropriate funding to make their educational dreams a reality. Financial Aid Advisors simplify the process of identifying and applying for loans, grants and work-study funds, helping students along the path through college.

Mt. Sierra College participates in federal financial aid programs. Alternative forms of financial assistance are also available. Regardless of source, the College encourages students to make every effort to minimize their reliance on student loans, as those loans will ultimately require repayment. Financial aid is available to those who qualify.

Application Process

It is very important for prospective students to complete the financial aid process as soon as possible. All required documents must be submitted on a timely basis. Federal financial aid applicants must meet the following criteria:

- Evidence of qualified financial need;
- U.S. Citizenship or eligible non-citizen status;
- Valid Social Security number;
- Registration with the Selective Service, if required;
- Not in default on any federal educational loan;
- No outstanding repayment due on a federal educational grant.

Non-citizens are required to provide documentation to the Financial Aid Office. If registration is required, students must be registered with Selective Service to receive financial aid. Supporting documentation may be required.

Applicants to Mt. Sierra College may receive an initial financial aid packet during their financial aid overview. This packet includes pertinent forms related to the financial aid application process. In addition, all financial aid forms are available

through the Mt. Sierra Student Portal, <https://my.mtsierra.edu>. Applicants who have submitted a Free Application for Federal Student Aid (FAFSA) within the last twelve months may call 1-800-4FED-AID (800-433-3243) to request a duplicate Student Aid Report (SAR) for submission to the Student Finance Department for processing.

Supporting documentation may be required to complete the financial aid application, including, but not limited to:

- U.S. IRS Federal Tax Transcripts (if the applicant is required to file a tax return) and/or W-2 forms;
- Verification worksheet;
- Statements from any agencies from whom the applicant has received benefits.

Federal regulations prohibit offers of financial aid to any individual who under IRS regulations is delinquent in filing a federal tax return. If a tax return has not yet been filed but is not delinquent, estimates may be used when applying. However, these estimates may be verified before any aid may be disbursed.

Eligibility

Financial need is determined by applying a formula to the information provided in the student's FAFSA. The formula determines the Expected Family Contribution (EFC). The EFC is the amount of money that the applicant and family are expected to be able to contribute toward the applicant's educational expenses, and is used to determine the amount of federal student aid the applicant may obtain. A Mt. Sierra College Financial Aid Advisor will calculate financial need, using the following formula:

FINANCIAL NEED = COA – EFC – FPG – OTHER
(see next page for a legend of abbreviations)

FINANCIAL NEED = COA – EFC – FPG – OTHER

COA = Cost of Attendance

EFC = Expected Family Contribution

FPG = Federal Pell Grant (if eligible)

OTHER = All Other Aid/Resources

Eligibility is determined one award year at a time. Students should renew their FAFSA applications annually as soon as possible after January 1.

Satisfactory Academic Progress & Financial Aid Eligibility

Federal regulations mandate that all students must maintain satisfactory academic progress to remain eligible for federal student aid [FSA] and state financial aid programs, including loans and grants. In addition, continued enrollment and graduation is contingent upon satisfactory academic progress. See the Academics section of this catalog to learn more about the impact of progress upon Academic status.

Student progress is monitored at the close of each quarter for the following three standards:

1. Qualitative Progress (GPA)

Students must maintain a cumulative grade point average [GPA] of 2.0 or above.

2. Quantitative Progress (Pace)

Students must earn sufficient credit hours to maintain a pace of completion to allow them to complete within the maximum time allowed. To demonstrate satisfactory progress, students must maintain a cumulative pace of at least 50% in their first three quarters of attendance, and 72% thereafter. Pace is calculated by dividing total credit hours earned by total credit hours attempted.

3. Maximum Time in Program

Mt. Sierra College degree programs are 180 quarter credit hours in length. Students are allowed to attempt no more than 150% of the total required credit hours to complete the program, or 270 quarter credit hours.

Guidelines

The following guidelines are observed in the calculation of satisfactory academic progress:

- All periods of attendance are reviewed;
- Attempted credit hours include all withdrawn courses, remedial courses, repeated courses, and courses with incomplete or failing grades;
- Transfer credit will be included in the calculation of earned and attempted credit hours;
- If a student changes his or her program of study, course work not applicable to the new program will not be included in the calculation of progress.

- A student may not have consecutive terms on Financial Aid Warning or Probation.

Financial Aid Eligibility

A student who does not meet the minimum standard for maintaining qualitative and/or quantitative progress will be placed on Financial Aid Warning for one quarter. Students maintain FSA eligibility while on Financial Aid Warning.

If at the end of the warning period:

1. The student has returned to good standing, he or she regains eligibility for FSA funds.
2. The student has not returned to good standing, he or she may appeal to be placed on Financial Aid Probation for one additional quarter or on Academic Plan for a specified period. If the appeal is not granted, the student will not be eligible for FSA funds until he or she returns to good standing.

If the appeal is granted, the student will be granted Financial Aid Probation or Plan with continued financial aid eligibility. If at the end of the designated period: the student has returned to good standing, he or she regains eligibility for FSA funds.

The student has not returned to good standing, the student will lose eligibility for FSA funds, until he or she returns to good standing.

A student who exceeds the maximum time allowed for the program of enrollment will lose financial aid eligibility for the remainder of the program.

Financial Aid Appeal Process

A student who loses FSA eligibility because of a failure to make satisfactory progress may appeal that result based on significant cause, such as major injury or illness, the death of a relative, or other special circumstances.

To file this appeal the student should submit a Financial Aid Appeal form to the Financial Aid department. Forms are available from the Financial Aid Department and on the Student Portal. In this appeal, the student must explain why he or she failed to maintain progress, as well as what has changed in his or her situation that will allow the student to make satisfactory progress by the next evaluation period. Documentation may be required. The Director will determine if the appeal may be granted.

Academic Plans are developed with the Dean of Academic Affairs while eligibility to receive FSA funds while on an Academic Plan is determined by the Director of Student Finance. A student who is dismissed from the College must first petition the Student Services department for reinstatement to the

College before submitting a Financial Aid Appeal. A student may be granted reinstatement but still be denied a financial aid appeal. In this case, the student may attend for the period specified under Academic policy, but will not be eligible to receive FSA funds until he or she returns to good standing.

VA policy requires that VA benefits be terminated if a student fails to maintain satisfactory academic progress for two consecutive terms.

Federal Aid Programs

The following is a brief description of each Federal Aid program. Full descriptions are provided in the booklet “The Student Guide” published by the Department of Education. These booklets are available from the Student Finance Department. Grants are funds that do not need to be repaid. Loans are borrowed money that must be repaid with interest.

Federal Pell Grant: These funds are awarded to eligible undergraduate students who have not yet earned a bachelor’s degree to help pay for their education. The award for full-time enrollment in the 2014/15 academic year range is \$5730. These are grants that do not need to be repaid. Not all students will qualify, but all are encouraged to apply.

Federal Supplemental Educational Opportunity Grant (SEOG): These grants are also awarded to students who demonstrate exceptional need. Federal SEOG funds are very limited as the federal government gives the college a set amount of money to use each year based on the federal budget.

Federal Work-Study (FWS): This need based program offers part-time campus based jobs. Some positions may be available with community based organizations. The student’s salary is funded by the federal budget, with the College contributing a percentage of matching funds. To participate, the student must be awarded FWS as part of his/her financial aid package.

Federal Stafford Loan–Subsidized: This program is available to students with financial need. This “subsidized” loan accrues interest, but the federal government pays all of the interest on the student’s behalf while he/she is in school. This loan program allows a student to borrow up to \$3,500 during the first academic year, \$4,500 during the second academic year, and if required, up to \$5,500 in the third, fourth, and fifth academic years of undergraduate study. The interest rate for the in-school period in 2014/15 is 4.66%.

Federal Stafford Loan–Unsubsidized: This loan program is available for all eligible students, regardless of income or assets. This loan accrues interest while the student is attending school. Students may choose to defer payment of the interest until six months after leaving school. In addition to borrowing from the subsidized Stafford loan, an independent student may borrow up to an additional \$6,000 per academic year during

the first and second academic years from the unsubsidized loan program. After achieving third-year standing the student may borrow an additional \$7,000 per academic year from the unsubsidized loan program. The interest rate for the in-school period in 2014/15 is 4.66%.

Federal Parent Loan for Undergraduate Students (PLUS):

The PLUS loan is available to parents of dependent students as a supplemental source of funds to be used toward their child’s educational expenses. Parent borrowers begin repayment within 60 days after the loan is issued. The 2014/15 interest rate is 7.21%. The lender obtains a credit report in order to determine eligibility for this loan. Should the parent be denied a PLUS loan, the Student Finance Department may be able to assist the student in obtaining an Unsubsidized Stafford Loan by using the denial letter as documentation of need.

Veterans’ Benefits

Mt. Sierra College is approved by the California State Approving Agency for Veterans Education (CSAAVE) to enroll veterans and eligible persons for education benefits. Students who believe they qualify for veterans’ educational benefits should contact the College Veterans’ Benefits Coordinator. Discharged veterans may be required to submit a clear copy of their discharge papers (DD214-Member #4) for their files. All veterans, including those on active duty, should call the Department of Veterans Affairs at (888) 442-4551 to obtain the appropriate application for benefits (such as letter of eligibility). Information and forms are also available online at www.gibill.va.gov.

Monthly Payment Plan

Mt. Sierra College maintains a monthly installment payment program that allows students to make equal monthly payments on their tuition and fees, as well as books and supplies purchased at the Mt. Sierra College bookstore. This installment payment program is interest-free and is calculated to pay off each term’s charges by the end of each academic quarter. The monthly amount is determined as follows:

MONTHLY PAYMENT = DC – FAE

DC = Direct Cost (tuition, books, supplies)

FAE = Financial Aid Eligibility

Alternative Forms of Financial Assistance

Alternative forms of financial assistance are available to students. These private funding sources include:

- Educational, private school loans;
- Employer tuition reimbursement;
- Scholarships that may be offered through fraternities and sororities, civic groups and the National Honor Society;
- Employers and labor unions that may have programs designed to help employees, members or their dependents pay some of the cost of post-secondary education.

Grants and Scholarships

Students should consider applying for outside scholarships and grants offered by private and public agencies around the country. Information on grants and scholarships can be obtained at public or collegiate libraries. There are several excellent research sites on the Internet, such as www.salliemae.com, www.finaid.org and www.fastweb.com. In addition, the Mt. Sierra College Student Finance Department makes every effort to inform students of available outside resources and deadlines. The College cautions students to avoid any scholarship research service that promises to locate sources for a fee. Although there are some reputable services, all too often the student receives little of value.

Mt. Sierra College Scholarship Program

Mt. Sierra College is proud to offer scholarships to qualifying applicants (such as educationally and economically disadvantaged students), please review application for additional criteria. Scholarships are designed to supplement, but not replace, federal and/or state financial aid.

Awards are credited directly to the financial accounts of recipients. The number of scholarships disbursed depends upon the availability of allocated funds. Mt. Sierra College tries to provide as many scholarship opportunities as possible.

Please contact Financial Aid Department for additional information or questions regarding Mt. Sierra Scholarships.

Student Employment

Mt. Sierra College is pleased to hire students for part-time positions on campus as tutors and faculty or lab assistants. Some of these positions are open to students who qualify for federal work-study while other positions are open to all students. In addition to jobs on campus, students may visit the Career Services Department where there are many job postings from local employers.

Student Services

Mt. Sierra College is deeply committed to the academic and professional success of its students. The College maintains a staff of highly qualified professionals to meet student needs. Services are provided free of charge to students who take courses on campus or online. All new students are required to attend an orientation session prior to the start of their first term. During orientation, students will be introduced to the departments and individuals who make up the College's Student Services team.

Academic Advisement

As part of our commitment to meeting student needs, the Student Services Department includes dedicated Academic Advisors who are ready to answer questions, offer solutions, and address concerns. The following areas are their special concern: registration, academic progress, student success, and attendance.

The Academic Advisors are deeply committed to all students' academic success. Students are encouraged to bring concerns and complaints about academic issues or general college issues to the Academic Advisors. Please note: the Academic Advisors cannot advise students on issues related to Student Finance. Any questions in this area must be addressed to the trained staff in that department.

The Registrar closely monitors the academic progress of each student and enforces the College's policies on Satisfactory Academic Progress (SAP). Arrangements may be made to meet with the Academic Advisors on a periodic basis.

Student Success

College can be difficult no matter how prepared you believe

you are; when it does, the wise student finds a tutor. Tutors are provided by the College at no charge to the student. Mt. Sierra College offers peer tutoring through the Learning Resource Center, and faculty tutoring may be arranged by special appointment. If a tutor cannot be found for your needs, we will do our best to locate one.

The Department Chairpersons and instructors are another valuable resource for academic support. Students are urged to let their instructors know promptly if they are having difficulty with course material. Faculty are encouraged to schedule workshops for the more challenging courses.

The Student Services staff is dedicated to enhancing the college experience. As part of this, each department offers special events and developmental opportunities each term. Students interested in learning about opportunities that exist on campus, or who have suggestions of their own, should stop by Student Services.

Learning Resources Center

The Mt. Sierra College Learning Resources Center resides in a dedicated facility with a collection of books, videos, and compact discs available for reference or circulation exclusive to Mt. Sierra College students. However, the collection does not stop with hard copies. The College currently subscribes to the Library and Information Resources Network (LIRN). Through LIRN students may access a core library collection with over 60 million journal articles, books, encyclopedias, newspapers, magazines, and audio video clips to support all academic programs. Using LIRN, students, faculty and staff have access to full text

articles twenty-four hours a day – from anywhere they have access to the Internet. The library staff provides instruction on use of the database as well as all other available resources.

The Learning Resources Center houses networked PCs and Macs for student research, as well as plug-in ports for notebook computer users. Students also have access to color printing and copying, requiring the purchase of copy cards which are available at the bookstore. Basic supplies and equipment such as white-out, three-hole punches, paper cutters, and staplers are available for student use at all times without charge. The hours of operation are posted at the facility, as well as on the Mt. Sierra College Student Portal.

Learning Resources Center Policies

The Learning Resources Center is dedicated to use as a study area. Students should conduct their business quietly and are expected to mute audible devices before entering the facility. The computers and network are reserved for legitimate research and study purposes. Gaming software is not permitted unless being used for a specific course, nor is web-surfing, downloading or streaming for non-educational purposes. Students may check out books, videos and compact discs from the circulating collection. The Learning Resources Center also checks out the Media Arts & Design equipment to students in that department. Materials from the reference collection are available for use in the Learning Resources Center only, and may not be checked out. Copyrighted software from the collection may not be copied.

The cost of replacement of any lost or damaged materials will be charged to the student who has checked out the material, and will include the actual replacement cost plus appropriate fees. The replacement cost for materials that are no longer obtainable will be based upon current prices for comparable items. Students with unpaid fines or fees for damages or past due materials are not eligible to register or to receive grades or transcripts.

Students who leave the College for any reason should make sure to return any Learning Resources Center material that they may have checked out prior to withdrawal or dismissal, or they will be charged the replacement cost plus the processing fee for the materials. This charge will be deducted from any refund due the student.

Mt. Sierra College Computers & Network

Mt. Sierra College has invested heavily in its technical infrastructure to provide the Student Portal, Internet and network access, printers, copiers and fully equipped labs for academic

purposes. These services are an integral part of providing a robust learning environment for our students. Each student is responsible for compliance with the College's policies as well as Federal and State laws. Use of these assets is restricted to current students, staff, and faculty. Guests are required to obtain permission for the use of these resources.

Rights and Responsibilities

Network and Internet access are privileges provided to Mt. Sierra College students solely for academic purposes. When connected to the network, students have the right to expect that their computers will be free from unauthorized access through the network. All students have a right to expect that the products of their intellectual efforts will be safe from destruction, theft, tampering, or other abuse. In order to protect their files, students are responsible for limiting share access, for setting appropriate passwords, and for keeping their passwords confidential.

Network access is provided to students for intellectual and academic purposes; recreational use of the network resources is to be minimal. Unnecessary traffic can impact the speed of the network and the learning process for other students. Computer and network use during class is permitted only at the Instructor's discretion. Accessing, streaming, downloading, uploading, or sending copyrighted, sexually oriented or offensive material is expressly prohibited. Mt. Sierra College reserves the right to monitor, review, and disclose all such data and communications as it deems appropriate. Users should have no expectation of privacy when using such resources.

College-owned computers and related equipment are the responsibility of the Information Systems Department (I.S.) and designated lab assistants. These employees are expected to respect the privacy of computer users and maintain the equipment to enhance the educational experience for our students at Mt. Sierra. However, the I.S. department is authorized to access user files or suspend services without notice to protect the integrity of the system. The I.S. department may also examine accounts suspected of unauthorized use or misuse, or that have been corrupted or damaged. All violations will be researched, and violators determined to have committed deliberate misuse or abuse of these systems will be disciplined as deemed appropriate by the Academics Department following the guidelines of the Academic Integrity Policy. Serious violations, such as unauthorized access to any system other than one's own, may lead to dismissal or expulsion from the College.

Mt. Sierra College Student Portal

The faculty and staff of Mt. Sierra College are always looking for ways to enhance the educational experience. One important

resource for information and interaction is the Student Portal, accessed on the Internet. Students may use the Portal to access the College catalog, calendar of events, term schedule, contact information including email links for all College departments, links to online learning resources, and more. All students are provided with a unique login ID and password. To access the Student Portal, log in at www.mtsierra.edu and start exploring!

The Mt. Sierra College Student Portal was created for current students and alumni to enhance both the educational and social experience at Mt. Sierra. Users are expected to act responsibly. The website administrator has the right to remove material if necessary. Examples of material that may be removed are material deemed offensive, outdated postings, etc. Users are encouraged to change their passwords after their initial access to the Portal.

Campus Bookstore

Mt. Sierra College maintains a campus bookstore to ensure that students can find their textbooks with ease and convenience. In addition to textbooks, the bookstore also sells basic supplies such as copy cards, pens and pencils, specialty papers, art supplies, college wear, and more. The bookstore houses the cashier's office and is a convenient place to make monthly payments.

Career Services

Mt. Sierra College provides professional employment assistance to all its students and graduates who are actively seeking educationally related positions. Information on non-educationally related positions is provided as well. While the College cannot guarantee employment, the Career Services Department can and will assist students and graduates in their job search by providing information on current full-time and part-time job opportunities. Students may also schedule an appointment with Career Services for personalized assistance. There is no cost to students, graduates, or employers for this service.

Students and graduates must be in good standing with the College in order to receive placement assistance. The College reserves the right to deny graduate placement to individuals who are not actively pursuing employment, who voluntarily leave a college-referred position within one (1) year of placement without due cause, or who are terminated for negligence or illegal activity from any College-referred position.

Additional services provided by the Career Services Department include: individual résumé assistance, interview and job search techniques, resource material on job search strategies, information on internships, extensive lists of company and job-search websites, as well as information on professional and trade organizations for each of the College majors.

Enrollment Verification

Students needing proof of their enrollment at Mt. Sierra College for any purpose should contact the Registrar's Office in Student Services. Enrollment status will be based upon the student's actual enrollment at the time the verification is prepared. If verification is required while the College is on recess, the enrollment status will be based upon registration status for the following quarter.

Family Educational Rights and Privacy Act

Mt. Sierra College complies with the Family Education Rights and Privacy Act of 1974 (FERPA). This act enables all students to restrict release of information and to review their academic records, including grades, attendance, and advising reports. All applicants for admission to the College are requested to submit a signed Release of Information form. This release is held in applicant and student files, and is referred to whenever access to a file is requested. Only those agencies or individuals authorized by law are allowed access without express written permission of the student unless otherwise specified on the release. Students who wish to submit an updated release may do so in Student Services. FERPA allows parents of children claimed as dependents for federal income tax purposes access to their children's academic records without a signed release.

Students wishing to review their files should address a written request to the Registrar. The College will meet all requests for review within 45 days of the receipt of the request. After review, students may request that inaccurate records or misleading data be corrected or removed as allowed by FERPA. Such changes may be effected through informal or formal hearings. Only written requests will be accepted. Students will be notified through the student portal for the annual FERPA notification that must be acknowledged.

Statement of Non-Discrimination

Mt. Sierra College does not discriminate in its admissions, educational or employment policies, scholarship or loan programs, or other school-administered programs on the basis of race, color, religion, creed, sex, gender, gender identity or status, age, ancestry or national origin, medical condition, physical or mental disability, citizenship status, veteran status, marital status, sexual orientation, genetic characteristics or information, or any other consideration made unlawful by federal, state, or local laws. All such discrimination is unlawful.

Americans with Disabilities Act

In compliance with the Americans with Disabilities Act of 1990, and the ADA Amendments Act, as amended, Mt. Sierra College provides applicants and students who have disabilities with reasonable accommodations that do not impose an undue

hardship.

Disabilities should not be allowed to limit a student's education. Reasonable accommodation will be made when such is dictated by disability-related needs. To request accommodations, applicants and students have the responsibility to provide notification of the need for accommodation to the college and provide documentation of the disability and requested accommodation, if the disability is not obvious. The College requests that notification from applicants or students be provided upon acceptance by the College. If accommodations are to be requested, please advise the Disability Services Coordinator of the existence of a disability, accompanied by a specific request for accommodation as soon as possible. Appropriate accommodation will be determined based upon this request and any accompanying documentation.

All requests and documentation are confidential. It is the responsibility of the applicant or student to provide sufficient documentation when requested in order to receive the accommodation. The cost for such documentation must be met by the person requesting accommodation. This includes the cost for any necessary professional medical, psychological, or educational assessments.

Discrimination, Harassment and Bullying

Mt. Sierra College is committed to the concept of mutual respect, consideration, and personal responsibility, allowing all members of the College community the right to work and learn in an environment free from discrimination, harassment and bullying. The College complies with the anti-discrimination and harassment provisions of Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, the ADA Amendments Act, and all other federal and state laws and regulations.

The College maintains and strictly enforces a zero tolerance policy against discrimination, harassment and bullying on the basis of any legally protected characteristic, including gender and sexual orientation. Mt. Sierra College is committed to maintaining a diverse community in an atmosphere of mutual respect and appreciation of differences.

Discrimination Complaint Procedure

Mt. Sierra College provides for the prompt and equitable resolution of complaints of discrimination. The following discrimination complaint procedures apply to all allegations of discrimination, as articulated in the Statement of Non-discrimination, whether carried out by employees, other students, or third parties, including allegations on the basis of disability, and

for the failure to provide or implement approved auxiliary aids and services. The Human Resources Coordinator serves as the Title IX Coordinator for the College.

Complaints of discrimination or harassment can be made orally or in writing to an instructor, Department Chairperson, administrator, or any management employee of the College. A formal grievance should be filed as soon as possible following the actions considered discriminatory and may be filed regarding such conduct according to the Non-Academic Grievance Procedure in this catalog.

In all proceeding under this policy the College will provide for the impartial investigation of complaints and adhere to the following requirements.

1. Neither the party alleged to have discriminated nor anyone related to or associated with the complaint or parties to the complaint will be chosen for the appeals panel.
2. An appeals panel shall be selected within 10 business days of the filing of a complaint or grievance.
3. The appeals panel will conduct a thorough, documented, and impartial investigation of the complaint.
4. Both the complainant and alleged perpetrator may present witnesses and evidence for the appeals panel consideration.
5. The appeals panel shall meet and issue a memorandum of findings and a recommendation for action within 21 calendar days of the receipt of the complaint/grievance.
6. The memorandum of finding shall indicate:
 - a. Whether the College found that the alleged conduct occurred, and whether it constituted discrimination;
 - b. Any individual remedies offered or provided to the complainant and/or any sanctions imposed on the respondent that directly relate to the complainant;
 - c. Any other steps the College took to eliminate the hostile environment, if the College found one to exist, and prevent recurrence;
 - d. Recommended action to prevent recurrence of the conduct, if appropriate;
 - e. Any appeal opportunities.
7. The evidentiary standard for the findings of the memorandum shall be preponderance of the evidence.
8. The memorandum of findings shall be provided to the grievant and other parties to the complaint in writing.
9. The grievant or other parties may request correction of any mistakes in fact included in the memorandum of findings on the basis of the evidence previously submitted, but may not provide new evidence.
10. Any request for correction must be submitted within three business days of receipt of the memorandum of findings.
11. The appeals panel shall submit its memorandum of find-

ings and a recommendation for action to the Academic Dean or designate within 21 calendar days of the receipt of the complaint/grievance and resolve any corrections, if justified on the basis of evidence previously submitted, within 3 business days of receipt.

12. The Academic Dean shall submit a decision on the recommendation for action within 7 business days of the receipt of the panel's recommendation.

While a decision on the complaint/grievance is pending, no disciplinary action shall be taken against the grievant. The College will direct all parties to the complaint/grievance avoid the actions alleged in the complaint/grievance. At the discretion of the Dean action may be taken, including change of class section, providing online class access or other action, if necessary to protect the grievant.

If the appeals panel has found it appropriate, the College will take steps necessary to prevent recurrence of any discrimination/harassment and remedy discriminatory effects on the complainant and others.

Copies may also be requested from the Learning Resource Center.

Retaliation Policy

Retaliation against individuals who have engaged in activities protected by Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, the ADA Amendments Act, and all other federal and state laws and regulations, or in violation of the Statement of Non-Discrimination is prohibited. Colleges are prohibited from threatening, harassing, intimidating, or otherwise retaliating against any person who engages in an activity protected by these statutes.

Examples of actions that constitute retaliation include, but are not limited to, an instructor's or administrator's disclosure of student's disability status to other students, disclosure that a student has filed a discrimination complaint, or public attempts to enlist the support of classmates against a student who has filed a discrimination complaint.

Complaints alleging discriminatory retaliation are to be filed as required by the Discrimination Complaint Procedure.

Campus Safety

A truly safe campus can be achieved only through the cooperation of students, faculty, and staff. It is the responsibility of all members of the Mt. Sierra College community to report any crime, suspicious activity, or other emergency on campus to the

appropriate College official.

All visitors are required to check in with the College Receptionist. College premises are open to enrolled students, faculty and staff, and visitors with legitimate business. Mt. Sierra College reserves the right to limit, revoke or refuse campus access at any time. To ensure the safety of the College community, Mt Sierra College maintains video surveillance of the campus, including hallways and classrooms.

Students who are witness to or victim of a crime should immediately report the incident to campus security, local law enforcement, and to the Dean. Any College staff member will be glad to assist during an emergency. The policy regarding acts or threats of violence is fully covered under the Workplace Violence Prevention section of this catalog.

When reporting an incident, be prepared to provide the following information:

- Description of incident
- Date, time, and location of occurrence
- Description of the person(s) or vehicle(s) involved
- Individuals notified of incident

Upon receipt of this report, the College administration will determine the appropriate response that could include disciplinary action against the offender(s), notification to law enforcement, notification to the campus community, or other public safety alternatives as determined appropriate.

In compliance with the Campus Crime and Security Act of 1990, a report is released each fall and distributed annually to the student population. This report provides campus crime statistics as well as suggestions regarding crime prevention strategies, important policy information about emergency procedures, and information on support services for victims of sexual assault. A copy of the most recent report is available upon request.

Workplace Violence Prevention

Mt. Sierra College strives to provide a workplace and learning environment free from acts and threats of violence. The College expressly prohibits and will not tolerate any acts or threats of violence by or against any College student, employee, or visitor. This policy is applicable to all individuals while on College premises, and also while off the premises when such acts or threats are directly related to the individual's status or activities as a student or employee at Mt. Sierra College.

The College will take reasonable steps to prevent acts or threats of violence from occurring, and will take prompt action against any individual who engages in threatening behavior or acts of

violence. Such action will include, as appropriate, removal from the premises by security or law enforcement personnel and prosecution to the full extent of the law.

Mt. Sierra College prohibits students, employees, and visitors from bringing firearms or other weapons onto College premises. Compliance with this policy will be strictly enforced and sanctions for violations will be imposed, up to and including expulsion from the College or termination of employment. The College maintains a program to eliminate violence or threats of violence from its learning and working environment, including the provision of workplace violence awareness and prevention training, a Threat Assessment Coordinator, and a Workplace Violence Prevention Team. The senior management team of the College fully supports the work of the Threat Assessment Coordinator and Workplace Violence Prevention Team in investigating and resolving problems of workplace violence or threats of violence whenever they occur.

Students and employees have a duty to report any threats or acts of violence that they observe or of which they become aware. Such a report may be made to a faculty member, College administrator, supervisor, or management employee of the College. A student may also file a formal complaint with the Human Resources Coordinator or the Campus Director.

Student Code of Conduct

Students voluntarily elect to join the learning community of Mt. Sierra College. Members of this community, in order to preserve an environment where learning may flourish, are expected to conduct themselves in a way that supports the values and standards of the College. Whenever on campus or on the student network students are expected to accept the authority and respect the standards of the College.

Those who choose to violate the code of conduct and/or the rules of the College will be referred to the Dean of Student Services. The Dean will fully investigate the facts of the incident and will determine what level of disciplinary action is needed. The severity of the violation will determine the disciplinary action taken. The Dean may take the following actions: verbal discussion with the student; official written warning to the student; probation for a specified period; up to the maximum penalty of expulsion from the College. Record of written warnings, probation, and expulsion will become part of students' permanent files.

Students are expected to display the following at all times:

- Conduct that is orderly
- Honesty and Professionalism

- Respect for the property of the College, students, and visitors
- Dress and grooming that is consistent with good hygiene and safety

Causes for disciplinary action include the following:

- Disorderly conduct, including intentional disruption or obstruction of College classes and activities
- Academic dishonesty, detailed in the Mt. Sierra College Academic Integrity policy
- Unauthorized reproduction of copyrighted software or material for oneself or others, or receipt of unauthorized copies
- Willful damage or alteration of property, equipment, and premises belonging to Mt. Sierra College, College employees, or College students
- Smoking, eating, or drinking in unauthorized areas on campus. Food and beverages are not permitted in the Learning Resources Center, classrooms, study rooms, laboratories, or around any piece of computer equipment belonging to the college
- Smoking is allowed only in the designated smoking area in the rear parking lot of the campus
- Possessing, using, or being under the influence of alcohol or illegal drugs while on campus
- Physical or verbal abuse to any individual on campus, on the student network, or at College sponsored activities off campus
- Possession of a weapon while on campus or at College sponsored activities off campus
- Harassment, including but not limited to sexual harassment, of any member of the College community
- Failure to comply with any legitimate direction from College officials
- Gambling anywhere on campus
- Bare feet or provocative attire on campus
- Any other action that violates local, state, or federal laws

Controlled Substance Policy

Mt. Sierra College is committed to maintaining a healthy and non-threatening environment free of drugs and alcohol. To this end the full text of the Controlled Substance Abuse and Treatment Policy is distributed directly to all members of the College community once a year. A summary of the key points is provided below.

Mt. Sierra College considers the use, possession, distribution, or sale of drugs except when taken under a licensed doctor's prescription, as contrary to the welfare of the College community. Students, faculty, and staff in violation of state, federal, or local regulations with respect to illegal drugs will be subject to

criminal prosecution as well as campus disciplinary action. Mt. Sierra College prohibits the possession, distribution, sale, or consumption of alcoholic beverages by students, faculty, or staff on campus. Violation of this policy will result in disciplinary action, with a maximum penalty of expulsion for students or termination in the case of staff and faculty. Student organizations and associations should be aware that they may be held responsible for the actions of individuals, including non-members, in the event alcoholic beverages are made available at any functions hosted by that organization.

Grievance Policy

Mt. Sierra College makes every effort to protect the educational and personal interests of its students, and to protect students from capricious, arbitrary, unreasonable, unlawful, false, malicious, or professionally inappropriate evaluations or behavior from faculty or staff members.

The College offers two types of due process so that disputes can be settled in an amicable and mutually agreeable manner, while protecting the educational interests of the student and College. The Academic Grievance Procedure shall be used in cases where a grade or similar evaluation is being disputed. The Non-Academic Grievance Procedure shall be used in response to allegations of violations of the Code of Student Conduct, College rules and regulations, and acts or threats of intimidation, discrimination or harassment.

Academic Grievance Procedure

Except in cases where capricious, malicious, incompetent or unfair grading can be clearly demonstrated, faculty members shall have final authority in the assignment of a grade. However, there may be times that a student believes that he or she has not received an appropriate grade. The student should first contact the Registrar's Office to verify that the grade has been recorded accurately. If so, and if the student still wishes to pursue an appeal, he/she should be aware of the following guidelines.

General Principles

Students are encouraged to seek advice in matters of concern about grades from their faculty.

Grade appeals can be made only in instances where procedural issues or biased, arbitrary, or capricious grading are in question. Specifically:

1. An obvious error in calculation.
2. The Instructor has applied more exacting standards to the particular student.
3. The grade was given on some other basis than performance in the course.
4. The grade represents a substantial departure from the

instructor's announced standards as indicated on the syllabus and/or rubric.

Grade Appeals Process

1. The student should attempt informal resolution of grade concerns with the instructor. Typically this step is all that is necessary to resolve any disagreements. This step is only to be waived if the student believes he/she cannot meet with the instructor.
2. In the event that informal resolution is not satisfactory to both the student and the instructor, the student has the burden of proof to show that the grade was based on factors listed in General Principles (2) above.
 - a. The student must submit a formal written request for a grade appeal to the Dean of Academics and his/her Department Chair within 30 business days of the official posting of the contested grade.
 - b. If the Department Chair is the instructor, the appeal will be pursued by the Dean of Academics and the College Director.
 - c. The student must include evidence pertinent to the General Principles (2) above in support of the grade appeal request. All materials relevant to the appeal must be submitted at the time of the request. Further materials will not be accepted once the appeal process has begun.

The student must include evidence pertinent to the General Principles (2) above in support of the grade appeal request. All materials relevant to the appeal must be submitted at the time of the request. Further materials will not be accepted once the appeal process has begun.

The instructor responds in writing within five business days of notification.

3. The Dean of Academics and Department Chair will reach a decision within 30 calendar days to either uphold the grade or change it. This decision is final and the results will be sent to the student, instructor, and Registrar's Office. No further appeals may be made regarding this grade within 30 calendar days.

Non-Academic Grievance Procedure

Students may grieve actions taken as a result of the imposition of discipline, violations of College Policy (including violations

of the College's policy on academic integrity) or other actions by college staff or other students that are deemed inappropriate by the student. The following procedural due process shall be followed:

The student shall submit a written request to the Dean for either a review of the case or an appeal of action taken by the College against the student for violations of College Policy;

The Committee shall consider all relevant testimony and supporting documentation presented by the student filing the request for appeal or review. Legal counsel cannot represent the student;

Based upon a thorough review of all relevant evidence and testimony, the Appeals/Review Committee shall make a recommendation to the Dean. This shall take place within 30 business days from the filing of the request for appeal or review. The Dean will render a written decision;

If the student believes that there are extenuating circumstances or that all of the evidence presented was not appropriately considered, the student may submit a written appeal to the Mt. Sierra College Director. The College Director shall review the appeal and render a written decision. The decision of the College Director is final.

Complaints

Schools accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) are required to have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212

A copy of the Commission's Complaint Form is available from the office of the Mt. Sierra College Director and on the Commission's website, <http://accsc.org>.

Mt. Sierra College is regulated by the state of California. Any complaints to the state should be sent to:

Bureau for Private Postsecondary Education

P.O. Box 980818
West Sacramento, CA 95798-0818
<http://www.bppe.ca.gov/>

Academic Policies & Procedures

Academic Calendar

All Mt. Sierra College degree programs are four years (48 months) in length. Mt. Sierra College operates year-round under a quarter calendar, offering four 11-week quarters per calendar year.

By definition, an academic year is 33 weeks in length and requires completion of 36 quarter credit hours.

Credits and Clock Hours

The following terms refer to classroom contact hours and credit hours:

- | | |
|---------------------------|--|
| • Quarter | 11 weeks |
| • One contact hour | One fifty-minute class session |
| • One clock hour | One contact hour |
| • One quarter credit hour | Eleven hours of lecture, or
Twenty-two hours of lab, or
Fifty-five hours of externship |

Mt. Sierra College uses quarter credit hours as the measurement of all course work. One quarter credit hour is equivalent to two-thirds semester credit hour.

Student Classification

Students at Mt. Sierra College may be either degree-seeking or non-matriculating students.

To be a degree-seeking student at Mt. Sierra College means that the student qualifies for admission, has been admitted and is actively working on a degree program. All such students must be enrolled in at least one course every quarter or they will be withdrawn from their program. Students who have been withdrawn but wish to return should contact Student Services about resuming their studies.

Degree-seeking students are classified as full-time or part-time students based upon enrollment. Enrollment status is calculated quarterly and is based upon the number of credit hours in

which a student is enrolled. Enrollment status categories are as follows:

- | | |
|-----------------------|---------------------------|
| • Full-time | 12 or more credit hours |
| • Three-quarter-time | 9 to 11 credit hours |
| • Half-time | 6 to 8 credit hours |
| • Less than half-time | Fewer than 6 credit hours |

Non-matriculating students have not been admitted to a degree program, and may be taking courses for personal enrichment or to earn credit until they are eligible for admission to a degree program. Prerequisite requirements must be met for all courses unless waived by the appropriate academic administrator.

Non-matriculating students must complete a new enrollment agreement for every term attended. Applicable credit hours earned while enrolled as a non-matriculating student will be included in all program reviews if the student is subsequently admitted to a degree program, up to the transfer limit.

Schedule of Classes

Degree programs at Mt. Sierra College have a sequenced curriculum, and students complete a specific list of courses to graduate. Program outlines are included in the chapter “Academic Programs”, showing both the courses required for graduation as well as the order in which courses should be completed. The curriculum has been carefully developed to be completed in 48 months by attending full time in accordance with the sequencing as laid out in the program outlines.

FlexLearn® and Online Courses

All Mt. Sierra College degrees are offered via the FlexLearn® system – the College’s innovative approach that combines traditional on campus education with the flexibility of online learning. Regardless of modality, learning outcomes remain the same, ensuring that students receive an excellent education. Mt. Sierra College uses the services of Pearson eCollege to deliver online courses, as well as the online component of hybrid courses. Prior to their first online classes, students must

successfully complete Online Orientation, a comprehensive online learning tutorial. Orientation provides students the opportunity to experience an online class, experiment on the various features available, submit assignments and exams, and participate in threaded discussions.

Students enrolled in online courses complete their lecture and lab work online. Each week, students submit required assignments, projects, and/or exams.

Registration

Students entering their first quarter will be scheduled for the first term courses in their program upon enrollment. Applicants are required to submit transcripts from any previous college or university attended on or before the first day of class, so that they may avoid taking any unnecessary coursework. Continuing degree students must register every quarter. Continuing Student Registration is conducted during weeks six through eight for the following quarter. The posting of the Schedule of Classes signals the opening of Registration. A late fee will be applied for all registration forms submitted after week eight. Specific registration dates and full instructions are posted to the Student Portal when Registration opens. Students will not be registered in classes for which they have not successfully completed all required prerequisites. Forms are available from academic advisors and are approved or denied by academic administration. Students applying prerequisite waivers must submit an approved Prerequisite Waiver form with their registration form. Students may opt to use a Registration Amendment (Add/Drop) form for these courses so that they do not delay processing of their registration form. Prerequisite waivers are term specific and temporary; students must complete the by-passed course in order to graduate. There is a limit of two prerequisite waivers per student, total.

Non-matriculating students must complete a new enrollment agreement for every quarter attended, and are considered new students for registration purposes. Non-matriculating students must see Academic Advisement preceding each quarter.

Transfer Credit Policy

Mt. Sierra College accepts credit for the following: previous college coursework, military training, computer vendor certifications, and Advanced Placement (AP) and College Level Examination Program (CLEP) results. In addition, the College offers the opportunity on campus for two proficiency challenge exams (College Algebra and Introduction to Macintosh). Credit for previous college coursework and military training may be awarded as transfer credit with required documentation if submitted in full within the first term of attendance. Credit for vendor and industry certifications, AP, CLEP and exam results may be awarded as proficiency credit with required documentation. Mt. Sierra College does not award credit for life or work experience.

A student must be either newly accepted to the college or currently enrolled at the time of transfer credit evaluation and award. Students may complete no more than fifty percent of their program requirement through a combination of transfer and proficiency credit.

Transfer Credit

Applicants must submit official transcripts from all prior colleges attended within the first term of enrollment. Transcripts from regionally and nationally accredited colleges and universities will be evaluated for possible transfer credit. Courses graded C (2.0) or above will be considered for transfer credit. Credit will be granted for courses equivalent in content and equal in credit hours and current industry standards to courses required for the program of enrollment. Applicants are required to provide a course catalog or course descriptions for the years in which the courses were completed. Catalogs will be retained by the College to substantiate any award of credit. A transfer credit packet must include official transcripts and an academic catalog from the corresponding years of attendance. Additionally, the packet should contain syllabi if available. A completed transfer credit packet must be submitted before any evaluation of transcripts is conducted. Students who are placed in ENG080 (Evolving English) per entrance assessment, but have ENG135 equivalent transfer credit, may have ENG080 waived by Academics upon review.

Those students entering the College with an academic bachelor's degree or higher from an accredited institution may be granted full or partial transfer credit for General Education requirements depending upon the number of related courses successfully completed in specific subject areas. Transcripts must demonstrate successful completion of course(s) with a grade of C or better and equivalence in credit hours.

Applicants who have attended foreign colleges and universities must submit an official evaluation from a recognized credentials evaluation service. The evaluation must include degree awarded and U.S. equivalence, grades, credit hours, and overall grade point average. If English was the primary language of instruction, this should be indicated on the evaluation. A list of accepted credentials evaluators is available from the Admissions department.

If a student chooses to waive the award of transfer credit for specific coursework, a written request will be required. It is suggested that the student first discuss such waivers with his/her Academic & Financial Aid Advisors as such a waiver may have scheduling and financial aid ramifications.

Notice concerning transferability of credits and credentials earned at Mt. Sierra College

The transferability of credits you earn at Mt. Sierra College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree earned at Mt. Sierra

College is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree that you earn at Mt. Sierra College are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Mt. Sierra College to determine if your credits or degree will transfer.

Military Training Credit

Military training and experience will be considered for academic credit upon submission of an official American Council on Education (ACE) transcript. Based upon the ACE recommendations, credit will be granted for training equivalent in content and equal in credit hours to courses required for the program of enrollment.

Credit by Examination

The College provides the opportunity for proficiency exams in three subjects: DES-140: Introduction to Macintosh Computers, MTH-135: College Algebra and DES-105: Fundamental Drawing. There is a \$10 fee. Requests for exams should be submitted to the Academics Department for review. The Media Arts & Design Department Chairperson's approval is required for the DES-140 and DES-105 proficiency exams.

A passing score on the Mt. Sierra College Math Assessment is

required for eligibility to take the MTH-135 proficiency exam. Students who have previously attended or attempted the class are not eligible to take the exam. A score of 70% or above is considered passing. The exam fee must be paid prior to testing. Note: Veterans and active military are exempt from the exam fee.

Computer Vendor Certification

Vendor and industry certifications such as CompTIA, Microsoft Certifications, CISCO Certifications, or security certifications may be considered for proficiency credit at the discretion of the appropriate department chairperson. Official documentation is required before credit will be awarded.

College Level Examination Program (CLEP)

Students who successfully complete CLEP examinations prior to attending Mt. Sierra College may be eligible for credit for Mt. Sierra college courses, pursuant to all policies governing transfer credits. Minimum score requirements are on a per-exam basis, but will never be less than 52. Submission of an official CLEP score report is required.

**Students who are placed in lower level general education courses will receive any approved transfer credits once they have successfully completed the lower level courses.*

Articulation Agreements

Advanced Placement Credit (AP)

Students who have successfully completed Advanced Placement (AP) courses with a grade of "C" or above and have passed the corresponding AP exam with a 3 or above may be eligible for college credit. Submission of an official score report and high school transcript is required. The following AP curriculum will be considered for credit:

Advanced Placement Curriculum

AP Art History
AP Studio Art

AP Computer Science
AP English Language & Composition*
AP Economics
AP Psychology

Mt. Sierra College Curriculum

HUM-235: Art History
DES-100: Design Basics & Lab, or
GAM-100: Design Basics for Gaming & Lab
CIT-140: Programming Fundamentals
ENG-135: English Composition
ECN-150: Economics I
PSY-215: Psychology

**Students who are placed in ENG-080: Evolving English will receive credit for ENG-135: English Composition once they have successfully completed ENG-080 with a "C" or higher.*

Mt. Sierra College currently has articulation agreements with other colleges and universities. Under this agreement, qualified Mt. Sierra College graduates are eligible for admission to specified graduate programs.

Auditing a Course

Students wishing to take a course for their own enrichment but not for credit may request audit status at the time of registration or before the close of the registration amendment period. The request should be directed to the Dean of Academic Affairs. Tuition for the course will be charged at the student's standard tuition rate. Upon completion of the course, a 'V' will be entered on the student's transcript to indicate audit, and credit hours completed in the course will not be included towards graduating nor used in the calculation of the grade point average. Audit status cannot be changed to 'for credit' status after the end of the registration amendment period.

Registration Amendment

Students wishing to change their class schedule after registration may do so by submitting a Registration Amendment form to Student Services. Students may drop courses being offered on campus and online on or before Sunday of week one of the relevant quarter without record on their transcripts. Students may add online classes through Saturday prior to the first day of the quarter, and on campus classes through Saturday of the first week of the quarter.

Students must obtain all appropriate approvals prior to processing, and must present these forms in person or by fax. Forms left when the office is not open will not be processed. Registration Amendment forms will be processed while students are present and students will receive updated schedules. Students should check their schedules for accuracy before leaving the office.

Courses removed from a student's schedule on or before Sunday of week one will not be recorded on the transcript of classes, nor will the credits for those courses be used in the calculation of tuition charges for the quarter. Students may not add classes after the end of the registration amendment period. Students must obtain pre-approval from Student Finance to make any registration amendment that will change their status as a full- or part-time student.

First Week Drop Policy

Students who do not attend any classes during week one of any quarter without prior written approval from the Academics Office will be withdrawn from their program. Students may appeal for reinstatement to the Student Services Department. All requests for reinstatement must be received no later than Sunday of week one of the affected quarter. Documentation must be provided as to the reason for the absence. Students will not be dropped from individual classes if they attend any one of their scheduled classes during the first week of the term.

Attendance

Successful students recognize the importance of class attendance and participation. Good attendance is the key to good grades! Mt. Sierra College has a mandatory attendance policy that applies to all students, whether completing courses online or on campus.

Attendance for classes conducted on campus is based upon the student's physical presence in class. Students should contact their faculty when anticipating an absence or delay. Students are expected to be present at the beginning of each class meeting and to remain for the entire session. Partial attendance is given to students who arrive late or leave early.

Attendance for classes conducted online is based upon participation. The policy is fully explained in each online course syllabus. The same policies apply to online attendance as those that apply to on-ground courses. Partial attendance may be given if a student does not fully participate.

Students who miss three cumulative class sessions will be dismissed from the class by the Registrar. Please refer to the descriptions under Course Withdrawal for the full details and ramifications. *

Students who miss all classes for two consecutive weeks, or 14 days, will be dismissed from the College by the Registrar. Please refer to the descriptions under Program Withdrawal for the full details and ramifications. *

If a student is withdrawn from a course or from his or her program due to attendance, the student has the right to petition for reinstatement. Petitions for Course and Program Reinstatement are available in the Student Services Department and on the Mt. Sierra College Student Portal. Petitions must be submitted within seven days of the issued date of the notification letter, or within three days of issued notification by email.

Mt. Sierra College does not grant requests for leave of absence. Students experiencing difficulties that may affect their ability to continue their education are encouraged to contact Student Services promptly to determine what assistance is available. Students will be dismissed for each of the following attendance violations:

- Three (3) cumulative days absent from scheduled class in the current term
- Fourteen (14) consecutive days absent from all scheduled class(es) in the current term

* Exceptions may be granted based on extenuating circumstances determined by Academic Advisement.

Withdrawing from a Class (Course Withdrawal)

Students withdrawing or dismissed from a course between Monday of Week Two and Sunday of Week Seven will receive a grade of “W” and no adjustment will be made in the tuition charges unless the student is withdrawing from all courses. This status will negatively impact a student’s PACE, but not his/her GPA.

Students withdrawing or dismissed from a course between Monday of Week Eight and Sunday of Week Eleven will receive a grade of “F” and no adjustment will be made to the tuition charges. This will negatively impact a student’s PACE and GPA, which may affect Financial Aid eligibility.

Students are strongly encouraged to meet with an Academic Advisor to discuss the academic ramifications of withdrawing from a course. Course withdrawals will have an impact upon a student’s financial aid eligibility and students considering a course withdrawal that will change their enrollment status would be wise to consult with a Student Finance Advisor. Excessive course withdrawals will adversely impact a student’s ability to make satisfactory academic progress.

Students should be aware that the use of federal funds is limited to a total of two attempts of any one class. Therefore, alternative funding will be needed to pay for multiple repeats of a course.

Withdrawing from the College (Program Withdrawal)

Students withdrawing or dismissed from Mt. Sierra College on, or before, the first Sunday of the term will not be charged any tuition or fees for the quarter and their withdrawal will be considered effective as of the last day of the previous quarter. This will have no effect on a student’s PACE or GPA.

Students withdrawing or dismissed from the quarter between Monday of Week Two and Sunday of Week Seven will receive a grade of “W” for all courses, and a pro rata refund will be calculated as explained in the Tuition and Fees chapter of this catalog. This status will negatively impact a student’s PACE, but not their GPA.

Students withdrawing or dismissed from the quarter between Monday of Week Eight and Sunday of Week Eleven will receive a grade of “F” for all courses, and no refund will be issued. This will negatively impact a student’s PACE and GPA, which may affect Financial Aid eligibility.

Students are allowed two program withdrawals. Students who withdraw more than twice may not be eligible to resume their studies and register in future terms.

Returning/Resuming Studies

Students who wish to resume their degree program studies after a period of non-attendance may file a Petition to Resume. This may be done through the Mt Sierra website, or with an

Academic Advisor. Upon approval by Student Finance, Student Accounts, and Academics, students will be allowed to resume as degree students pursuant to SAP policies. Students will be removed from probation upon successful fulfillment of the terms of probation, while those who do not fulfill those terms will be subject to dismissal.

Students who have been inactive must also complete a new enrollment agreement. These students will be responsible for STRF fee. Resuming students are subject to the terms and conditions in effect at the time of their resume.

Changing Programs

Occasionally students find that their educational or professional goals have changed, and that a different field of study is better suited for their future success. Students may change their program of study when registering for a new term. Students on probation must have approval from the Academics Department prior to changing programs. Students will be required to sign an enrollment agreement applicable to the new program, pay the applicable STRF fees, and will be subject to the college tuition and refund policies in effect at the time of the change. Program changes may alter graduation date and financial aid eligibility. It is strongly recommended that aid recipients consult with a Financial Aid Advisor prior to making the decision to change programs. Credit earned for courses that are common to both the old and the new programs may apply toward the new program. Students may meet with an Academic Advisor to review applicable credit. Students may change their program of study twice while attending Mt. Sierra College.

Grading System

Mid-Quarter Reviews

Students will be assigned a mid-quarter review grade for each course in which they are enrolled. Mid-quarter review grades assess students’ standing in each of their courses at the end of week five, and are not included in the calculation of the grade point average as they are intended solely to provide students with a benchmark of their performance in each course. Mid-quarter review grades are available on the Student Portal and upon request at the end of week six of each term. Students are encouraged to review these grades with their instructors. Students enrolled in online courses are encouraged to review their course gradebook regularly.

Final Grades

Mt. Sierra College uses a 4-point grading system. Letter grades are used to assess the relative extent to which students achieve course objectives. Grades are assigned at the end of each quarter and are available for viewing on the Student Portal the Friday following the last day of the quarter. Errors on grade reports must be reported to the Registrar’s Office within 30 calendar days of the close of the quarter.

Letter Grade	Numeric Grade	Performance	Points
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A	90% – 100%	Excellent	4
B	80% – 89%	Good	3
C	70% – 79%	Satisfactory	2
D	60% - 69%	Unsatisfactory	1
F	59% or below	Failing	0
UF	N/A	Failing	0

* *Unearned F (UF) is the result of student withdrawal.*

The term grade point average is calculated by multiplying grade points by the credit hour value of a course. The sum total of all such points earned in a quarter, divided by the sum total of credit hours attempted less credit hours withdrawn, equals the term grade point average (TGPA).

The cumulative grade point average (CGPA) is calculated in the same way using all grades and credit hours attempted. The Mt. Sierra College grade report and transcript provide the term grade point averages as well as the cumulative grade point average.

The following grades are not included in the GPA calculation:

I	Incomplete	CR	Credit
W	Withdrawn	NC	No Credit
V	Audit Only	NR	No Grade Submitted by Instructor
P	Proficiency Exam	T	Transfer Credit Granted

Incompletes

A grade of incomplete indicates that the student has requested and been granted an extension to complete specific course work by a date determined by the instructor and Department Chairperson, no later than Sunday of the second week of the subsequent quarter. The instructor will submit an Incomplete form with the original grade roster detailing the terms of completion. If the terms provided on the Incomplete form are not met by the agreed upon date, a grade of 'F' will be recorded unless the instructor has stipulated a different grade. If a student registers to repeat a course for which an incomplete is posted, the Academics Department will accept that registration as cancellation of the incomplete by the student and the incomplete grade will immediately be converted to a letter grade of 'F'.

Temporary Grades

'NR' on a grade report denotes that the instructor did not submit a grade for the student. The student is encouraged to contact the instructor in this case.

Course Repeats

Students receiving a failing grade in a required course must repeat that course. Only the highest grade earned will be used in the calculation of the cumulative grade point average and as credit toward program requirements. Students should be aware that the use of federal funds is limited to a total of two attempts of any one class. Therefore, alternative funding will be needed to pay for repeats of a course beyond that limit. Students re-

peating a course in which they received a passing grade may not be eligible to apply financial aid or veteran's funds as payment for the course. Students are responsible for tuition and fees for all repeated courses.

Appealing a Grade

Grades represent the faculty member's professional judgment of a student's performance based upon criteria as specified in the course syllabi and, as such, are final. All course grades except 'I' and 'NR' are final, and may not be revised by examination or the submission of additional work after the close of the quarter. However, students have the right to ask a faculty member for an explanation of any grade received and may appeal a grade when they perceive that a final grade was biased, arbitrary, or capricious. Students who have reason to believe grade has been issued incorrectly must first verify with the Registrar's Office that a data entry error has not occurred. If no error has occurred, students may file an appeal by following the grievance policy and procedure outlined in this catalog.

All grade appeal petitions must be formally submitted in writing, and all requests must be initiated 30 calendar days after grades are posted. Grade appeals submitted after this period will not be considered. Grade Appeal forms are available in Student Services.

Statement on Academic Freedom

Mt. Sierra College is committed to fostering an educational atmosphere that is conducive to the pursuit of knowledge and the preservation of intellectual freedom. The College strongly believes that academic freedom is a fundamental condition necessary for pursuit of truth, knowledge and meaning. Mt. Sierra College is a community of learners—faculty, students and staff who strive to promote, foster and sustain academic freedom through educational activities that are pursued using good judgment and that are rooted firmly in the College's social responsibility to enhance student learning.

Academic Integrity and Plagiarism

Mt. Sierra College is committed to the ideal of academic integrity and honesty. All members of the College community, students, faculty, administration, and staff, have a personal responsibility to uphold the standards of academic integrity. All forms of academic dishonesty are serious, and will not be tolerated. Any instance of academic dishonesty calls into question the offender's past work, especially the value of previous grades, and ultimately the value of the degree earned, thereby defrauding the entire College community.

It is the students' responsibility to be aware of what constitutes academic dishonesty, and to uphold the standards of honest academic endeavor. It is the faculty's responsibility to communicate classroom standards clearly at the start of each quarter. Ultimately, it is the responsibility of the college faculty and the student populace together to safeguard the integrity of the

classroom. The College Administration is responsible for the application of sanctions that go beyond the classroom. Academic dishonesty includes, but may not be limited to, plagiarism, cheating, falsifying records, lying, obtaining and/or distributing examination materials prior to exams without the consent of the instructor, submitting another's work as one's own, submitting work completed for another course without the agreement of both instructors, and helping any other student in any act of dishonesty. Please refer to your course syllabi for additional information and expectations regarding academic integrity and plagiarism.

At a minimum students who violate this policy will receive an 'F' on the assignment or examination. In addition, the faculty concerned must provide a written report of the lapse of integrity to the Academic Dean who, with consultation with the faculty and department heads, will consider whether further sanctions will be imposed. The severity of the sanction will be matched to the severity of the infraction and the offender's past record. Sanctions may include a failing grade for the course, dismissal for one term, up to the maximum penalty of expulsion from the College for students who have committed multiple acts of academic dishonesty.

Satisfactory Academic Progress and Academic Status

All students are required to maintain satisfactory academic progress. A student maintaining satisfactory progress is considered to be in good standing, and is eligible to continue his or her enrollment and to graduate. In addition, satisfactory academic progress is required to maintain financial aid eligibility. See the Financial Aid section of this catalog to learn more about the impact of progress upon Financial Aid eligibility. Student progress is monitored at the close of each quarter for the following three standards:

- 1. Qualitative Progress (GPA)**
- 2. Quantitative Progress (Pace)**
- 3. Maximum Time in Program**

Guidelines

The following guidelines are observed in the calculation of satisfactory academic progress:

- A. All periods of attendance are reviewed;
- B. Attempted credit hours include all withdrawn courses, remedial courses, repeated courses, and courses with incomplete or failing grades;
- C. Transfer credit will be included in the calculation of earned and attempted credit hours;
- D. If a student changes his or her program of study, coursework not applicable to the new program will not be included in the calculation of progress.

1. Qualitative Progress (GPA)

Students must maintain a minimum cumulative grade point average of 2.00.

A student whose cumulative grade point average is less than 2.00 at the end of a quarter is placed on GPA Warning for the period of one quarter.

If, at the end of the warning period:

1. the cumulative grade point average has been raised to 2.00 or higher, the student is returned to good academic standing.
2. the student's term grade point average is greater than 2.00 and the cumulative grade point average is still less than 2.00, the student is placed on Academic Probation for one additional quarter or on Academic Plan for a specified period.
 - a. A student whose cumulative grade point average has not been raised to at least 2.00 by the end of designated period is dismissed.
3. the student's term and cumulative grade point average are both less than 2.00, the student is dismissed.

2. Quantitative Progress (Pace)

Students must earn sufficient credit hours to maintain a pace of completion to allow them to complete within the maximum time allowed. To demonstrate satisfactory progress, students must maintain a cumulative pace of at least 50% in their first three quarters of attendance, and 72% thereafter. Pace is calculated by dividing total credit hours earned by total credit hours attempted.

A student who at the close of a quarter has a pace of completion under the minimum required will be placed on Pace Warning for a period of one quarter.

If, at the close of the warning period:

1. the Pace has been raised to the minimum required, the student is returned to good academic standing.
2. the student successfully completed all enrolled courses with no drops or fails, and the Pace is still less than the minimum required, the student is placed on Pace Probation for one quarter or on Academic Plan for a specified period.
 - a. A student whose Pace has not been raised to the minimum required by the end of the designated period quarter is dismissed.

3. the student did not successfully complete all enrolled courses and the Pace is less than the required minimum, the student is dismissed.

3. Maximum Time in Program

Mt. Sierra College degree programs are 180 quarter credit hours in length. Total credit hours attempted may not exceed 270 quarter credit hours, 150% of the credit hours required to complete the program.

If a review of a student's pace indicates that the student cannot complete his or her program within the maximum time allowed for that program, the student must petition the Dean of Student Services or Academic Dean for permission to continue on Academic Plan status, and the student may continue only so long as he or she meets the terms of the Academic Plan.

Graduation Requirements

In order to graduate, students must achieve a minimum cumulative grade point average of 2.0 and successfully complete all required courses and credit hours for their program of study, as detailed in the Academic Programs chapter in this catalog. No more than fifty percent of the required courses may be completed through any combination of transfer and/or proficiency credit. The date of graduation will be the last day of the term in which the degree requirements are fulfilled.

Students must complete the Graduation Petition Packet and pay the graduation fee by the required deadline date. Petitions are available from Student Services, as well as on the Student Portal. Students must meet their final financial obligations to the College at least 30 days prior to the end of their final term. Those who have received any financial aid or educational loans must complete an exit test administered via the Department of Education at www.studentloans.gov.

Commencement Ceremony

Graduation is the culmination of the student's successful journey, and Mt. Sierra College is proud to honor its graduates with a commencement ceremony.

Recognition of Honors

Each quarter academic excellence is recognized by the Dean's and Director's lists. Students must complete a minimum of nine credit hours of degree-applicable courses in the term to be considered for inclusion. The President's List is to recognize students with 4.0 GPA and the Dean's List is to recognize students with 3.5 to 3.99 GPA for the term.

Graduation with honors is awarded to those students who at the completion of their degree program have earned a cumulative grade point average of 3.50 or above on all work completed at Mt. Sierra College. Students whose cumulative grade point average is 3.50 – 3.69 will graduate cum laude; 3.70 – 3.89, magna cum laude; and 3.90 – 4.0, summa cum laude.

Earning a Second Mt. Sierra College

Bachelor's Degree

Students who have earned a bachelor's degree from Mt. Sierra College are eligible to enroll in another program of study. The College will apply towards the new degree all equivalent courses completed while earning the first degree with approval from academic administration and all transfer credit limits. Students will work with the Admissions Department to reapply to the College. This includes signing an enrollment agreement for the new program, and payment of all applicable tuition and fees. If the student applies within one year of graduation from the initial program, the application fee will be waived and the student will not be required to submit a new application. However, if more than one year has elapsed, the student must submit an updated application and will be charged the application fee. In order to receive the second degree the student must fulfill the graduation requirements in effect at the time of enrolling in the second degree program. The graduation petition, graduation fee, and exit interviews completed for the first degree will not apply to the second degree. Upon satisfaction of the requirements the student will be awarded a bachelor's degree, and will receive a diploma for that program.

Transcripts and Diplomas

Transcripts, term grade reports, and diplomas will not be released to students who have failed to meet their financial obligation to the College or have materials and/or fines due to the Learning Resources Center. One official sealed transcript is mailed to each student upon successful completion of all degree graduation requirements (including financial obligations), accompanied by an unofficial transcript for the graduate's review.

As stated above, all financial obligations must be met in order for students to participate in the commencement ceremony.

Financial obligations include all balances, past or current, paid in full or current with payment arrangements. These payment arrangements include payments to TFC Credit Corporation (TFC), which must be in good standing. Any delinquent status accounts will result in withholding all official documentation and not limited to official transcripts and/or proof of graduation.

Additional transcripts may be ordered from the Registrar's Office. All requests must be submitted in writing and accompanied by payment. Allow three to five business days for processing. Details are available from the Registrar's Office (626) 873-2150.

Diplomas will be released to graduates upon completion of all graduation requirements and fulfillment of all petition requirements, approximately 4 months following the graduation date.

Alumni Benefits

Mt. Sierra College's commitment to its students does not end upon graduation. As part of the Lifelong Learning Program, Mt. Sierra College graduates may register for newly developed or existing courses within their degree program.

Graduates enrolling in the Lifelong Learning program will be responsible for lab or online support fees. They will also be expected to obtain required course materials. Graduates will not receive grades for courses completed in the Lifelong Learning program. Space is limited and currently enrolled students will be given registration priority. This opportunity is open to all degree program graduates who have fulfilled their obligations to the College.

Maintenance of Student Records

Mt. Sierra College, in accordance with California state regulations, will maintain all student records on school grounds for at least five years from the last date of attendance. Transcripts will be maintained permanently. No student records are released without the express written permission of the student except as allowed by the Family Educational Rights and Privacy Act of 1974.

Students should ensure that they receive important information from the College by updating contact information promptly when changes occur. This information should be submitted to the Records Department either on forms available in that department, through the Student Portal, or via email. Requests for name and/or Social Security number changes must be accompanied by supporting documentation.

Educational Philosophy

Mt. Sierra College offers students an education that prepares them for entry into a wide variety of careers in media arts and design, business and technology. The College strives to assist students in building a bridge between concepts and theories with technology known today and the opportunities that exist in the future.



Academic Programs

Mt. Sierra College offers degree programs in three areas of study: business, media arts and design, and technology. The College has designed its degree programs to provide students with a well-rounded education - a technology driven, academically sound curriculum for tomorrow's professionals.

Each program has two components: a core curriculum, which are the courses directly relating to the field of study, and a general education curriculum. The core curriculum for each degree major is intended to provide students with a progressive foundation in their field of study, preparing them for positions in the working world. The majority of core courses include hands-on experience or lab simulations in a virtual environment to maximize the students' education.

A strong interdisciplinary general education is an important component of every Mt. Sierra College degree. Students learn important critical thinking skills that will be valuable in daily life as well as in the academic setting. Students acquire information literacy competencies to encourage them to become effective lifelong learners. Written and verbal communication skills are developed extensively throughout the curriculum in core courses as well as general education courses, to ensure that students are equipped to express themselves effectively. In addition to learning practical skills that will serve them in the workplace, students are exposed to the diversity and complexity of the world through a variety of courses, allowing them to develop a greater understanding of global and environmental factors that shape the world around them, and to prepare them for making ethical and practical decisions throughout their lives through the application of principles learned while completing their education.

All Mt. Sierra College degree programs culminate in a senior thesis or project. Students in Business and Technology will put their education to work solving real world problems facing industry leaders. Students in the Media Arts and Design department create a project-based portfolio that will serve as the key to many exciting professional opportunities. Mt. Sierra College

does not offer English language services, nor does it provide English Language Learners instruction. All instruction occurs in English.

Degree programs are 180 quarter credit hours in length and are designated for completion in twelve quarters over a period of 48 months. Motivated students may complete their degree program in as little as 36 months by attending year round and completing all recommended courses each term. Typical term schedules are provided for each program in the following Program Outlines. Courses may be offered in different terms than indicated in these outlines and not all courses are offered every quarter. Pre-collegiate requirements are determined by entrance assessment results. Mt. Sierra College reserves the right to amend this curriculum at any time.

Students who successfully complete the specified degree course and credit hour requirements listed for a program will be awarded the Bachelor's degree applicable to that program.

Bachelor of Arts Degrees in Media Arts and Design

Media Arts and Design with concentrations in:

- Game Arts and Design FlexLearn® Only
- Graphic Design FlexLearn® and Online*
- Visual Effects and Digital Video FlexLearn® and Online*

Bachelor of Science Degrees in Technology

Information Technology with concentrations in:

- Computer Information Technology FlexLearn® and Online*
- Information Security FlexLearn® and Online*

Bachelor of Science Degrees in Technology

- Telecommunications Technology FlexLearn® and Online*

Bachelor of Science Degrees in Business

- Business Administration FlexLearn® Only and Online*
- Business-Entrepreneurship FlexLearn® Only and Online*



Bachelor of Arts Degree in Media Arts and Design with a concentration in **Game Arts and Design**

Game Arts and Design students are seriously playful. The Game industry is a 21 billion dollar a year market that relies on a talented workforce of programmers and designers. With the hands-on education Mt. Sierra College offers, students become skilled professionals... game developers, not just players. They gain the ability to bring a game from concept to storyboard to a market-viable product, melding sound, visual effects, story, animation, lighting and user interfaces. Graduates of the Game Arts and Design program enter the field eager to develop the next generation of games and simulations for a growing industry.

Students enrolling in the Game Arts and Design area of specialization will take courses that build a solid foundation in media arts and design and will take specialized courses in game development, level design, and 3D modeling and animation. Students specializing in Game Arts and Design will be pre-

pared for employment in the areas of game and simulation development. Students will possess strong design abilities and will explore the world of interactivity so prevalent in the gaming, defense and health occupation arenas.

Graduates with a Bachelor of Arts in Game Arts and Design are prepared to enter the workforce in entry-level careers such as Game Asset Designer, 2D and 3D Artist, 3D Modeler and Composer, Lighting Specialist, Environment Artist, Digital Model Maker, Rigger, Texture Mapper, Graphics and Special Effects Artist, Animator, Game Level Designer or Quality Assurance/ Game Tester.

**Gainful Employment (GE): For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our web-site at: <http://mtnsierra.edu/programs/ga/gainfulEmployment.php>*

Program Outline Curriculum and Degree Requirements

Bachelor of Arts Degree in Media Arts and Design with a concentration in Game Arts and Design

Term	Course	Credits	Type	Description	Prerequisite
	ENG 080	[4]	Pre	Evolving English (if required)	None
	MTH 080	[4]	Pre	Basic Math (if required)	None
1	DES 105	4	Core	Fundamental Drawing & Lab	None
	PDT 115	4	GE	College Success & Study Skills	None
	ENG 135	4	GE	English Composition (if ENG 080 is NOT required)	ENG 080 w/"C" or higher
2	GAM 100	4	Core	Game Design Basics	None
	CIT 103	4	Core	Intro to PC	None
	ENG 155	4	GE	Advanced English Composition (if ENG 080 is NOT required)	ENG 135 w "C" or higher
3	DES 106	4	Core	Digital Painting & Lab	DES 105, DES 140/CIT 103
	DES 107	4	Core	Life Drawing & Lab	DES 105
	PHL 145	4	GE	Critical Thinking (if MTH 080 is NOT required)	ENG 080 w/"C" or higher
4	GAM 250	4	Core	Intro to 3D Principles & Lab	CIT 103, DES 105
	DES 210	4	Core	Animation & Lab	DES 107
	MTH 135	4	GE	College Algebra	MTH 080
5	GAM 350	4	Core	Keyframe Animation & Lab	DES 210, GAM 250
	DES 130	4	Core	Digital Imaging I & Lab	CIT103/DES140, GAM/DES 100, DES107
	SPH 305	4	GE	Speech Communications	ENG 155 w/ "C" or higher
6	GAM 260	4	Core	Environmental Modeling & Lab	GAM 250
	GAM 135	4	Core	Digital Painting for Gaming & Lab	DES 106, DES 130
	ENG 250	4	GE	Mythology	ENG 155 w/ "C" or higher
7	GAM 252	4	Core	Materials, Lighting, and Rendering in 3D & Lab	DES 106 & GAM 260
	GAM 204	4	Core	Game Design & Gameplay	GAM 100, DES 130
	ENG 260	4	GE	Storytelling	ENG 155 w "C" or higher
8	DES 240	4	Core	Sound I & Lab: Audio Fundamentals	CIT 103 or DES 140
	GAM 201	4	Core	Character Modeling Design & Lab	GAM 252
	PDT 315	4	GE	Information Literacy & Research Skills	PDT-115; ENG 155 w/ "C" or higher
9	GAM 354	4	Core	Alternative Techniques in 3D 1 & Lab	GAM 252
	GAM 362	4	Core	Character Setup & Rigging & Lab	GAM 350
	HUM 235	4	GE	Art History	PDT 315
10	GAM 305	4	Core	Digital Sculpture & Lab	GAM 252, GAM 260
	PDT 350	4	Core	Portfolio Development	PDT 315
	ENG 300	4	GE	Professional Writing	ENG 155 w/ "C" or higher
11	GAM 220	4	Core	Level Design I & Lab	GAM 204
	GAM 356	4	Core	Alternative Techniques in 3D II & lab	GAM 354, GAM 362
	CIT 140	4	Core	Programming Fundamentals 1	CIT 101 or CIT 103
	SOC 165	4	GE	Sociology	ENG 080 w/"C" or higher
12	GAM 320	4	Core	Level Design II & Lab	GAM 220, GAM 354
	GAM 480	4	Core	Game Audio & Sound Design & Lab	GAM 220, DES 240
	CIT 240	4	Core	Programming Fundamentals II & Lab	CIT 140
13	GAM 420	4	Core	Level Design III & Lab	GAM 320, GAM 480
	GAM 370	4	Core	Beginning Scripting for Games & Lab	CIT 240, GAM 320
	PSY 215	4	GE	Psychology	None
14	GAM 410	2	Core	Senior Thesis for Gaming 1	GAM 420, PDT315
	SE1	4	Core	Senior Elective 1	(GAM470/471 or DES420/421)
	PHL 405	4	GE	Ethics & Legal Issues	ENG 135 w "C" or higher
15	GAM 412	2	Core	Senior Thesis for Gaming 2	GAM 410
	SE2	4	Core	Senior Elective 2	(GAM470/471 or DES420/421)
	PDT 426	4	GE	Career Strategies	DES or GAM 410 & SPH 305
		8		Pre-collegiate Credits	
		120		Core Credits	
		60		General Education Credits	
		180		Total Required (*excluding pre-collegiate courses)	



Bachelor of Arts Degree in Media Arts and Design with a concentration in **Graphic Design**

Pixels and pencils come together for Graphic Arts and Design students. The world of entertainment, education and business requires a media arts and design professional who can tackle a wide variety of challenges using proven design techniques with the latest technology. Students specializing in this area will develop the ability to create websites, presentations, brochures, educational materials, and other media that promote a concept or product. Students will learn how to create a distinctive “look” for promotional, print, graphic designs, brochures, logos, packaging, illustrations, billboards and advertisements. Creating a sense of energy and excitement through the use of images and words are the hallmarks of Graphic Arts and Design. Graduates will have the ability to become entrepreneurs and freelance artists within the expanding world of media arts and design. Students specializing in Graphic Arts and Design will pursue coursework in Web Commerce, Interactive Design, and

Publication and Packaging Design that will allow them to explore areas of specialized interest.

In addition to the many opportunities available to graduates from other Media Arts and Design concentrations, Graphic Design graduates are equipped for entry-level careers such as Graphic Artist, Computer Artist, Digital Illustrator, Digital Imaging Specialist, Layout Artist, Production Artist, Desktop Publisher, Production Coordinator, Prepress Technician, Web Designer, Assistant Art Director, Multimedia Artist, Animator, Web Developer, Interactive Designer, Multimedia Programmer, and Multimedia Producer.

**Gainful Employment (GE): For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at: <http://mtsierra.edu/programs/gd/gainfulEmployment.php>*

Program Outline Curriculum and Degree Requirements

Bachelor of Arts Degree in Media Arts and Design with a concentration in Graphic Design

Term	Course	Credits	Type	Description	Prerequisite
	ENG 080	[4]	Pre	Evolving English (if required)	None
	MTH 080	[4]	Pre	Basic Math (if required)	None
1	DES 105	4	Core	Fundamental Drawing & Lab	None
	PDT 115	4	GE	College Success & Study Skills	None
	ENG 135	4	GE	English Composition (if ENG 080 is NOT required)	ENG 080 w/"C" or higher
2	DES 100	4	Core	Design Basics	None
	DES 140	4	Core	Intro to Mac	None
	ENG 155	4	GE	Advanced English Composition (if ENG 080 is NOT required)	ENG 135 w "C" or higher
3	DES 106	4	Core	Digital Painting & Lab	DES 105, DES 140/CIT 103
	DES 107	4	Core	Life Drawing & Lab	DES 105
	PHL 145	4	GE	Critical Thinking (if MTH 080 is NOT required)	ENG 080 w/"C" or higher
4	DES 202	4	Core	Information Design	DES 100, ENG 155 & PHL 145
	DES 210	4	Core	Animation & Lab	DES 107
	MTH 135	4	GE	College Algebra	MTH 080
5	DES 120	4	Core	Digital Illustration 1 & Lab	DES 100, DES 107, DES 140
	DES 130	4	Core	Digital Imaging 1 & Lab	CIT103/DES140, GAM/DES 100, DES107
	SPH 305	4	GE	Speech Communications	ENG 155 w/ "C" or higher
6	DES 121	4	Core	Digital Illustration II & Lab	DES 120
	DES 230	4	Core	Digital Imaging II & Lab	DES 130
	ENG 250	4	GE	Mythology	ENG 155 w/ "C" or higher
7	DES 231	4	Core	Digital Imaging 3 & Lab	DES 230
	DES 102	4	Core	Typography and Layout 1	DES 120 & DES 130
	ENG 260	4	GE	Storytelling	ENG 155 w "C" or higher
8	DES 302	4	Core	Advanced Typography and Layout	DES 102, DES 121, DES 231
	DES 201	4	Core	Identity Design	DES 121 & DES 231
	PDT 315	4	GE	Information Literacy & Research Skills	PDT-115; ENG 155 w/ "C" or higher
9	DES 370	4	Core	Motion Graphics 1 & Lab	DES 230
	DES 403	4	Core	Packaging Design	DES 302
	HUM 235	4	GE	Art History	DES-100, PDT 315
10	DES 251	4	Core	Web Design I & Lab	DES 231
	PDT 350	4	Core	Portfolio Development	PDT315 & DES231 or GAM204
	HUM 240	4	GE	History of Graphic Design	DES 100 & PDT 315
11	DES 351	4	Core	Web Design II & Lab	DES 251, DES 302
	DES 261	4	Core	Interactive Media I & Lab	DES 120 & 210
	DES 400	4	Core	Publication Design	DES 302 & HUM 240
	SOC 165	4	GE	Sociology	ENG 080 w/"C" or higher
12	DES 451	4	Core	Web Design III & Lab	DES 351; DES 261
	DES 361	4	Core	Interactive Media II & Lab	DES 261
	DES 453	4	Core	Digital Publishing & Lab	DES 351 & 400
13	DES 404	4	Core	Pre-Press Design	DES 351
	DES 463	4	Core	Interactive Media III & Lab	DES 361
	PSY 215	4	GE	Psychology	None
14	DES 410	2	Core	Senior Thesis I	DES 463/DES 482 & PDT 315
	DES 471	4	Core	Dynamic Web Media I & Lab	DES 451
	PHL 405	4	GE	Ethics & Legal Issues	ENG 135 w "C" or higher
15	DES 412	2	Core	Senior Thesis II	DES 410
	DES 472	4	Core	Dynamic Web Media II & Lab	DES 471
	PDT 426	4	GE	Career Strategies	DES or GAM 410 & SPH 305
		8		Pre-collegiate Credits	
		120		Core Credits	
		60		General Education Credits	
		180		Total Required (*excluding pre-collegiate courses)	



Bachelor of Arts Degree in Media Arts and Design with a concentration in **Visual Effects and Digital Video**

The Visual Effects and Digital Video student is always in motion. Professionals in the visual effects and digital video field cut through the clutter and deliver a lot of information in a short amount of time. Visual Effects and Digital Video is design in motion and visual storytelling.

The curriculum of the Visual Effects and Digital Video program prepares students with the technological and design foundations to develop a digital portfolio worthy of entry-level positions. These roles support the demands of television, film, digital and interactive media and a myriad of other new media outlets that rely on high-definition video and interactive media production, animated graphic design and seamlessly composited digital video.

The program meets its mission by providing students with aesthetic and design awareness, technical skills and lifelong learning strategies that will assist them in launching their careers. With a specialty in Visual Effects and Digital Video, students

will explore the world of sound, digital video, interactive media, advanced 3-D principles, and compositing that will round out a strong expertise in digital video and visual effects.

Visual Effects and Digital Video graduates are prepared for a variety of entry-level career opportunities in the video, television, digital and interactive broadcast mediums or corporate communications fields as Production Assistant, Digital Artist, Motion Graphics Designer, Visual Effects Specialist, Video Editor, Multimedia Producer or Specialist, as well as many of the opportunities associated with other Media Arts and Design concentrations.

**Gainful Employment (GE): For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at: <http://mtsierra.edu/programs/ve/gainfulEmployment.php>*

Program Outline Curriculum and Degree Requirements

Bachelor of Arts Degree in Media Arts and Design with a concentration in Visual Effects and Digital Video

Term	Course	Credits	Type	Description	Prerequisite
	ENG 080	[4]	Pre	Evolving English (if required)	None
	MTH 080	[4]	Pre	Basic Math (if required)	None
1	DES 105	4	Core	Fundamental Drawing & Lab	None
	PDT 115	4	GE	College Success & Study Skills	None
	ENG 135	4	GE	English Composition (if ENG 080 is NOT required)	ENG 080 w/"C" or higher
2	DES 100	4	Core	Design Basics	None
	DES 140	4	Core	Intro to Mac	None
	ENG 155	4	GE	Advanced English Composition (if ENG 080 is NOT required)	ENG 135 w/ "C" or higher
3	DES 106	4	Core	Digital Painting & Lab	DES 105, DES 140/CIT 103
	DES 107	4	Core	Life Drawing & Lab	DES 105
	PHL 145	4	GE	Critical Thinking (if MTH 080 is NOT required)	ENG 080 w/"C" or higher
4	DES 103	4	Core	Digital Photography & Composition & Lab	DES 100, DES 140
	DES 210	4	Core	Animation & Lab	DES 107
	MTH 135	4	GE	College Algebra	MTH 080
5	DES 120	4	Core	Digital Illustration 1 & Lab	DES 100, DES 107, DES 140
	DES 130	4	Core	Digital Imaging 1 & Lab	CIT103/DES140, GAM/DES 100, DES107
	SPH 305	4	GE	Speech Communications	ENG 155 w/ "C" or higher
6	DES 121	4	Core	Digital Illustration II & Lab	DES 120
	DES 230	4	Core	Digital Imaging II & Lab	DES 130
	ENG 250	4	GE	Mythology	ENG 155 w/ "C" or higher
7	DES 231	4	Core	Digital Imaging 3 & Lab	DES 230
	DES 102	4	Core	Typography and Layout 1	DES 120 & DES 130
	ENG 260	4	GE	Storytelling	ENG 155 w/ "C" or higher
8	DES 240	4	Core	Sound 1 & Lab: Audio Fundamentals	DES 140 or CIT 103
	DES 280	4	Core	Digital Video I & Lab	ENG 260 & DES 230
	PDT 315	4	GE	Information Literacy & Research Skills	PDT-115; ENG 155 w/ "C" or higher
9	DES 370	4	Core	Motion Graphics I & Lab	DES 230
	DES 480	4	Core	Digital Video II & Lab	DES 280
	HUM 235	4	GE	Art History	DES-100, PDT 315
10	DES 251	4	Core	Web Design I & Lab	DES 231
	PDT 350	4	Core	Portfolio Development	PDT315 & DES231 or GAM204
	HUM 245	4	GE	History and Language of Moving Images	HUM 235
11	DES 371	4	Core	Motion Graphics II & Lab	DES 370
	DES 481	4	Core	Digital Video III & lab	DES 480
	DES 390	4	Core	3D Principles I & Lab	DES 210, DES 120; DES 130
	SOC 165	4	GE	Sociology	ENG 080 w/"C" or higher
12	DES 470	4	Core	Motion Graphics III & Lab	DES 371
	DES 440	4	Core	Sound 2 & Lab	DES 240 & 280
	DES 391	4	Core	3D Principles II & Lab	DES 230, DES 390
13	DES 482	4	Core	Compositing Effects & Lab	DES 371, 391 & 481
	DES 490	4	Core	3D Principles III & Lab	DES 391
	PSY 215	4	GE	Psychology	None
14	DES 410	2	Core	Senior Thesis I	DES 463/DES 482 & PDT 315
	DES 420	4	Core	Special Effects I & Lab	DES 482 & 490 or GAM 356
	PHL 405	4	GE	Ethics & Legal Issues	ENG 135 w/ "C" or higher
15	DES 412	2	Core	Senior Thesis II	DES 410
	DES 421	4	Core	Special Effects II & Lab	DES 420
	PDT 426	4	GE	Career Strategies	DES or GAM 410 & SPH 305
		8		Pre-collegiate Credits	
		120		Core Credits	
		60		General Education Credits	
		180		Total Required (*excluding pre-collegiate courses)	



Bachelor of Science Degree in Information Technology with a concentration in **Computer Information Technology**

Computer technology is used in everything around us, and students who can blend hands-on technical skills with strong critical thinking and communication skills will be in demand. Computer Information Technology students are prepared in technology while receiving a balanced curriculum which will allow them to develop skills well beyond technology.

The Computer Information Technology major covers seven focus areas: programming, operating systems, database management, systems analysis and design, networking technologies, Internet and intranet technologies, and general education. The core curriculum is designed to develop ability to solve a variety of problems through efficient utilization of modern computer concepts and technologies, and extensively covers the disciplines of software engineering, programming languages, database management, computer architecture, operating systems, client-server applications, computer networks, Internet/Intranet and website design. The curriculum emphasizes the use of application development tools, network operating systems, systems analysis and design, project and network management,

and emerging technologies. All core courses include hands-on labs to maximize the students' educational experience.

Computer Information Technology is the field of study for those who strive to assume a leadership role in computer technology and are interested in the fields of database administration and programming. Computer Information Technology graduates are prepared for entry-level careers including Computer Support Specialist, Help Desk Support Specialist, Computer Technician, Database Administrator, Systems Programmer, Software and Computer Engineer, Project Manager, Systems or Software Analyst, LAN/WAN Administrator, Data Processing Specialist, Webmaster, Website Developer, Computer Network, Systems and Database Administrator, and others in the computer fields.

** Gainful Employment (GE): For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at: <http://mtsierra.edu/programs/cit/gainfulEmployment.php>*

Program Outline Curriculum and Degree Requirements

Bachelor of Science Degree in Technology with a concentration in Computer Information Technology

Term	Course	Credits	Type	Description	Prerequisite
	ENG 080	[4]	Pre	Evolving English (if required)	None
	MTH 080	[4]	Pre	Basic Math (if required)	None
1	BUS 101	4	Core	Introduction to Business & Lab	None
	PDT 115	4	GE	College Success & Study Skills	None
	ENG 135	4	GE	English Composition (if ENG 080 is NOT required)	ENG 080 w/"C" or higher
2	CIT 101	4	Core	Introduction to PC Hardware	None
	CIT 120	4	Core	Local Area Networks (LANS I)	None
	ENG 155	4	GE	Advanced English Composition	ENG 135 w "C" or higher
3	CIT 102	4	Core	Introduction to PC Operating Software	CIT 101
	CIT 140	4	Core	Programming Fundamentals	CIT 101 or CIT 103
	PHL 145	4	GE	Critical Thinking (if MTH 080 is NOT required)	ENG 080 w/"C" or higher
4	CIT 220	4	Core	Introduction to Wireless Communications	CIT 102
	SEC 130	4	Core	Introduction to Information Security	CIT 102
	MTH 135	4	GE	College Algebra	MTH 080
5	CIT 210	4	Core	Introduction to Database Administration	CIT 102
	CIT 180	4	Core	C++ Programming I	CIT 140
	SPH 305	4	GE	Speech Communications	ENG 155 w/ "C" or higher
6	CIT 230	4	Core	Network Systems Administration I	CIT 102
	CIT 275	4	Core	Visual Basic	CIT 180
	POL 210	4	GE	Political Science	None
7	CIT 235	4	Core	Network Systems Administration II	CIT 230
	CIT325	4	Core	C++ Programming II	CIT 180
	HUM 205	4	GE	History of Civilization	ENG 135 w "C" or higher
8	CIT 330	4	Core	WANS & Internetworking I	CIT 102
	CIT 360	4	Core	Systems Analysis & Design	CIT 210
	PDT 315	4	GE	Information Literacy & Research Skills	PDT-115; ENG 155 w/ "C" or higher
9	CIT 335	4	Core	WANS & Internetworking II	CIT 220 & 330
	CIT 353	4	Core	Introduction to UNIX	CIT 102
	ENG 335	4	GE	Introduction to Literature	ENG 155 w/ "C" or higher
10	CIT 370	4	Core	UNIX Scripting	CIT 180 & 353
	PMT 310	4	Core	Project Management	BUS 101, PDT 315
	ENG 300	4	GE	Professional Writing	ENG 135 w "C" or higher
11	CIT 340	4	Core	Internet I	CIT 102
	CIT 390	4	Core	UNIX System Administration	CIT 370
	SOC 165	4	GE	Sociology	ENG 080 w/"C" or higher
12	CIT 420	4	Core	Network Management I	CIT 235
	CIT 345	4	Core	Internet II	CIT 340
	CIT 315	4	Core	Database Administration I	CIT 210
13	CIT 425	4	Core	Network Management II	CIT 420
	CIT 405	4	Core	Structured Query Language	CIT 180 & 315
	PSY 215	4	GE	Psychology	None
14	CIT 455	4	Core	Database Administration II	CIT 315 & 405
	PMT 410	4	Core	Senior Project I	PMT 310, 13th Term
	PHL 405	4	GE	Ethics & Legal Issues	ENG 135 w "C" or higher
15	CIT 445	4	Core	Network Management III	CIT 425
	PMT 499	4	Core	Senior Project II	PMT 410 & SPH 305
	PDT 425	4	GE	Career Strategies	PMT 410 & SPH 305
		8		Pre-collegiate Credits	
		120		Core Credits	
		60		General Education Credits	
		180		Total Required (*excluding pre-collegiate courses)	



Bachelor of Science Degree in Information Technology with a concentration in **Information Security**

With change comes opportunity. Computer technology has become the backbone of the global economy. Securing our computer-based resources helps to secure our world. A degree in Information Security offers students the combination of hands-on experience, critical thinking, general education, communication skills and theoretical applications that will lead to opportunities for success within the expanding world of information security.

The Information Security concentration offers a core curriculum in computer operations, operating systems, database management, network administration, local, wide, and wireless networks, project management, mathematics, career strategies, critical thinking, and communication skills courses. The program has been designed to offer students unique opportunities to employ theoretical techniques through hands-on lab experiences.

Students specializing and receiving their degree in Information Security will receive coursework and hands-on experience in nine major areas: security fundamentals, security policy development and management, cyber law and ethics, computer and data forensics, applied local area networks, wide area network and wireless security, disaster recovery, security development life cycle management, and general education.

Graduates in Information Security will possess the ability to understand the fundamentals of security, understand how security flaws are exploited, design and develop rational and appropriate security measures, understand how different operating systems address security concerns, assemble and manage strategic security management teams, and apply appropriate security standards and measures for different computer environments.

Mt. Sierra College has designed its Information Security degree program to meet the training standards of the United States National Security Agency for Information Security Programs (INFOSEC) professionals.

Information security is of ever-increasing concern. Securing the economic and information highway is of national and international importance. In addition to many of the careers listed for Computer Information Technology, students graduating with a specialization in Information Security will be prepared for entry-level professional opportunities that include Security Architect and Technologist, Security Analyst, Security Software Developer and Software Design Engineer.

**Gainful Employment (GE): For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at: <http://mtsierra.edu/programs/is/gainfulEmployment.php>*

Program Outline Curriculum and Degree Requirements

Bachelor of Science Degree in Information Technology with a concentration in Information Security

Term	Course	Credits	Type	Description	Prerequisite
	ENG 080	[4]	Pre	Evolving English (if required)	None
	MTH 080	[4]	Pre	Basic Math (if required)	None
1	BUS 101	4	Core	Introduction to Business & Lab	None
	PDT 115	4	GE	College Success & Study Skills	None
	ENG 135	4	GE	English Composition (if ENG 080 is NOT required)	ENG 080 w/"C" or higher
2	CIT 101	4	Core	Introduction to PC Hardware	None
	CIT 120	4	Core	Local Area Networks (LANS I)	None
	ENG 155	4	GE	Advanced English Composition (if ENG 080 is NOT required)	ENG 135 w/"C" or higher
3	CIT 102	4	Core	Introduction to PC Operating Software	CIT 101
	TCT 100	4	Core	Telecommunications Technology	None
	PHL 145	4	GE	Critical Thinking (if MTH 080 is NOT required)	ENG 080 w/"C" or higher
4	CIT 220	4	Core	Introduction to Wireless Communications	CIT 102
	SEC 130	4	Core	Introduction to Information Security	CIT 102
	MTH 135	4	GE	College Algebra	MTH 080
5	CIT 210	4	Core	Introduction to Database Administration	CIT 102
	TCT 110	4	Core	Introduction to Data Communications	TCT 100
	SPH 305	4	GE	Speech Communications	ENG 155 w/"C" or higher
6	CIT 230	4	Core	Network Systems Administration I	CIT 102
	SEC 145	4	Core	Intrusion Detection	SEC 130
	POL 210	4	GE	Political Science	None
7	CIT 235	4	Core	Network Systems Administration II	CIT 230
	SEC 250	4	Core	Network Security	SEC 130
	HUM 205	4	GE	History of Civilization	ENG 135 w/"C" or higher
8	CIT 330	4	Core	WANS & Internetworking I	CIT 102
	CIT 360	4	Core	Systems Analysis & Design	CIT 210
	PDT 315	4	GE	Information Literacy & Research Skills	PDT-115; ENG 155 w/"C" or higher
9	CIT 335	4	Core	WANS & Internetworking II	CIT 220 & 330
	CIT 353	4	Core	Introduction to UNIX	CIT 102
	ENG 335	4	GE	Introduction to Literature	ENG 155 w/"C" or higher
10	SEC 255	4	Core	Security Design	CIT 230
	PMT 310	4	Core	Project Management	BUS 101, PDT 315
	ENG 300	4	GE	Professional Writing	ENG 135 w/"C" or higher
11	CIT 340	4	Core	Internet I	CIT 102
	SEC 280	4	Core	Disaster Recovery	BUS 101
	SOC 165	4	GE	Sociology	ENG 080 w/"C" or higher
12	CIT 420	4	Core	Network Management I	CIT 235
	SEC 270	4	Core	Wide Area Network Security	CIT 330
	SEC 300	4	Core	UNIX/Linux Security	CIT 353
13	SEC 305	4	Core	Computer Forensics	SEC 270
	SEC 275	4	Core	Server Security	SEC 270
	PSY 215	4	GE	Psychology	None
14	SEC 315	4	Core	Network Security Management	CIT 420
	PMT 410	4	Core	Senior Project I	PMT 310, 13th Term
	PHL 405	4	GE	Ethics & Legal Issues	ENG 135 w/"C" or higher
15	SEC 330	4	Core	Wireless Security	CIT 220 & 330
	PMT 499	4	Core	Senior Project II	PMT 410 & SPH 305
	PDT 425	4	GE	Career Strategies	PMT 410 & SPH 305
		8		Pre-collegiate Credits	
		120		Core Credits	
		60		General Education Credits	
		180		Total Required (*excluding pre-collegiate courses)	



Bachelor of Science Degree in Telecommunications Technology

Telecommunications is the electronic transmission of information in the form of voice, sound, data, facsimile, picture, or video across a distance from a sender to receiver in a usable and understandable format using either analog or digital techniques. Instant availability of current and pertinent information is the goal of Telecommunications. Every business, organization, and individual has a need for telecommunications professionals.

The program has the following eight areas of focus: general telecommunications, telephony and data communications, wireless technologies, emerging technologies, networking, Internet and intranet technologies, computer information systems, and general education. Voice and data communication, local and wide area network administration, switching systems, computer/telephony integration, Windows, UNIX and LINUX operating systems, broadband, Internetworking, wireless technology, and transport protocols are covered in detail. Project management is also a key part of the Telecommunications program. All core courses include a hands-on lab to maximize the educational experience. Students learn how to integrate the various aspects of telecommunications into practical solutions for today's business and professional environment.

The program also includes business and management courses to prepare students for the growth challenges that will face them in their careers. Students are given the opportunity to explore areas of interest through the requirement of technical and general education electives.

Telecommunications Technology is designed for those students interested in computer hardware, establishing and maintaining network systems, and telephony and data communications. Graduates are prepared for entry-level careers such as Telecommunications Specialist, Computer and Telecommunications Equipment Installer and Repairer, Help Desk Specialist, Information Systems Technical Support Specialist, Network Administrator, Telecommunications Systems Analyst, Network and Traffic Engineer, LAN/WAN Administrator, Voice/Data Analyst, Wireless Communications Specialist, Data Processing Specialist, Information Service Administrator, Router Engineer, Project Manager and other related positions in the technology field.

**Gainful Employment (GE): For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at: <http://mtsierra.edu/programs/tc/gainfulEmployment.php>*

Program Outline Curriculum and Degree Requirements
Bachelor of Science Degree in Telecommunications Technology

Term	Course	Credits	Type	Description	Prerequisite
	ENG 080	[4]	Pre	Evolving English (if required)	None
	MTH 080	[4]	Pre	Basic Math (if required)	None
1	BUS 101	4	Core	Introduction to Business & Lab	None
	PDT 115	4	GE	College Success & Study Skills	None
	ENG 135	4	GE	English Composition (if ENG 080 is NOT required)	ENG 080 w/"C" or higher
2	CIT 101	4	Core	Introduction to PC Hardware	None
	CIT 120	4	Core	Local Area Networks (LANS I)	None
	ENG 155	4	GE	Advanced English Composition (if ENG 080 is NOT required)	ENG 135 w "C" or higher
3	CIT 102	4	Core	Introduction to PC Operating Software	CIT 101
	TCT 100	4	Core	Telecommunications Technology	None
	PHL 145	4	GE	Critical Thinking (if MTH 080 is NOT required)	ENG 080 w/"C" or higher
4	CIT 220	4	Core	Introduction to Wireless Communications	CIT 102
	SEC 130	4	Core	Introduction to Information Security	CIT 102
	MTH 135	4	GE	College Algebra	MTH 080
5	CIT 210	4	Core	Introduction to Database Administration	CIT 102
	TCT 110	4	Core	Introduction to Data Communications	TCT 100
	SPH 305	4	GE	Speech Communications	ENG 155 w/ "C" or higher
6	CIT 230	4	Core	Network Systems Administration I	CIT 102
	TCT 115	4	Core	Introduction to Voice Communications	TCT 100
	POL 210	4	GE	Political Science	None
7	CIT 235	4	Core	Network Systems Administration II	CIT 230
	TCT 200	4	Core	Telecommunications Technology II	TCT 100
	HUM 205	4	GE	History of Civilization	ENG 135 w "C" or higher
8	CIT 330	4	Core	WANS & Internetworking I	CIT 102
	CIT 360	4	Core	Systems Analysis & Design	CIT 210
	PDT 315	4	GE	Information Literacy & Research Skills	PDT-115; ENG 155 w/ "C" or higher
9	CIT 335	4	Core	WANS & Internetworking II	CIT 220 & 330
	CIT 353	4	Core	Introduction to UNIX	CIT 102
	ENG 335	4	GE	Introduction to Literature	ENG 155 w/ "C" or higher
10	TCT 170	4	Core	Intoduction to Electronics	None
	PMT 310	4	Core	Project Management	BUS 101, PDT 315
	ENG 300	4	GE	Professional Writing	ENG 135 w "C" or higher
11	CIT 340	4	Core	Internet I	CIT 102
	TCT 210	4	Core	Voice Over Internet Protocol (VoIP)	CIT 102 & TCT 110
	SOC 165	4	GE	Sociology	ENG 080 w/"C" or higher
12	CIT 420	4	Core	Network Management I	CIT 235
	TCT 215	4	Core	Communication Systems I	TCT 115
	TCT 355	4	Core	Advanced Wireless Communications	CIT 220 & 330
13	CIT 425	4	Core	Network Management II	CIT 420
	TCT 455	4	Core	Fiber optic Communications	CIT 235 & TCT 215
	PSY 215	4	GE	Psychology	None
14	TCT 460	4	Core	Communication Systems II	CIT 235 & TCT 215
	PMT 410	4	Core	Senior Project I	PMT 310, 13th Term
	PHL 405	4	GE	Ethics & Legal Issues	ENG 135 w "C" or higher
15	CIT 445	4	Core	Network Management III	CIT 425
	PMT 499	4	Core	Senior Project II	PMT 410 & SPH 305
	PDT 425	4	GE	Career Strategies	PMT 410 & SPH 305
		8		Pre-collegiate Credits	
		120		Core Credits	
		60		General Education Credits	
		180		Total Required (*excluding pre-collegiate courses)	



Bachelor of Science Degree in Business Administration

With a presence in virtually every sector of the economy, Business Administration continues to be a heavily sought-after skill with universal appeal. When you include the integration of technology into standard business practices, then you have moved into the business of the twenty-first century.

Business Administration graduates have skills fostered by hands-on labs and small classes taught by faculty with years of industry experience. General education courses selected for their applicability to Business Administration create a balance of knowledge. Students study technology challenges that face today's businesses. The result: graduates who are prepared to take on national and international business challenges, grounded in a fundamental and sound understanding of management and technology.

Preparation sets the Mt. Sierra College graduate apart from the competition. Challenging courses emulate future workplace tasks. When that first day on the job arrives, graduates have the confidence and skills to communicate effectively, evaluate strategies, and implement vision.

Graduates with a Bachelor of Science degree in Business Administration are prepared to move into the professional world in entry-level positions such as Administrator, Analyst, Bookkeeper, Accounting Clerk, Human Resources, Project Manager, and Sales Agent or Sales Representative.

**Gainful Employment (GE): For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at: <http://mtsierra.edu/programs/balgainfulEmployment.php>*

Program Outline Curriculum and Degree Requirements
Bachelor of Science Degree in Business Administration

Term	Course	Credits	Type	Description	Prerequisite
	ENG 080	[4]	Pre	Evolving English (if required)	None
	MTH 080	[4]	Pre	Basic Math (if required)	None
1	BUS 101	4	Core	Introduction to Business & Lab	None
	PDT 115	4	GE	College Success & Study Skills	None
	ENG 135	4	GE	English Composition (if ENG 080 is NOT required)	ENG 080 w/"C" or higher
2	CIT 101	4	Core	Introduction to PC Hardware	None
	ECN 150	4	Core	Economics I	None
	ENG 155	4	GE	Advanced English Composition (if ENG 080 is NOT required)	ENG 135 w/"C" or higher
3	CIT 102	4	Core	Introduction to PC Operating Software	CIT 101
	ECN 250	4	Core	Economics II	ECN 150
	PHL 145	4	GE	Critical Thinking (if MTH 080 is NOT required)	ENG 080 w/"C" or higher
4	ACC 101	4	Core	Accounting Basics I	None
	SEC 130	4	Core	Introduction to Information Security	CIT 102
	MTH 135	4	GE	College Algebra	MTH 080
5	ACC 102	4	Core	Accounting Basics II	ACC 101
	CIT 210	4	Core	Introduction to Database Administration	CIT 102
	SPH 305	4	GE	Speech Communications	ENG 155 w/ "C" or higher
6	BUS 150	4	Core	Business Law	None
	MKT 215	4	Core	Marketing I	None
	POL 210	4	GE	Political Science	None
7	ECN 350	4	Core	Managerial Economics	ECN 250, MTH 135
	MGT 310	4	Core	Business Management I	BUS 101
	HUM 205	4	GE	History of Civilization	ENG 135 w/"C" or higher
8	ACC 300	4	Core	Computerized Accounting	ACC 101
	MGT 315	4	Core	Business Management II	MGT 310
	PDT 315	4	GE	Information Literacy & Research Skills	PDT-115; ENG 155 w/ "C" or higher
9	BUS 326	4	Core	eCommerce I	BUS 101
	ACC 350	4	Core	Managerial Accounting	ACC 102
	ENG 335	4	GE	Introduction to Literature	ENG 155 w/ "C" or higher
10	BUS 327	4	Core	eCommerce II	BUS 326
	PMT 310	4	Core	Project Management	BUS 101, PDT 315
	ENG 300	4	GE	Professional Writing	ENG 135 w/"C" or higher
11	FIN 301	4	Core	Finance	ACC 350 & MTH 135
	SEC 280	4	Core	Disaster Recovery	BUS 101
	SOC 165	4	GE	Sociology	ENG 080 w/"C" or higher
12	MGT 420	4	Core	Management Science I	MTH 135
	MKT 460	4	Core	Customer Relationship Management	MGT 310
	MGT 410	4	Core	Human Resource Management	MGT 310
13	MGT 430	4	Core	Management Science II	MGT 420
	BUS 450	4	Core	Business Strategic Management	MGT 310
	PSY 215	4	GE	Psychology	None
14	BUS 480	4	Core	Negotiation Strategies	MKT 215 & SPH 305
	PMT 410	4	Core	Senior Project I	PMT 310, 13th Term
	PHL 405	4	GE	Ethics & Legal Issues	ENG 135 w/"C" or higher
15	BUS 490	4	Core	Leadership: Building & Managing Success Teams	MGT 310
	PMT 499	4	Core	Senior Project II	PMT 410 & SPH 305
	PDT 425	4	GE	Career Strategies	PMT 410 & SPH 305
		8		Pre-collegiate Credits	
		120		Core Credits	
		60		General Education Credits	
		180		Total Required (*excluding pre-collegiate courses)	



Bachelor of Science Degree in Business Entrepreneurship

As a significant contributor of jobs and innovations, entrepreneurship is vital to the stability of the American economy. Having a million dollar idea is one thing, but having the education and skill to execute the idea and turn it into a successful business is another. Enter Mt. Sierra College and the true entrepreneur.

Knowledge is indeed power when starting a new business or when integrating skills with other forward-thinking companies. The Entrepreneurship degree provides students with the skills to both launch a new business or to function successfully in an established corporation that employs entrepreneurial management strategies. As students analyze business strategies and explore how to secure funding, they also learn how to write business plans, develop marketing strategies, and examine potential markets ripe for an entrepreneurial enterprise. Via faculty and networking opportunities, students are introduced to industry innovators who provide invaluable perspectives on starting and operating a business.

Students in the Entrepreneurship Program receive a solid foundation in a variety of business-based courses taught by faculty

with years of professional experience, rounded out with courses in computer and information technology. Classes are designed to enhance an understanding of business and technology assessment, analysis, organizational growth, and management. In addition, students gain a working knowledge of essential computer and information technology. General education courses selected for their applicability to entrepreneurship make up the balance of classes. Hands-on labs and optional faculty-supervised internships put classroom learning into action.

With a bachelor's degree in Entrepreneurship, graduates are especially equipped to start a business of their own or to enter the work force in entry-level positions similar to those in the Business Administration degree including Management or Technical Consultant, Market Researcher, Budget Analyst, Risk Analyst, Sales Analyst or Sales Representative in a variety of fields.

**Gainful Employment (GE): For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at: <http://mtsierra.edu/programs/be/gainfulEmployment.php>*

Program Outline Curriculum and Degree Requirements
Bachelor of Science Degree in Business Entrepreneurship

Term	Course	Credits	Type	Description	Prerequisite
	ENG 080	[4]	Pre	Evolving English (if required)	None
	MTH 080	[4]	Pre	Basic Math (if required)	None
1	BUS 101	4	Core	Introduction to Business & Lab	None
	PDT 115	4	GE	College Success & Study Skills	None
	ENG 135	4	GE	English Composition (if ENG 080 is NOT required)	ENG 080 w/"C" or higher
2	CIT 101	4	Core	Introduction to PC Hardware	None
	ECN 150	4	Core	Economics I	None
	ENG 155	4	GE	Advanced English Composition (if ENG 080 is NOT required)	ENG 135 w "C" or higher
3	CIT 102	4	Core	Introduction to PC Operating Software	CIT 101
	ECN 250	4	Core	Economics II	ECN 150
	PHL 145	4	GE	Critical Thinking (if MTH 080 is NOT required)	ENG 080 w/"C" or higher
4	ACC 101	4	Core	Accounting Basics I	None
	SEC 130	4	Core	Introduction to Information Security	CIT 102
	MTH 135	4	GE	College Algebra	MTH 080
5	ACC 102	4	Core	Accounting Basics II	ACC 101
	CIT 210	4	Core	Introduction to Database Administration	CIT 102
	SPH 305	4	GE	Speech Communications	ENG 155 w/ "C" or higher
6	BUS 150	4	Core	Business Law	None
	MKT 215	4	Core	Marketing I	None
	POL 210	4	GE	Political Science	None
7	ECN 350	4	Core	Managerial Economics	ECN 250, MTH 135
	MGT 310	4	Core	Business Management I	BUS 101
	HUM 205	4	GE	History of Civilization	ENG 135 w "C" or higher
8	ACC 300	4	Core	Computerized Accounting	ACC 101
	MGT 315	4	Core	Business Management II	MGT 310
	PDT 315	4	GE	Information Literacy & Research Skills	PDT-115; ENG 155 w/ "C" or higher
9	BUS 326	4	Core	eCommerce I	BUS 101
	MKT 300	4	Core	Advertising & Public Relations	MKT 215
	ENG 335	4	GE	Introduction to Literature	ENG 155 w/ "C" or higher
10	BUS 327	4	Core	eCommerce II	BUS 326
	PMT 310	4	Core	Project Management	BUS 101, PDT 315
	ENG 300	4	GE	Professional Writing	ENG 135 w "C" or higher
11	FIN 311	4	Core	Finance I for Entrepreneurship	ACC 102 & MTH 135
	SEC 280	4	Core	Disaster Recovery	BUS 101
	SOC 165	4	GE	Sociology	ENG 080 w/"C" or higher
12	MGT 420	4	Core	Management Science I	MTH 135
	MKT 460	4	Core	Customer Relationship Management	MGT 310
	MGT 410	4	Core	Human Resource Management	MGT 310
13	FIN 321	4	Core	Financial Management for Entrepreneurs	FIN 311
	BUS 450	4	Core	Business Strategic Management	MGT 310
	PSY 215	4	GE	Psychology	None
14	BUS 480	4	Core	Negotiation Strategies	MKT 215 & SPH 305
	PMT 410	4	Core	Senior Project I	PMT 310, 13th Term
	PHL 405	4	GE	Ethics & Legal Issues	ENG 135 w "C" or higher
15	BUS 490	4	Core	Leadership: Building & Managing Success Teams	MGT 310
	PMT 499	4	Core	Senior Project II	PMT 410 & SPH 305
	PDT 425	4	GE	Career Strategies	PMT 410 & SPH 305
		8		Pre-collegiate Credits	
		120		Core Credits	
		60		General Education Credits	
		180		Total Required (*excluding pre-collegiate courses)	

Course Descriptions

Course Codes

The course code is a combination of three letters and three numbers. The letters refer to the discipline and the numbers to the level at which the course is commonly scheduled:

080	precollegiate
100	first year
200	second year
300	third year
400	fourth year

Prerequisite

Course that must be successfully completed or a specific condition that must be met prior to registering for the course.

The College reserves the right to change these descriptions at any time and to add, change, or delete courses. Not all courses are offered every quarter.

Code	Discipline
ACC	Accounting
BUS	Business
CIT	Computer Information Technology
DES	Design
ECN	Economics
ENG	English
FIN	Finance
GAM	Gaming
HUM	Humanities
INT	Internship
MGT	Management
MKT	Marketing
MTH	Mathematics
PDT	Professional Development
PHL	Philosophy
PMT	Project Management
POL	Political Science
PSY	Psychology
SEC	Security
SOC	Sociology
SPH	Speech
TCT	Telecommunications

Accounting

ACC-101 | Accounting Basics I

Prerequisite(s): None

In this course, students learn the fundamentals of daily business operations, bookkeeping, setting up a general ledger, and related systems: accounts payable, accounts receivable, and payroll. Students will integrate basic accounting concepts through practice in creating journals, ledgers, financial statements, and reconciling checking and cash accounts.

Credit Hours: 4

Lecture: 4 hours

ACC-102 | Accounting Basics II

Prerequisite(s): ACC-101

This course covers accounting for promissory notes payable & receivable and the related interest calculations; the valuation of accounts receivable and inventories and property, plant & equipment, including depreciation methods and calculations; the fundamentals of partnership and corporation accounting; understanding & preparing a statement of cash flows and a basic understanding of financial statement analysis.

Credit Hours: 4

Lecture: 4 hours

ACC-300 | Computerized Accounting

Prerequisite(s): ACC 101

Students set up, build and maintain an accounting system in a hands-on learning environment. Additionally, students learn to work with a company's chart of accounts, bank deposits, write & print checks, prepare bank reconciliations, invoicing, accounts payable & accounts receivable, inventory, payroll, prepare company financial statements and various other bookkeeping and accounting tasks.

Credit Hours: 4

Lecture: 4 hours

ACC-350 | Managerial Accounting

Prerequisite(s): ACC-102

In this course, students are introduced to effective ways to use accounting to make quantitative business decisions. Topics explored will include direct and indirect labor, overhead, capital budgeting, variance analysis, cost analysis, net present value, and internal rate of return.

Credit Hours: 4

Lecture: 4 hours

Business

BUS-101 | Introduction to Business and Lab

Prerequisite(s): None

This course provides an overview of a business entity's production, financial and marketing functions. Students examine planning, organizing, leading, and controlling theories, and explore economic, cultural, political, and technological factors. Students are introduced to basic office software applications in hands-on lab exercises.

Credit Hours: 4

Lecture: 3 hours

Lab: 2 hours

BUS-150 | Business Law

Prerequisite(s): None

Students are introduced to the concepts and principles of common law and legal systems. Law contracts, torts and sales used in business transactions are also covered. An overview of international legal principles and current issues will be included.

Credit Hours: 4

Lecture: 4 hours

BUS-326 | eCommerce I

Prerequisite(s): BUS-101

This course introduces business-to-business (B2B) concepts, business-to-customer (B2C) concepts, and electronic and wireless transactions of commerce on a global scale. Students will learn about the availability of products and services, secure payment processing, order transaction and fulfillment, and security.

Credit Hours: 4

Lecture: 4 hours

BUS-327 | eCommerce II

Prerequisite(s): BUS-326

This course is a comprehensive overview of the decisions necessary to bring a business online. It will focus on the identification of major functions of various types of e-business related application programs. It will also discuss the tools needed for appropriate consideration of current and future software and hardware, selection of a business model, acceptance of payment, marketing strategies, security, and other important issues.

Credit Hours: 4

Lecture: 4 hours

BUS-450 | Business Strategic Planning

Prerequisite(s): MGT-310

Business strategy development and policy formulation is the primary focus of this course. The functions and responsibilities of senior management, issues that affect the success of the

enterprise, profitability, and decisions that shape the future of business organization are examined.

Credit Hours: 4
Lecture: 4 hours

BUS-480 | Negotiation Strategies

Prerequisite(s): MKT-215; SPH-305

In this course, students will learn the fundamentals of successful negotiation practices. Students will learn to clearly identify the dynamics of a given situation, create coalitions, manage internal decision making, effectively persuade others, organize a deal cycle, and create strategic alliances.

Credit Hours: 4
Lecture: 4 hours

BUS-490 | Leadership: Building & Managing Success Teams

Prerequisite(s): MGT-310

In this course, students will explore major theories and research on leadership and managerial effectiveness in organizations. Students will review elements of effective leadership and will explore areas such as transformational leadership, influence processes, leading teams, and leading change.

Credit Hours: 4
Lecture: 4 hours

Computer Information Technology

CIT-101 | Introduction to PC Hardware and Lab

Prerequisite(s): None

Students receive in-depth exposure to computer hardware while learning to build and maintain computers. This course will enable students to understand the functionality of hardware and software components as well as suggested best practices for maintenance and safety issues. An introduction to networking is also covered. Students will assemble and configure a computer, and troubleshoot hardware and software problems in the hands-on lab.

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

CIT-102 | Introduction to PC Operating Software and Lab

Prerequisite(s): CIT-101

Students study multiuse/multitasking operating systems to understand how operating systems work with computer hardware. The course covers managing and troubleshooting today's popular operating systems, as well as managing computer memory and support hard drives and printers. The hands-on lab will help students learn how to select an operating system and install it on a hard drive. Also covered is the use of utilities

to troubleshoot computers and upgrade operating systems.

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

CIT-103 | Introduction to Computers for Game Design and Lab

Prerequisite(s): None

This introductory course explores computer concepts such as hardware, software, the Internet, digital communication, storage devices and capacities, file management, networking and sharing, file types, and maintenance and security. In addition to core computer proficiencies, students will gain a professional comfort in composing word processing, spreadsheets, and presentation documents. The course will also focus on industry related materials such as sound, video, and interactive technologies. Course instruction will incorporate hands-on exercises to maximize the students' learning outcomes.

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

CIT-120 | Local Area Networks (LANs) I and Lab

Prerequisite(s): None

Introduction to the building blocks, components, technology, standards, and characteristics of local area computer networking is the primary focus of this course. Following the introduction of the basic concepts of networks and network system administration, students build a foundation in current networking technologies. The course provides the knowledge necessary to perform post-installation and day-to-day administration in a single-domain and multiple-domain Windows based network. In the hands-on lab students will identify features of major networking concepts, create and customize user and group accounts, administer rights and polices, and configure the user environment.

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

CIT-140 | Programming Fundamentals I and Lab

Prerequisite(s): CIT-101 or CIT-103

This course provides an introduction to fundamental programming concepts. Students will learn flowcharting, logic, elements of object-oriented design, and basic coding theory using today's popular programming and scripting languages. Various types of object-oriented programming and scripting applications will be covered. Lab exercises include the processes involved in writing and debugging computer programs and scripts.

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

CIT-180 | C++ Programming I and Lab

Prerequisite(s): CIT-140

This course provides the introduction to C++ programming, including top down planning, structured programming and modular design using conditional branching, looping, switch statements, operations of arrays and functions. Topics covered include number system, structure of C++ programs, syntax, comments, header files, variable types, programmed decision blocks, logical operators, formatted I/O, library functions, pointer arithmetic, data files, and dynamic memory allocations. Students improve programming techniques using seven steps: defining the program objective, designing the program, writing the code, compiling, running the program; testing/debugging the program, and maintaining/modifying the program. Lab exercises include designing, writing, and debugging C++ programs.

Credit Hours: 4

Lecture: 3 hours

Lab: 2 hours

CIT-210 | Introduction to Database Management and Lab

Prerequisite(s): CIT-102

Concepts and objectives of a successful database management system (DBMS) are covered in this course. The objectives are to learn the purpose of database technology, understand the components of DBMS, develop skills to model user requirements using entity-relationships (top-down) or semantic-objects (bottom-up), explain data normalization, and understand the role of data and database administration. Also presented are concepts of database integrity and SQL language. Case studies are used to emphasize the DBMS concepts, through the use of case studies. Students are provided real-world problems, in a laboratory setting, on implementing key concepts of database management. Students have opportunities to develop and implement various aspects of database administration using systems used in modern business applications.

Credit Hours: 4

Lecture: 3 hours

Lab: 2 hours

CIT-220 | Introduction to Wireless Communications and Lab

Prerequisite(s): CIT-102

An introduction to wireless protocols is provided for the design and management of local area networks as well as wide area networks. Students also cover topics ranging from general wireless networking to specific protocols, services and applications. Students receive applied practice in designing wireless local area networks and wide area networks utilizing appropriate protocol services, applications and utilities.

Credit Hours: 4

Lecture: 3 hours

Lab: 2 hours

CIT-230 | Network Systems Administration I and Lab

Prerequisite(s): CIT-102

This course covers network administration skills such as how to identify and upgrade software and hardware, simple and custom network operating system installation, configuration of current network operating systems, and optimization of system performance. Lab experience includes implementing directory services, selecting the most suitable directory services structure for a given business situation, identifying the issues involved in planning an effective directory services structure, analyzing and optimizing servers, creating a measurement baseline by collecting data log files and viewing reports.

Credit Hours: 4

Lecture: 3 hours

Lab: 2 hours

CIT-235 | Network Systems Administration II and Lab

Prerequisite(s): CIT-230

Setup, configuration, use, and support of TCP/IP and other network services on operating systems such as Microsoft Windows 20XX servers are covered in the lecture portion of this course. Students will install and configure servers based on current Windows Server operating systems, identify the network and host ID, install roles and services used in modern networks, and configure computers running Windows server.

Credit Hours: 4

Lecture: 3 hours

Lab: 2 hours

CIT-240 | Programming Fundamentals II and Lab

Prerequisite(s): CIT-140, PHL-145

This course focuses on writing, compiling, debugging, and executing computer programs and scripts. Students will follow top-down design and modular development techniques to create objects, events, through polymorphism, inheritance, and other methods. Lab exercises include creating and manipulating objects using popular object-oriented programming and scripting languages.

Credit Hours: 4

Lecture: 3 hours

Lab: 2 hours

CIT-275 | Visual Basic and Lab

Prerequisite(s): CIT-180

This course covers how to create sophisticated Visual Basic applications capable of solving business problems. In addition, the events-driven programming model is described. Students will create an application with forms and add functionality for multiple events, as well as functions and sub-routine procedures.

Credit Hours: 4

Lecture: 3 hours

Lab: 2 hours

CIT-315 | Database Administration I and Lab

Prerequisite(s): CIT-210

This course covers database administration topics, including installing and configuring the database, managing database components such as tables, queries, reports, managing database access/security, assigning user permissions, backing up and restoring databases, backing up and restoring considerations, and importing and exporting data. Oracle or MS SQL is the platform used to explain the above objectives. Designed databases are used to explain some of the important concepts studied in this course. The labs are designed to create databases, tables, queries, and reports. Students have hands-on opportunities to administer databases that are in common use in the modern business environment.

Credit Hours: 4

Lecture: 3 hours

Lab: 2 hours

CIT-325 | C++ Programming II and Lab

Prerequisite(s): CIT-180

Introduction to the basics of using C++ for object-oriented programming (OOP), Input/output (I/O) streams; I/O manipulators; file I/O; function and operator overloading; classes, objects, constructors, destructors and friend functions; inheritance, polymorphism, and composition; virtual base classes, virtual functions and templates are studied. Labs focus on how to create OOPS programs using association of data structures with operation.

Credit Hours: 4

Lecture: 3 hours

Lab: 2 hours

CIT-330 | Wide Area Networks (WANs), Internetworking I and Lab

Prerequisite(s): CIT-102

The course provides instruction in the fundamentals of interconnecting computer networks and transporting data, voice, and video applications outside a local area via common carrier lines. Interconnectivity equipment including bridges, routers, gateways and switches as well as Internetworking devices, the OSI reference model, data-link protocols, and network protocols are considered. Students learn to optimize server-to-server network traffic, identify generated scenarios in a CISCO environment, and identify the functions of routers in networking components and distributed networking components.

Credit Hours: 4

Lecture: 3 hours

Lab: 2 hours

CIT-335 | Wide Area Networks (WANs), Internetworking II and Lab

Prerequisite(s): CIT-220; CIT-330

This course provides an in-depth look at network support professionals who install, configure, customize, and support

CISCO operating systems. Also discussed are routing concepts and networking utilities provided by various vendors. In the laboratory portion of the course, students are offered hands-on opportunities to install, configure and support a variety of routers. Students learn to troubleshoot and handle common problems in LAN, WAN, and wireless applications.

Credit Hours: 4

Lecture: 3 hours

Lab: 2 hours

CIT-340 | Internet I and Lab

Prerequisite(s): CIT-102

This course provides instruction on Internet features, services, and capabilities of the Internet. Browsers, search engines, Internet Service Providers, specialty sites, and the World Wide Web will be studied to facilitate designing and publishing web home pages. How to author, design, and publish web pages will be explored, as well as evolution of the Hyper Text Mark-up Language (HTML), dHTML, CSS, and Javascript. Students will create and design their own web site and home pages using text editors, HTML Editors, HTML, word processor add-ons, and conversion tools. Students will explore, in an experiential way, business and personal applications of effective website and Internet applications.

Credit Hours: 4

Lecture: 3 hours

Lab: 2 hours

CIT-345 | Internet II and Lab

Prerequisite(s): CIT-340

This course expands on the services and capabilities of the Internet by focusing on Internet Commerce. Topics such as design, revenue, and security will be covered. Students will design e-commerce websites using the tools covered in CIT 340, Internet I, as well as modules designed to handle payment, shipping and security.

Credit Hours: 4

Lecture: 3 hours

Lab: 2 hours

CIT-353 | Introduction to UNIX and Lab

Prerequisite(s): CIT-102

This course is designed to familiarize technical and non-technical students with operating and networking systems other than Microsoft. The student is introduced to the multi-user, multi-tasking operating system UNIX/LINUX through the examination of its features and analyzing applications. Application of UNIX operating commands occurs in a hands-on environment. Students will be able to apply theory to a practical application of UNIX operating system features.

Credit Hours: 4

Lecture: 3 hours

Lab: 2 hours

CIT-360 | Systems Analysis and Design and Lab

Prerequisite(s): CIT-210

This course covers tools and techniques used in systems analysis, design, and project management. Topics include preparation of system specifics, detailed system design, Gantt charts, Performance Evaluation and Review Technique (PERT), and data flow diagrams. Practical discussions of alternative forms of input, output, processing, storage and telecommunications, as well as methodology for analyzing business needs, designing appropriate solutions, and managing their implementations are also covered. Design model standards such as Windows Open Services Architecture (WOSA) and Common Object Request Broker Architecture (CORBA) are previewed. Case studies are used to evaluate the different methods of analyzing the flow of data, using the information presented in the laboratory portion of the course. Students are given practical experience in analyzing the effectiveness of various systems using a variety of computerized applications.

Credit Hours: 4

Lecture: 3 hours

Lab: 2 hours

CIT-370 | UNIX Scripting and Lab

Prerequisite(s): CIT-180; CIT-353

Application of UNIX and Linux popular scripting languages is the focus of this course. Students will develop an understanding of the shell, including various commands and syntax and all available major text filtering tools. Students gain practical experience in basic and advanced shell programming techniques. Students will use scripting languages in the development of actual programs.

Credit Hours: 4

Lecture: 3 hours

Lab: 2 hours

CIT-390 | UNIX Systems Administration and Lab

Prerequisite(s): CIT-370

This course addresses UNIX/Linux administration, command line tools, and troubleshooting system-level problems. Students will gain practical experience as a UNIX Administrator by actually administering UNIX/Linux and developing problem solving strategies in a real world environment.

Credit Hours: 4

Lecture: 3 hours

Lab: 2 hours

CIT-405 | Structured Query Language (SQL) and Lab

Prerequisite(s): CIT-180; CIT-315

The course covers high performance database management systems designed to meet the demanding requirements of distributed client/server computing, supporting very large databases through its integration with Open Database Connect tech-

nology. Students learn to write and execute SQL code using Microsoft or Oracle tools. Students put into practice database design, indices, joins, sub queries, views, data integrity, creating and filtering a database, selecting data, sorting, grouping and joining tables.

Credit Hours: 4

Lecture: 3 hours

Lab: 2 hours

CIT-420 | Network Management I and Lab

Prerequisite(s): CIT-235

This course provides the skills to plan and implement network operating systems. Topics cover proper use of networking protocols, as well as networking services such as DHCP, DNS, WINS, RAS, IP Routing and IP Security. Using Windows 20XX, students will design, implement, and support the server in a multi-domain enterprise environment. Students will create a measurement baseline by collecting data, creating log files, and viewing the reports of the log files. Students participate in hands-on use of OSI-based network management software and other network management platforms.

Credit Hours: 4

Lecture: 3 hours

Lab: 2 hours

CIT-425 | Network Management II and Lab

Prerequisite(s): CIT-420

This course covers the business implications of network management. It examines the different management reference models, such as Fault, Configuration, Accounting, Performance, and Security (FCAPS). An understanding of the building blocks of network management and their purposes, as well as assessing of the implications and impact of management technologies and putting them into perspective will also be covered. The course will prepare the student for decisions about network management that require an understanding for the overall network picture. Students are provided a hands-on opportunity to install network management software and MIB browsers, monitor network and device health, and map-out existing networks.

Credit Hours: 4

Lecture: 3 hours

Lab: 2 hours

CIT-445 | Network Management III and Lab

Prerequisite(s): CIT-425

This course continues concepts learned in CIT-420, Network Management I, by focusing on applied network management functions. This course includes configuring, administering, and troubleshooting services available within a network infrastructure such as DNS, DHCP, RIP, RAS, as well as active directory objects such as users and groups. Students are provided a hands-on opportunity to configure routers, build an intranet-

work with multiple networks and routing protocols utilizing a variety of media.

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

CIT-455 | Database Administration II and Lab

Prerequisite(s): CIT-315; CIT-405

This course presents an Oracle or Microsoft relational database management system for client/server application development. The fundamentals of design concepts including concerns and problems are presented. Students perform a number of exercises designed to teach the basic tools of Oracle or Microsoft, including table and index creation, screen and report generation, and SQL load utilities; and are given an overview of embedded SQL. Query optimization and database recovery are also covered.

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

Design

DES-100 | Design Basics and Lab

Prerequisite(s): None

This course is an overview of basic design principles and the considerations involved in graphic design/visual communications theory—making meaningful, creative visual messages, presented for information, identification, persuasion and entertainment use. The course introduces techniques of conceptualization, design, and production that can be applied to general visual communication and applications commonly used by professionals in the design industry.

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

DES-102 | Typography/Layout and Lab

Prerequisite(s): DES-120; DES-130

This course introduces students to the basics of layout and typography using the elements and fundamentals of design. The skills necessary to design and produce basic to complex page layouts, whether for print or digital delivery, will be covered. Page composition tools will be used to solve problems encountered in publication design.

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

DES-103 | Digital Photography and Composition and Lab

Prerequisite(s): DES-100 and DES-140

The class will explore, but will not be limited to, the digital

aspects of photography. Photography is studied for its functional aesthetic values, and for its role in the world of art and design. Emphasis is placed on the creative approach to picture taking and making. Students are introduced to many types of photographic styles and techniques. Hands-on control of photo equipment and techniques, experimentation, problem solving, and portfolio development are critical to the course.

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

DES-105 | Fundamental Drawing and Lab

Prerequisite(s): None

This course is an introduction to the fundamentals of drawing in a variety of media. Students will explore the elements of art, the principles of composition, perspective and the development of observational, motor and creative skills. Emphasis will be on black and white media.

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

DES-106 | Digital Painting and Lab

Prerequisite(s): DES-105; DES-140 or CIT-103

The Digital painting class covers the exciting world of painting and how it applies to Film, Animation, Games and Motion Graphics. With an emphasis on construction of form, dramatic light and shadow, color theory, 1,2,3 point perspective, atmospheric perspective, environments, character illustration, fundamental design principles, texture, and surface creation. Traditional and technical principles applied for dynamic production Illustrations with Concept art, Environments, 3D and 2D textures, and character painting.

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

DES-107 | Life Drawing and Lab

Prerequisite(s): DES-105;

This course covers life drawing and visualization. Line and value drawing will be explored, utilizing models and objects. The elements of design will be emphasized when observing still life settings and during the production of rendered images.

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

DES-108 | Perspective Drawing and Lab

Prerequisite(s): DES-107

This course covers perspective drawing and visualization. This course presents 1-, 2-, 3-point perspective as well as basic visualization techniques utilizing traditional drawing instruments. Line and value drawing will also be explored utilizing objects.

The elements of design will be emphasized when observing still-life settings and when producing the rendered image. (Note: This course is scheduled to be retired and be replaced with DES 105.)

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

DES-120 | Digital Illustration I and Lab

Prerequisite(s): DES-100; DES-107; DES-140

This course will cover the industry standard digital illustration tools used in the visual communications area. The fundamental concepts of professional illustration, logo production and label design are covered. The design and illustration process is emphasized in the construction of portfolio level illustrations.

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

DES-121 | Digital Illustration II and Lab

Prerequisite(s): DES-120

This course covers computer illustration in the vector environment, furthering the knowledge and skills presented in Digital Illustration I. Students will develop aesthetic and communication skills that will be used to create illustrations and visual concepts used in the art and design industry. The course will also study the style and philosophies of other artists and illustrators. The development of a personal style will be encouraged.

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

DES-130 | Digital Imaging I and Lab

Prerequisite(s): DES-100/GAM-100; DES-107; DES-140/CIT-103

This course will cover the core, industry standard digital imaging tools used in the visual communications area. The fundamental concepts of professional imaging, the basics of bitmapped image manipulation, and digital output resolution requirements for print and multimedia is also discussed. The design development and production process are reinforced in the construction of a variety of compositions.

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

DES-140 | Introduction to Macintosh Computers and Lab

Prerequisite(s): None

Students learn the operation of Macintosh computers and computer basics such as booting up the computer, mouse functions, and desktop environments. Instruction covers Macintosh operating systems, iLife, Microsoft Office Suite, and

the Internet. Focus will be placed on how to set up and manage files, how to move in and out of various programs, and how to manage memory and extensions. Other topics that will be discussed include scanner operation, disk drives, CD-ROMs, DVDs, sound and movie player operations, and configuration of peripheral devices.

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

DES-201 | Identity Design and Lab

Prerequisite(s): DES-121; DES-231

This course offers an introduction to the principles of symbol, trademark, and iconography design. The development of corporate identity systems, color and typographic considerations, and motion/sequential applications will also be covered.

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

DES-202 | Information Design & Lab

Prerequisite(s): DES-100; ENG-155; PHL-145

This course will refine the design techniques, as well as concentrate on compositional organization, information architecture and pre-visualization. Visualization techniques using different media and new techniques of drawing and compositing will be explored to produce various solutions to visual communication problems. The course will explore the ways in which design plays an important role to help clarify, illuminate, or instruct.

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

DES-210 | Animation and Lab

Prerequisite(s): DES-107

Background, techniques, and tools of basic animation such as squash and stretch, secondary action, anticipation, exaggeration, timing, staging, arc motion, and perspective. While concentrating on character development, the course also introduces pencil-test/camera recording for animation. Focus includes key frame-based digital animation tools and motion as an expressive design component.

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

DES-230 | Digital Imaging II and Lab

Prerequisite(s): DES-130

Students continue the development of skills and techniques using industry standard digital imaging tools. The course also covers digital imagery as required in real production situations as well as more advanced image manipulation tools in the use of vector graphic, photo retouching, and filters. The design

development and production process are reinforced in the construction of professional compositions. In addition, the course includes detailed coverage of the output of various file formats.

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

DES-231 | Digital Imaging III and Lab

Prerequisite(s): DES-230

This class covers more advanced skills using Adobe Photoshop, focusing on technique and style to produce enhanced digital images. Advanced photo retouching, vector tools and manipulation techniques such as those used to produce professional quality output are also covered. Output for print, motion graphics, and web graphics will be covered as well.

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

DES-240 | Sound I and Lab (Audio Fundamentals)

Prerequisite(s): DES-140 or CIT-103

Audio Fundamentals is a general overview of sound physics, technologies, and creative applications. This course provides an opportunity to learn audio production through demonstrations and hands-on productions. Students are introduced to the science and physics of sound, providing a foundation for the understanding of the design and use of sound technologies. Acoustics and psychoacoustics are explored for greater knowledge of how sound makes us feel, both physically and mentally. Recording sounds in the studio and in the field, loop based music, ADR, sound editing, asset management, mixing and processing, and mixing tracks using non-destructive techniques utilizing professional equipment and software. This course will also review compression techniques and technologies that must be considered for sound production for the web, video, film, and gaming.

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

DES251 | Web Design I and Lab

Prerequisite(s): DES-231

This course is an introduction to the world of Web Design. From building web pages, integrating media, optimizing web imagery, to publishing sites for live viewing— students will gain the foundation necessary to begin creating web projects that are well-formed and meet the modern demands of a rapidly growing industry.

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

DES-261 | Interactive Media I and Lab

Prerequisite(s): DES-120; DES-210; DES-251

An introduction to interactive design techniques and screen-based considerations. Techniques and concepts of interactive navigation and usability will be covered. Information, interaction, and presentation design are also explored through practical projects using graphics, sound, and text to enhance animation. User interface design principles and heuristics, user experience design, HCI and usability will be introduced.

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

DES-280 | Digital Video and Lab

Prerequisite(s): ENG-260; DES-230

Students are given an overview of video technologies, equipment and production techniques. Students are taught the principles of video production through demonstrations and hands-on production. Students will produce digital video projects to support in-class learning. The production techniques that are explored include the use of the camera, lenses, lighting, and sound equipment. Editing procedures and techniques in the post-production phase are fully examined and practiced. Students gain a thorough understanding of the video and audio formats including some basic video engineering principles as to what constitutes acceptable broadcast and audio levels. Students learn compression and decompression technologies, master video editing software, and learn the basics of copywriting.

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

DES-302 | Advanced Typography and Lab

Prerequisite(s): DES-102, DES-121; DES-231

This course is dedicated to both the creative as well as the functional possibilities of letters, words and text in graphic design. Students will be encouraged to build upon their layout skills with the relevant software, and to develop their own unique aesthetic and design sensibility through a series of portfolio-driven projects. Course will also include exercises and analysis of typographic solutions, with in-depth discussions of typographic masters and their work.

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

DES-351 | Web Design II and Lab

Prerequisite(s): DES-251; DES-302

This Intermediate Web Design course delves deeper into the world of Web Design. In addition to content and appearance, students are challenged to generate and manage the behavioral aspects of web applications. From simple rollovers to drop down menus, students will gain a firm grasp of how to wield

these technologies to create more compelling and rich web sites. This course offers a combination of both lecture and hands-on lab to enhance the student's comprehension of course concepts and materials.

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

DES-361 | Interactive Media II and Lab

Prerequisite(s): DES-261; DES-351

This course builds on visual and interactive design concepts previously explored in the Interactive Media I course. Industry standard design tools will be utilized to approach interactive design projects. Focusing on mobile as well as desktop environments, students will further their understanding of user interface design principles and heuristics, user experience design, HCI and usability considerations. Techniques utilized for responsive design and mobile interfaces will be discussed.

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

DES-370 | Motion Graphics I and Lab

Prerequisite(s): DES-230

This course provides instruction in the history, technology and design of motion and the graphic image. Working with scanned images, graphics, text and video, the process of developing a motion concept will be emphasized to produce complete motion sequences. Projects may include title sequences, commercials, TV bumpers and news graphics and other motion graphic applications. Lab exercises will be conducted to prepare students for the larger portfolio projects.

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

DES-371 | Motion Graphics II and Lab

Prerequisite(s): DES-370

This course will focus on the communication of type, image and motion. The fundamental skills of using motion-based software will be brought to production level, preparing students for working in the motion graphics industry. Utilizing the design process, students will develop mastery over the industry-standard motion software to create portfolio pieces that will illustrate their artistic and storytelling abilities. Hands-on exercises are engineered to teach and support the design and technical aspects of visual communication using motion, sound and light, and time.

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

DES-390 | 3-D Principles I and Lab

Prerequisite(s): DES-210; DES-120; DES-130

This course introduces the principles of 3D modeling. Using Autodesk Maya, students will learn the tools needed to create efficient models using both polygons and NURBS, and build a solid foundation for working in 3D and perspective.

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

DES-391 | 3-D Principles II and Lab

Prerequisite(s): DES-230; DES-390

This course builds upon the techniques of 3-D modeling, covering aspects of lighting, camera and animation. This course will also cover object metamorphosis, hierarchical motion description, motion paths, and rendering and exporting animations to other environments.

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

DES-400 | Publication Design and Lab

Prerequisite(s): DES-302; HUM-240

This course is concerned with the design considerations and problem-solving aspects of editorial layout and the interplay of typographic and pictorial components pertaining to magazines, brochures, corporate literature, books manuals, catalogs and the like. Students will generate original concepts for publication prototypes including working with actual copy and be given professional marketing/demographic strategies to better assimilate real-world working conditions.

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

DES-403 | Packaging Design and Lab

Prerequisite(s): DES-302

Students participate in a workshop course concentrating on the development of effective, sales-driven design solutions followed through to mocked-up prototypes for various areas of packaging and product displays. Product marketing, merchandising, and branding will also be covered.

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

DES-404 | Pre-Press Design and Lab

Prerequisite(s): DES-351

This course will cover the principles of color and prepress file preparation. The course includes preparing image files known as preflight output, as well as importing and exporting of files from imaging and layout software, and other applications to

image setters. The problems with output files, as used in service bureaus to produce complex and sophisticated digital images for print, are also addressed.

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

DES-410 | Senior Thesis I

Prerequisite(s): DES-463 or DES-482; PDT-315

In this course students continue portfolio work and demo reels begun in Portfolio Workshops, for use in the pursuit of their professional careers. Students will create and refine projects for the express purpose of generating a professional portfolio.

Credit Hours: 2
Lecture: 2 hours

DES-412 | Senior Thesis II

Prerequisite(s): DES-410

This course continues the development of student created portfolios and demo reels. Emphasis will be placed on adding sufficient demonstration material to be prepared to enter the marketplace.

Credit Hours: 2
Lecture: 2 hours

DES-420 | Special Effects I and Lab

Prerequisite(s): DES-482 & DES-490 or GAM-356

This course will survey the tools and techniques to successfully create a spectrum of effects-based animation in computer-generated imagery (CGI), using 3D software. Students will create environmental performances such as water, fire, explosions, and destruction. The course will expose the advancing 3d animation student with all aspects of digital effects animation, including particles, dynamics, and fluids.

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

DES-421 | Special Effects II and Lab

Prerequisite(s): DES-420

Through lectures, discussions, screenings, and hands-on projects students will gain an in-depth understanding of visual effects processes and visual language for moving media. Topics include matte painting, animatronics, make-up effects, traditional and digital animation, physical effects, compositing, opticals, script breakdown, and effects photography. The course addresses both the processes and the art of visual effects. Defining and integrating the entire range of skills necessary to produce visual effects for any moving media including games, television, film and the Internet.

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

DES-440 | Sound II and Lab (Sound Design for Film, Television, and Digital Media)

Prerequisite(s): DES-240, DES-280

Sound for Film, Television, and Digital Media introduces professional techniques in the recording of production tracks with actors on the set, on location as well as in the recording studio. Students will gain a more advanced understanding of the technical and aesthetic aspects of sound and conduct an examination of recording and mixing music, recording double system sound for video and film productions. Post-production techniques used in video and filmmaking, effects editing, ADR (dialog replacement), processing, sweetening and Foley are also explored. Students will learn the skills in advanced stereo and surround sound multi-track mixing and mastering techniques for film and video production.

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

DES451 | Web Design III and Lab

Prerequisite(s): DES-351; DES-261

This course continues to build upon the concepts and skills previously explored in Web Design I and II, adding a new dimension – Mobile Design. Students polish their understanding of content, appearance and behavior by designing websites that fit several devices (e.g. smart phones, note pads, desktop screens). By creating more versatile solutions, the student can generate websites that are more accessible, more user friendly, and less maintenance. This course offers a combination of both lecture and hands-on lab to enhance the student's comprehension of course concepts and materials.

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

DES-453 | Digital Publishing and Lab

Prerequisite(s): DES-351, DES-400

This course covers the creation of electronic publications made possible by interactive digital publishing tools. Students will explore the relationships between tradition and innovation, history and the constant evolution of technological and aesthetic trends in publication design. Theory and practice will be explored in the creation of dynamic layout design infused with media-rich material over various platforms.

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

DES-463 | Interactive Media III and Lab

Prerequisite(s): DES-361; DES-451

This course covers the scripting languages of interactive applications for handheld devices. Students explore design strategies for user engagement, as well as planning of tasks of interaction design to create interface orientation, navigation, usability,

accessibility, and functionality. Emphasis is placed on the effective organization of information on the computer screen and on interface designs that provide effective feedback and user engagement while maintaining consistency, simplicity, and ease of operation.

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

DES470 | Motion Graphics III and Lab

Prerequisite(s): DES-371

This course employs advanced techniques in motion design to further develop and communicate meaningful content. Utilizing type, graphics and images students will acquire mastery in the use of motion to convey meaning. Advanced skills in dynamic typography, paint, puppetry, layering, 3D space, and effects will be refined to a professional level. Using industry standard motion-based software students will produce professional level portfolio pieces.

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

DES471 | Dynamic Web Media I and Lab

Prerequisite(s): DES-451

This course focuses on a deeper understanding of Web Design technologies by introducing relational database management systems and their impact on dynamically driven websites. The course will focus on designing web databases and interfacing with the data stored in these tables to present interactive information through a web browser. Hands on lab exercises will include creation of web applications employing a database. Topics include database design, relational tables, database connections, database queries, Content Management Systems (CMS), and multimedia related assets.

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

DES472 | Dynamic Web Media II and Lab

Prerequisite(s): DES-471

This course brings all of the foundational web concepts under one roof to see how these technologies can coexist within web projects, while exploring their strengths and weaknesses in practice. The course will also examine Content Management Systems, giving clients the ability to make changes to pre-defined aspects of their website.

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

DES-480 | Digital Video II and Lab

Prerequisite(s): DES-280

This course emphasizes production towards the finished product. Students are taught more principles of video production through demonstrations, hands-on production and critical analysis. Students learn additional professional techniques in production: multi-camera in television and film, EFP and ENG. Projects produced in this course are combining all the techniques and skills achieved in the previous courses including sound, motion graphics and design work. These videos will be completely written and thoroughly storyboarded in the pre-production phase. Projects may be commercial, informational, documentary or narrative. Students will begin to explore scriptwriting for film and television.

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

DES-481 | Digital Video III and Lab

Prerequisite(s): DES-480

The goals of this course are to develop the student's ability to express original ideas on video and to instill a thorough understanding of the technical and aesthetic aspects of video production. Students are now required to produce a longer form of digital video in any genre. Students develop more of their skills in directing, working with actors, set design, advanced lighting and camera techniques. Students learn how to plan, budget and schedule a major video production and gain some insight into the business of video, film and broadcasting. Students wishing to move on to the video thesis project will begin to develop their ideas and scripts in this class. The best of the student work may be entered in festivals around the country.

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

DES-482 | Compositing and Effects and Lab

Prerequisite(s): DES-371; DES-391; DES-481

This course covers methods of compositing imagery from diverse sources into a convincing visual effects shot. Students will go "beyond the buttons" and learn how and why a composited effects shot is believable. Source material will include 3D and 2D computer generated images, live action, and still photography. Advanced skills in color keying, matting, layering, image manipulation, effects creation, lighting effects, color correction, tracking, painting, retouching and rotoscoping will be used to produce professional level portfolio pieces.

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

DES-490 | 3-D Principles III and Lab

Prerequisite(s): DES-391

This course fully explores the higher-level animation capabilities of 3-D, directing students in the development of concept through execution of the 3-D animation. Students will gain a thorough understanding of the entire process of 3-D animation and be able to integrate 3-D technology in a variety of other media.

Credit Hours: 4

Lecture: 3 hours

Lab: 2 hours

Economics

ECN-150 | Economics I

Prerequisite(s): None

This course provides an introduction to Economics presenting the basic interactions of individuals, firms and government in a market-oriented economy. The course includes analysis of supply and demand, scarcity, market prices, interest rates, and the role of monetary and fiscal policies in promoting economic growth and stability.

Credit Hours: 4

Lecture: 4 hours

ECN-250 | Economics II

Prerequisite(s): ECN-150

Students learn the principles of pricing cost analysis, aggregate economic analysis, marketing systems, and international trade and policies.

Credit Hours: 4

Lecture: 4 hours

ECN-350 | Managerial Economics

Prerequisite(s): ECN-250; MTH-135

In this course, students will study different markets and the businesses that function within those markets. The decision making process will be explored with special emphasis on marginal analysis, opportunity cost, cost of production, labor markets elasticity, supply and demand, monopoly, oligopoly, consumer theory, and perfect competition.

Credit Hours: 4

Lecture: 4 hours

English

ENG-080 | Evolving English

Prerequisite(s): None

In this course, students learn the basic elements of good sentence and paragraph level writing with an emphasis on the

presentation and practical application of proper sentence level and paragraph level writing, particularly for an academic environment. Students are prepared for college-level composition courses. Placement in ENG-080 is determined by the analysis of the student's writing assessment completed upon application to Mt. Sierra College. Non-degree applicable.

Credit Hours: 4

Lecture: 4 hours

ENG-135 | English Composition

Prerequisite(s): ENG-080 w/minimum grade of 'C'

This course covers fundamental skills of composition writing, which include following an outline and developing a written document logically and with proper citations. How to write a basic editorial composition utilizing correct grammar, cohesive sentence structure, and a clear thesis with appropriate support is also covered. In addition, the course focuses on how to read more effectively, as well as edit one's own work. Students must pass a Common Writing Final Exam and earn a 'C' or higher in order to proceed to ENG-155.

Credit Hours: 4

Lecture: 4 hours

ENG-155 | Advanced English Composition

Prerequisite(s): ENG-135 w/minimum grade of 'C'

Building on the skills acquired in English composition, this course continues to develop the student's ability to read, analyze, and evaluate, as well as write essays and articles that both enhance an appreciation of the written word and provide the opportunity to utilize and apply the various modes of discourse in compositions, culminating in written research projects.

Credit Hours: 4

Lecture: 4 hours

ENG-250 | Introduction to Mythology

Prerequisite(s): ENG-155 w/minimum grade of 'C'

Students are introduced to the fundamental building blocks of the archetypal story through exploring original myths from the ancient Greek, Roman, Germanic, Celtic traditions, as well as from selected non-European traditions.

Credit Hours: 4

Lecture: 4 hours

ENG-260 | Storytelling

Prerequisite(s): ENG-155 w/minimum grade of 'C'

This course explores the writing experience. Students will learn the history of storytelling, working with different media (epic poems, plays, short stories, comic books and screenplays) through exercises inside and outside of class. These exercises will familiarize the students with the fundamental elements used in writing a narrative, including characters, the 3-act structure, scene construction, conflict and resolution, and lines

of action and counteraction. Students will complete original narrative writing assignments, including revised drafts, in each of the various forms studied.

Credit Hours: 4
Lecture: 4 hours

ENG-300 | Professional Writing

Prerequisite(s): ENG-135 w/ minimum grade of 'C'
This course offers students the skills needed to expand the principles of writing into a professional context. Emphasis will be placed on the principles of professional writing in common applications, as the course will include electronic communication, oral reporting, reports, and correspondence. Students may also learn to create online documents for communication purposes.

Credit Hours: 4
Lecture: 4 hours

ENG-335 | Introduction to Literature

Prerequisite(s): ENG-155 w/minimum grade of 'C'
This course explores the form and content of fictional stories, poems, and plays, providing the student with the opportunity to examine the artistic problems encountered and solved by the creators of these works. Emphasis is placed on the narrative style, the artist's objective, and the artist's point of view. The instruction provides the means to sharpen critical skills and to participate in the creation, development, and telling of stories.

Credit Hours: 4
Lecture: 4 hours

Finance

FIN-301 | Finance

Prerequisite(s): ACC-350, MTH-135
Students will learn the three major financial areas involving the financial system, investments, and business finance. The focus is on the practice of finance which includes the role of the financial system in a nation's economy, the concepts of the time value of money, methods used by businesses to raise funds, and ways that financial management obtains information from the financial markets to efficiently and profitably manage assets.

Credit Hours: 4
Lecture: 4 hours

FIN-311 | Finance I for Entrepreneurs

Prerequisite(s): ACC-102; MTH-135
In this course, students will learn the fundamentals of recognizing sound financial opportunities and will learn to evaluate those opportunities through the examination and interpretation of financial data which include balance sheets, income statements, cash flow statements, and related financial infor-

mation from various industry and competitor financial data reporting mechanisms.

Credit Hours: 4
Lecture: 4 hours

FIN-321 | Financial Management for Entrepreneurs

Prerequisite(s): FIN-311
This course analyzes how to manage cash flow considerations such as excess cash, deficient cash positioning, and daily operations. Students also apply tools for determining growth opportunities, marketing share, and financial positioning through product, location, and/or service development and expansion.

Credit Hours: 4
Lecture: 4 hours

Game Arts and Design

GAM-100 | Design Basics for Gaming and Lab

Prerequisite(s): None
This course is an overview of basic design principles and the considerations involved in design/visual communications theory and gaming— making meaningful, creative elements for information, identification, persuasion and entertainment use. The course introduces techniques of conceptualization, design, and production commonly used by professionals in game development.

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

GAM-135 | Digital Painting for Gaming and Lab

Prerequisite(s): DES-106; DES-130
The course will reinforce the techniques covered in Digital Painting and how it applies to Gaming with an emphasis on form, dramatic light and shadow, color theory, 1,2,3 point perspective, atmospheric perspective, environments, character illustration, fundamental design principles, texture, and surface creation. Traditional and technical principles applied for dynamic production Illustrations with Concept art, Environments, 3D and 2D textures, and character painting are explored further with special emphasis on tools used in the gaming industry.

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

GAM-201 | Character Modeling and Lab

Prerequisite(s): GAM-252
Students will be taught the process and techniques for building low-polygon characters and objects. Box modeling concepts are introduced and the student is walked through the process of box modeling a character from reference art using tools

available at the mesh sub-object level. Particular attention is paid to techniques that keep the three-dimensional model's polygon count low. They will also learn how to create textures for their three-dimensional models, with an introduction to UVW Unwrap, so that their models can be readily exported to a game engine.

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

GAM-204 | Game Design & Gameplay and Lab

Prerequisite(s): GAM-100; DES-130

This course explores the current philosophies of game design. Students will write and utilize game design documents, as well as design gameplay mechanics, dynamics and aesthetics. The course explores an overview of the life cycle of a video game including conception, development, production, manufacture, and distribution, as well as the limitations of various platforms. It also includes considerations of current game trends and their implication for the future of games.

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

GAM-220 | Level Design I and Lab

Prerequisite(s): GAM-204

This course introduces the art of game level design. A combination of lecture, discussion, and hands-on activity will give the students a comprehensive understanding of what to expect as professional game and level designers. The course integrates theories and skills from a number of other disciplines in an environment that will showcase and simulate the decisions, skills, tools, problems and working conditions of a professional level designer. Students interactively discuss and apply the various theories and skills as they are presented, with the goal of creating a fun and functional game level by the end of the course.

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

GAM-250 | Introduction to 3-D Principles and Lab

Prerequisite(s): CIT-103, DES-105

This is a hands-on introduction to three-dimensional principles. The class objective is to familiarize the student with working and navigating in a three-dimensional environment. Topics covered include the basic techniques of how to create and animate three-dimensional scenes. An introduction to the material editor, keyframe animation, lighting, and rendering are discussed.

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

GAM-252 | Materials, Lighting & Rendering in 3-D and Lab

Prerequisite(s): DES-106, GAM-260

This class continues with a more advanced treatment of the topics of materials, lighting and rendering. The material editor is explored in depth, including advanced material types and map channels. Advanced lighting systems such as ray tracing, radiosity, and the light tracer are covered. An overview of three-dimensional software features is also discussed.

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

GAM-260 | Environmental Modeling and Lab

Prerequisite(s): GAM-250

In this course, the student begins to build actual game environments. Techniques for building and texturing structures and terrain are discussed. The student will create both indoor and outdoor game levels and worlds. Construction of these worlds will conform to standard industry practices.

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

GAM-305 | Digital Sculpture and Lab

Prerequisite(s): GAM-252; GAM-260

This class is intended to aid the student in understanding the issues of line, plane, shape, mass, volume, texture, space, and lighting within the digital three-dimensional form. The student will develop the technical skills and knowledge necessary to translate a concept into a digital 3D sculpture. Included in the study will be the familiarization of the tools within the Zbrush software and techniques used in the entertainment industry.

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

GAM-320 | Level Design II and Lab

Prerequisite(s): GAM-220; GAM-354; GAM-370

This course covers the intermediate techniques to enhance the gaming experience using simulated lighting in a game engine as well as functional game mechanics of the level. Utilizing current game engine software, students will expand on previous work from Level Design 1, refining the in-engine level.

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

GAM-350 | Keyframe Animation and Lab

Prerequisite(s): DES-210; GAM-250

This course is an introduction to three-dimensional animation, beginning with an introduction of how animation works. The

student then learns how to animate objects in a three-dimensional scene. The course also covers animation controllers and how to have a camera follow a path. Other topics include object linking, animating materials, and a detailed exposition of animation utilities.

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

GAM-354 | Alternative Techniques in 3-D Production I and Lab

Prerequisite(s): GAM-252

This course focuses on alternative 3D modeling software, UV tool set, and 3D painting and sculpting techniques used in the film, television, internet, and gaming industry. Students will understand fundamentals using levels of detailed exercises that will strengthen concepts of polygon efficiency, image resolution budgets, and rendering performance.

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

GAM-356 | Alternative Techniques in 3-D Production 2 and Lab

Prerequisite(s): GAM-354; GAM-362

This class focuses on topics that are critical to character animation design such as movement, body language, power centers, using psychological gestures, scene development, and the audience. Alternative software is explored as a means to record, clean up, and apply motion capture data to a custom 3D character rig using a biped bone system.

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

GAM-362 | Character Setup & Rigging and Lab

Prerequisite(s): GAM-350;

This course develops a foundation for a problem solving methodology in the creation of custom character rigs in a three-dimensional environment. It focuses on a comprehensive overview and the setup process for advanced custom skeletal rigs, pipeline procedures, animation constraints, wiring parameters, soft and rigid vertex weighting, blend shapes, and attribute sliders.

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

GAM-370 | Beginning Scripting for Games and Lab

Prerequisite(s): CIT-240

This course is designed to give the student a basic understanding of game scripting. It can be used to extend the functionality of all aspects of three-dimensional design including modeling,

animation, rendering and working with large collections of objects. It is also useful for automating repetitive tasks. This class begins by taking a student through the fundamentals of variables, functions, arrays and script constructs. It then shows how to write scripts that manipulate modifiers, particle systems, lights and cameras. Finally, the class demonstrates how to encapsulate scripts using rollout panels and floating dialog boxes.

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

GAM-410 | Senior Thesis I for Gaming

Prerequisite(s): GAM-420; PDT-315

Note: Open to students in their tenth term or higher.

In this course, students will begin to create a demo reel that they will use in the pursuit of their professional careers. The course begins with a review of the characteristics of good vs. poor demo reels, and explains what to emphasize. The students will storyboard their reels, begin to create content for them, and build environments and characters for their final game projects.

Credit Hours: 2
Lecture: 2 hours

GAM-412 | Senior Thesis II for Gaming

Prerequisite(s): GAM-410

This course continues the development of student created demo reels. Emphasis will be placed on adding sufficient demonstration material to be prepared to enter the marketplace.

Credit Hours: 2
Lecture: 2 hours

GAM-420 | Level Design III and Lab

Prerequisite(s): GAM-320; GAM-480

This course focuses on the advanced kismet effects, sound system tools, and physics actors in current game engine software. Students will learn advanced techniques in level design and refine aesthetics, mechanics, and dynamics to complete a functional game level.

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

GAM-470 | Advanced Scripting for Games and Lab

Prerequisite(s): GAM-370

This course guides students in developing the requisite skills to become proficient in Technical Directing. Students explore advanced topics of scripting such as sub-object manipulation, file I/O and game exporters, and scripted plug-ins.

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

GAM-471 | Programming for Mobile Platforms and Lab

Prerequisite(s): GAM-470

Building on previous programming and scripting tools, this course introduces students to development for current mobile platforms. Through a series of projects, students are required to use current Software Development Kits or Application Programming Interfaces to author mobile applications. The application development in this course will emphasize current tools and practices.

Credit Hours: 4

Lecture: 3 hours

Lab: 2 hours

GAM-480 | Game Audio & Sound Design and Lab

Prerequisite(s): GAM-220; DES-240

Game Audio introduces the essential skills and tools required to produce sound effects, music, ambient sounds, UI sounds, and cinematics in games. Students will learn microphone selection, digital recording, editing, mixing, and mastering utilizing professional software and equipment, with an exploration of Hard Effects, Foley Effects, Background Effects, Digital Effects, and Sound Design Effects in a surround sound environment as it applies to the gaming industry. The class will also revisit acoustics and psychoacoustics to reinforce the importance of the game player's emotional response to the sounds of the game. Through lectures, hands-on production, and analysis of existing titles, students will learn to create sounds to fit the style and gameplay of the game.

Credit Hours: 4

Lecture: 3 hours

Lab: 2

Game Arts and Design Senior Electives

Game Arts and Design students complete Senior Electives to round out their education in areas of interest.

If this elective requirement is fulfilled using transfer credit from another institution, the courses will be noted as follows:

Senior Elective: SRE 1 and SRE 2

Humanities

HUM-205 | History of Civilization

Prerequisite(s): ENG-135 with a minimum grade of 'C'

Students examine the major historical epochs that have influenced contemporary thought, customs, and beliefs beginning with the ancient civilizations and progressing through the early Greek and Roman Empires, the Middle Ages, the Renaissance, the Age of Enlightenment, the Revolutionary Period, the Industrial Revolution, and the Twentieth Century. Particular emphasis is placed on the development of nations as well as on

the political, scientific, and technical influences throughout modern history.

Credit Hours: 4

Lecture: 4 hours

HUM-235 | Art History

Prerequisite(s): DES-100; PDT-315

This course surveys the concepts and major art epochs beginning with ancient civilizations and continuing through the Golden Ages of Greece and Rome, the Middle Ages, the Renaissance, the New-Classical Period, the Romantic Period, and the modern movements of realism, impressionism, expressionism, cubism, surrealism, and abstractionism. Sculpture and architecture are also examined as they reflect dynamic cultural patterns. Particular emphasis is placed on the evolution of pictorial composition.

Credit Hours: 4

Lecture: 4 hours

HUM-240 | History of Graphic Design

Prerequisite(s): DES-100; PDT-315

This course is an overview of visual communications from prehistory to the present day graphic design. Examining and discussing many periods, movements and styles through various examples of significant individuals and cultural groups, this course will view the chronology of design within a more defined socio-political/historic context, providing students with better insight into the relevancy of their own work within their own time. Students also produce researched design projects to help reinforce this process of understanding.

Credit Hours: 4

Lecture: 4 hours

HUM-245 | History and Language of Moving Images

Prerequisite(s): HUM-235

This course is an overview and study of the historical development of motion pictures from the early 20th Century to the present. It examines and discusses different periods, movements and styles within a defined socio-political and historical framework. The objective of the course is to equip students, by raising their knowledge of the complexities of moving images, to read films, video production and computer generated motion pictures as trained and informed viewers, and to enable them to create moving image productions with a command of visual literacy and communication.

Credit Hours: 4

Lecture: 4 hours

Internship

INT-xxx

Prerequisite(s): Approval of the Academic Dean and Departmental Chair

Open to students in good standing in their tenth term or higher. Under the supervision of an instructor, the student will serve as an intern at a business or community-based organization related to his or her field of study. The student will have the opportunity to perform tasks and complete projects that synthesize the various skills learned within the degree program in a real world environment. Credits awarded depend upon nature of the internship and the total hours of the assignment. Students may complete two internships for credit, and must enroll in the internship prior to beginning the internship. Maximum credits granted per internship: 2 credit hours

Management

MGT-310 | Business Management I

Prerequisite(s): BUS-101

This course provides an in-depth analysis of business enterprise as it relates to communication management, personnel management, and resource management issues.

Credit Hours: 4

Lecture: 4 hours

MGT-315 | Business Management II

Prerequisite(s): MGT-310

An introduction to the management of processing systems, information systems, and future systems development is provided.

Credit Hours: 4

Lecture: 4 hours

MGT-410 | Human Resource Management

Prerequisite(s): MGT-310

Theoretical and practical approaches and practices of managing human resources are covered in this course. Special attention is given to issues of training, development, performance appraisal, and the evaluation of organizational effectiveness.

Credit Hours: 4

Lecture: 4 hours

MGT-420 | Management Science I

Prerequisite(s): MTH-135

This course is designed to meet the needs of beginning through advanced students, and provides a balanced coverage of the theory, applications, and computations of operations research techniques – with a focus on deterministic models, probabilistic models, and nonlinear models.

Credit Hours: 4

Lecture: 4 hours

MGT-430 | Management Science II

Prerequisite(s): MGT-420

This course covers different theories of quantitative management and decision theory, forecasting, and game theory for decision-making processes.

Credit Hours: 4

Lecture: 4 hours

Marketing

MKT-215 | Marketing I

Prerequisite(s): None

This course covers the basics of marketing strategies, with concentration on the ability to solve advertising problems, while increasing sales. Emphasis is placed on effective advertising for newspapers, radio, and television as well as on public relations and budgeting.

Credit Hours: 4

Lecture: 4 hours

MKT-300 | Advertising and Public Relations

Prerequisite(s): MKT-215

In the course, students will explore the efforts used by advertisers to promote products and services. Students will analyze the use of media – television, newspapers, magazines, Internet – to promote products and services in the marketplace. The course will also analyze the effects of advertising on economic and social life, exploring the methods and techniques advertisers use as well as methods of research that improve advertising effectiveness.

Credit Hours: 4

Lecture: 4 hours

MKT-460 | Customer Relationship Management

Prerequisite(s): MGT-310

This course introduces the student to the discipline of Customer Relationship Management (CRM) with a focus on how enterprises integrate customer service, marketing and sales strategies with technology to achieve the goals of CRM. Topics covered include developing new customers, managing existing customers, increasing customer revenues, and simplifying the sales and marketing process. CRM strategies will be discussed and analyzed from case studies.

Credit Hours: 4

Lecture: 4 hours

Mathematics

MTH-080 | Basic Mathematics*

Prerequisite(s): None

This course begins with a short review of basic arithmetic skills

and continues with the application of these skills. Problem solving involving fractional and decimal dimensions is emphasized. Real life applications for Business and Consumers are offered. Ratios and Proportions, as well as markup and discount problems are covered. A brief exposure to banking and personal accounting is also presented. The course also introduces introductory algebra with emphasis on utilization of formulas to work with signed numbers and first-degree equation solutions. Placement in MTH-080 is determined by the results of the student's math assessment completed upon application to Mt. Sierra College. Non-degree applicable.

Credit Hours: 4
Lecture: 4 hours

MTH-135 | College Algebra

Prerequisite(s): MTH-080
This course provides a transition from practical arithmetic to the symbolic world of algebra by understanding and solving logical and structured approaches to variables, equations and inequalities and factoring.

Credit Hours: 4
Lecture: 4 hours

Philosophy

PHL-145 | Critical Thinking and Problem Solving

Prerequisite(s): ENG-080 with minimum grade of "C"
This course provides necessary skills to analyze and evaluate ideas and concepts that are encountered during and after college education. Emphasis is placed on the practical techniques to solve problems logically and effectively.

Credit Hours: 4
Lecture: 4 hours

PHL-405 | Ethics and Legal Issues

Prerequisite(s): ENG-135 with minimum grade of "C"
This course covers human behavior as it applies to the individual in the conduct of business. Understanding legal principles and practices that govern relationships and rights will be emphasized. This course does not determine correct ethical action; rather, it is designed to assist you as a potential businessperson to make more informed and ethical decisions on a daily basis. Since there is no universal agreement on the correct ethical business norms, critical thinking and informed decision-making are emphasized

Credit Hours: 4
Lecture: 4 hours

Political Science

POL-210 | Political Science

Prerequisite(s): None
This course will address political relations and global policies relating to international affairs and trade with special emphasis on the evolution of worldwide government and business relationships.

Credit Hours: 4
Lecture: 4 hours

Professional Development

PDT-115 | College Success and Study Skills

Prerequisite(s): None
This course is designed to help students develop skills necessary to obtain the maximum benefit from a college education, including how to study, take notes, take tests, manage time, communicate and interrelate effectively with others, and reduce stress and enhance energy and well being. Students will clarify why they are in college and will be provided with information about college procedures, resources and services that relate to student success. Students are required to complete this course in their first or second term of enrollment.

Credit Hours: 4
Lecture: 4 hours

PDT-200 | Portfolio Workshop I

Prerequisite(s): DES-108 and DES-100 or GAM-100
This course will introduce the student to the techniques of professional portfolio design, enhance skills in time management, and reinforce a culture of reworking and prototyping. Students will assemble and present a preliminary, professional portfolio for review by a board of faculty and advisors. (Note: PDT 200 and 300 are scheduled to be retired and will be replaced by a 4-unit course, PDT 350.)

Credit Hours: 2
Lecture: 2 hours

PDT-300 | Portfolio Workshop II

Prerequisite(s): PDT-315 and DES-231 or GAM-204
This course will reinforce the techniques of professional portfolio design. Students will be introduced to self-promotional web design, and gain an understanding of building a reel. Students will assemble and present an intermediate, professional portfolio for review by a board of faculty and advisors. (Note: PDT 200 and 300 are scheduled to be retired and will be replaced by a 4-unit course, PDT 350.)

Credit Hours: 2
Lecture: 2 hours

PDT-315 | Information Literacy and Research Skills

Prerequisite(s): PDT-115; ENG-155

This course explores media literacy, research & library skills, critical literacy, and information ethics, in the context of information literacy. Students will learn to recognize when information is needed and will gain a deeper understanding of how to locate, evaluate, and effectively use the needed information.

Credit Hours: 4

Lecture: 4 hours

PDT-350 | Portfolio Development

Prerequisite(s): PDT-315 and DES-231 or GAM-204

This course will introduce the student to the techniques of professional portfolio design, enhance skills in time management, and reinforce a culture of reworking and prototyping. Students will be introduced to self-promotional web design and gain an understanding of building a reel. This course concludes with students assembling and presenting an intermediate, professional portfolio for review by a board of faculty and advisors.

Credit Hours: 4

Lecture: 3 hours

Lab: 2 hours

PDT-375 | Portfolio Review

Prerequisite(s): PDT-350

In this course, students continue to enhance their portfolio previously developed in PDT-350 and to further improve their presentation skills. Students refine their portfolio by adding new content, polish existing work, and modify their portfolio to target a specific career path. Students also work on the design of public facing profiles on job networking sites. This course concludes with students assembling and presenting a polished professional portfolio for review by a board of faculty and advisors.

Credit Hours: 2

Lab Hours: 3 hours

PDT-425 | Career Strategies

Prerequisite(s): SPH-305; PMT-410

This course concentrates on the practical techniques that prepare students to enter their career field successfully. Goal setting, company research on the Internet, résumé and cover letter preparation, as well as the application of interview strategies are emphasized.

Credit Hours: 4

Lecture: 4 hours

PDT-426 | Career Strategies for the Media Arts

Prerequisite(s): SPH-305 and DES-410 or GAM-410

This course concentrates on the practical techniques that prepare students to enter their career field successfully. Goal

setting, company research, résumé and cover letter preparation, portfolio presentation, and interview strategies are emphasized.

Credit Hours: 4

Lecture: 4 hours

Project Management

PMT-310 | Project Management and Lab

Prerequisite(s): BUS-101; PDT-315

This course covers implementation and management of projects. Resource management, conflict management, negotiation, and advanced scheduling techniques are also covered. Also covered is the application of popular project management software applications. Typical project plans are developed and analyzed based on real-world projects.

Credit Hours: 4

Lecture: 3 hours

Lab: 2 hours

PMT-410 | Applied Project Management: Senior Project I and Lab

Prerequisite(s): PMT-310

Note: Open to students in their tenth term or higher. Students must complete PMT 410 and PMT 499 in consecutive terms. This course includes managing multiple projects and sharing resources on large, complex projects and prepares students to work on their Senior Project. The course focuses on the advanced skills in using project management software. Scheduling and managing multiple projects, managing sub projects, and sharing resources among multiple projects are also explored. Students will begin work on their senior projects. Projects will be completed in PMT-499.

Credit Hours: 4

Lecture: 3 hours

Lab: 2 hours

PMT 499 | Senior Project II

Prerequisite(s): PMT-410

Students must complete PMT 410 and PMT 499 in consecutive terms. Students complete their senior project, begun in PMT 410, with the application of acquired skills and knowledge. Working as members of a project team, students solve a real world industry problem. Evaluation of student performance is shared between faculty members and industry representatives. The course enhances students' skills using software to analyze, develop, measure and report on Senior Project activities and results. Students will have the opportunity to work with business and non-profit community organizations in the application of strategies to increase effectiveness of the organization through the use of computerized tools.

Credit Hours: 4
Lecture: 4 hours

Psychology

PSY-215 | Psychology

Prerequisite(s): None

This course studies human behavior as it applies to individual development and adjustment. Topics such as perception, personality, and motivation are emphasized as well as group roles, structure, and group influence in the decision-making process.

Credit Hours: 4
Lecture: 4 hours

Security

SEC-130 | Introduction to Information Security and Lab

Prerequisite(s) CIT-102

This course introduces the fundamental concepts of Information security using the security development life cycle (SDLC) as the framework. Security design, development, and policy implementation strategies for different network environments will also be covered.

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

SEC-145 | Intrusion Detection and Lab

Prerequisite(s): SEC-130

This course focuses on hardware and software approaches to detect intruders, including an overview of popular applications and tools, configuration, and management of these tools.

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

SEC-250 | Network Security and Lab

Prerequisite(s): CIT-230

This course introduces students to implementing network security services using file systems permissions, individual and group policies, baseline security measures, network intrusion detection, and security updates.

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

SEC-255 | Security Design and Lab

Prerequisite(s): CIT-230

This course teaches how to design and deploy security across systems enterprises using intrusion detection tools and virtual private networks to control and manage access.

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

SEC-270 | WAN Security and Lab

Prerequisite(s): CIT-330

This course covers installation, configuration, and administration of Wide Area Network security programs and devices such as routers, hubs, switches, firewalls, and Internet Protocol Security (IPSec).

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

SEC-275 | Server Security and Lab

Prerequisite(s): SEC-270

This course covers creating, implementing and administration of security policies on network LAN, WAN, and wireless servers. Firewall security, server caching, and server VPN topics are also reinforced.

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

SEC-280 | Disaster Recovery and Lab

Prerequisite(s): BUS-101

In this course students learn methods to identify system vulnerabilities and take appropriate countermeasures to prevent and mitigate failure risks for an organization. Risk assessment, recovery policy design, and management roles are also covered.

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

SEC-300 | UNIX/Linux Security and Lab

Prerequisite(s): CIT-353

This course covers configuring, managing, administering, and securing of Linux systems and networks. User account, protocol, and port controls are covered as well as remote management utilities.

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

SEC-305 | Computer Forensics and Lab

Prerequisite(s): SEC-270

This course provides students with a solid background in digital investigation, analysis, file, data, and disk repair, and data recovery. Legal aspects such as preserving of evidence, chain of custody recording, and serving as an expert witness are covered.

Credit Hours: 4

Lecture: 3 hours
Lab: 2 hours

SEC-315 | Network Security Management and Lab

Prerequisite(s): CIT-420, SEC255

This course covers authentication methods, network attack safeguards, infrastructure, and remote access management. Operational and organization security from a management perspective is also covered.

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

SEC-330 | Wireless Security and Lab

Prerequisite(s):CIT-220

This course covers wireless threats ranging from hackers to viruses. Special focus will be on understanding, configuring, deploying, and administrating wireless security tools.

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

Sociology

SOC-165 | Sociology

Prerequisite(s): ENG-080 with minimum grade of “C”

This course covers contemporary social institutions in the context of multi-cultural and ethnically diversified social groups, while exploring the dynamic issues of race, gender, prejudice, sexuality, and minority bias as they relate to national and global societies.

Credit Hours: 4
Lecture: 4 hours

Speech

SPH-305 | Speech Communications

Prerequisite(s): ENG-155 with minimum grade of ‘C’
Students learn and apply the basic principles of effective communication through the use of the voice and body. Topics include audience analysis, organization, language, timing, and nonverbal communication. Practical application is also provided through individual and group presentations.

Credit Hours: 4
Lecture: 4 hours

Telecommunications Technology

TCT-100 | Telecommunications Technology I and Lab

Prerequisite(s): None

Students are introduced to telecommunications as a discipline with a focus on the fundamentals of a wide range of topics

including technologies, career opportunities, user and vendor associations, standards organizations, professional organizations, regulatory organizations, and history, providing a comprehensive overview and scope of telecommunications technology. Facilities infrastructure and structured wiring plans for telecommunications systems are studied. There is a strong emphasis on the fundamentals of structured wiring and cable installation in accordance with ANSI and EIA/TIA standards. Students participate in the installation and testing of a Telecommunications Grounding System, as well as pre-installation procedures, cable pulling, cable testing, and troubleshooting.

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

TCT-110 | Introduction to Data Communications and Lab

Prerequisite(s):TCT-100

This course covers the fundamental concepts of analog and digital communications, as well as transmission and modulation methods for data networks. Also covered are industry standards, basic electronics for data communications, protocols, modems, data service unit/channel service units (DSU/CSU) and connectivity in local and wide area networks. Students are introduced to basic test equipment used in data communications including the breakout box, Penta-Scanner, volt-ohm meter, and other related equipment. Structured cabling for data networks according to EIA/TIA standards is emphasized. Students will perform hands-on installation, configuration, and troubleshooting of data communication equipment and systems.

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

TCT-115 | Introduction to Voice Communications and Lab

Prerequisite(s):TCT-100

This course provides an understanding of the technology of telephone systems and voice technology basics such as analog transmission, modulation techniques, amplification, multiplexing, and switching basics. Private telephony networks are compared with public networks. The laboratory builds upon the TCT-100 laboratory. Students “rough-in” voice structured cabling systems, perform pre-installation and termination of work area outlets, install cable-support systems, demonstrate fire-stopping techniques, install horizontal and backbone cables, and remove abandoned cable systems. Students perform testing, troubleshooting, and repair of voice systems, and are introduced to telecommunications grounding techniques. Basic phone technology including hands-on installation, repair, and programming of phone and PBX systems will be introduced.

Credit Hours: 4
Lecture: 3 hours
Lab: 2 hours

TCT-170 | Introduction to Electronics and Lab

Prerequisite(s): None

Students will explore the theory of DC and AC and applications of DC and AC circuits. The course studies the three circuit parameters - resistance, inductance, and capacitance. The mathematical application of Ohm's law, series circuits, parallel circuits and compound circuits is undertaken. Magnetism, electro-magnetism and atomic structure are also investigated. Hands on lab activities show how DC/AC circuits, semiconductor, device linear circuits and digital circuits work. Labs covering the construction of circuitry will demonstrate how circuit parameters work.

Credit Hours: 4

Lecture: 3 hours

Lab: 2 hours

TCT-200 | Telecommunication Technologies II and Lab

Prerequisite(s):TCT-100

This course covers managing and running a telecommunications organization and network. Planning, organizing, and controlling skills for procuring, installing, and operating large telecommunications systems are developed and used. Vendors, regulatory bodies, user groups, and professional organizations are studied using strategic planning and feasibility analysis. Developing requirements and specifications, writing requests for proposals (RFPs), and using cost-benefit analysis methods are also investigated. Engineering economics is introduced. Software applications are employed to analyze network performance problems, track repairs, generate management reports, and perform financial analysis.

Credit Hours: 4

Lecture: 3 hours

Lab: 2 hours

TCT-210 | Voice Over Internet Protocol (VOIP) and Lab

Prerequisite(s):TCT-110; CIT-102

This course surveys the history and evolution of integrating voice, data, and image processing technologies (CTI, or Computer-telephony Integration). Voice Over IP Technology provides students with the knowledge of Voice over IP technology, or making telephone calls over data networks such as the Internet. It has now reached the tipping point, and is expected to eventually become the standard telephone technology. Students will examine standards, applications, and concepts, as well as, business needs-analysis and case studies of both VoIP and computer response systems. Lab exercises include designing and installing voice mail systems.

Credit Hours: 4

Lecture: 3 hours

Lab: 2 hours

TCT-215 | Communication Systems I and Lab

Prerequisite(s):TCT-115

This course provides an introduction of the evolution of switching technology and the history of PBX systems. Students will learn to analyze voice system requirements using traffic theory and will investigate proprietary and PC based switching systems. The course will culminate in students planning

major switch procurements for a business organization using RFPs, RFIs, RFQs, cost-benefit analysis, and CENTREX vs. PBX analysis. Installing components, programming features, troubleshooting, and interpretation of system performance will also be covered. In the hands on lab, students design, install and operate a switching system.

Credit Hours: 4

Lecture: 3 hours

Lab: 2 hours

TCT-355 | Advanced Wireless Communications and Lab

Prerequisite(s):CIT-220

This course covers the evolution of wireless communications as an outgrowth of IEEE's 802.11 standards. Wireless networks such as cellular, packet radio, specialized mobile radio, personal communications services, satellite, spread spectrum, and infrared are covered in detail. Hands-on lab assignments include designing, troubleshooting, operating, and managing wireless networks.

Credit Hours: 4

Lecture: 3 hours

Lab: 2 hours

TCT-455 | Fiber Optic Communications and Lab

Prerequisite(s): CIT-235; TCT-215

This course explores fiber-optic communications, providing comprehensive and intuitive introduction to this transport medium. The course covers concepts of building up and understanding of optical fibers, their properties, light sources and detectors, and fiber optic components and their application in fiber-optic systems. The course also covers the basics of fiber-optic management and troubleshooting. Lab assignments will include hands-on assignments in fiber-optic design, terminating, routing, as well as troubleshooting fiber-optic cables.

Credit Hours: 4

Lecture: 3 hours

Lab: 2 hours

TCT-460 | Communication Systems II and Lab

Prerequisite(s): CIT-235; TCT-215

Students learn how to move and control information between networks using transport protocols. Error handling, prioritization, and security features of transport protocols are also covered as well as OSI Connection Oriented Transport Service (COTS) and Connectionless Transport Service (CLTS), SPX, TCP/IP, and NetBIOS and NetBEUI protocols. Students develop skills in providing connection-oriented data-delivery services across networks. Students will also learn how to provide end-to-end data exchanges and troubleshoot problems. In a laboratory setting, students will actually transport information between using various transport protocols. Students will learn how to handle errors, security issues and other problems associated with the transmission of data and voice.

Credit Hours: 4

Lecture: 3 hours

Lab: 2 hours

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Ruby Dee Multimedia Instructional Designer	
Jason Dominguez Instructional Designer	
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